



H-1B Employee Request Checklist: Documents to Upload to Sunapsis

Please review this checklist to ensure you have everything scanned that you'll need to upload in Sunapsis for your H-1B request.

PASSPORT INFORMATION

- Passport biographical and expiration page(s)

EDUCATION AND US EMPLOYMENT HISTORY

- Diploma (highest degree) (if not U.S.-earned or in English, see below)
 - If your highest degree was earned at an institution of higher education outside the U.S., a credential evaluation is required (not applicable to physicians with ECFMG certification). You can find a list of reliable credential evaluation services at the following website: <http://www.naces.org/members.htm>
 - If your diploma is not in English, a translation is required. The translator should sign and date below the following statement: *I certify this is a true and literal translation of the original document and I am proficient in the _____ and English languages*
- Resume or Curriculum Vitae, including lists of your publications
 - If you are a clinician who will have patient contact in the U.S.:*
 - Copy of license to practice in Maryland
 - For Physicians only:*
 - Evidence that you have passed USMLE Steps 1, 2 and 3;
 - Copy of any board certifications (if applicable)
 - For International Medical Graduates:*
 - Copy of ECFMG certificate

CURRENT IMMIGRATION STATUS INFORMATION

If you are currently in the United States...

- Your current visa stamp, if applicable;
- Your I-94 admissions document which you can print from [CBP's website](#) (or if you entered on land you may have received a card stapled in your passport, in which case, we need both sides)

Please include the following documents based on your current status:

If your immigration status is other than F, J or H, we will contact you after review of your e-form with a list of any additional documentation we will need to collect.

If you are an F-1 Student or F-2 Dependent:

If you are a J-1 Exchange Visitor or J-2 Dependent:

- All Forms I-20 (both the first page and the OPT/Travel Signature page);
- If you hold **F-2 dependent** status, copies of the immigration documents of the F-1 principal (I-20s, passport, F-1 visa & I-94 card);
- Any Employment Authorization Document (EAD) cards, if applicable

If you are an H-1B Employee or H-4 dependent:

- All I-797 H-1B/H-4 approval notices;
- If you are an H-4 dependent, the H-1B principal's immigration documents (I-797 H-1B approval notice, passport, H-1B visa and I-94)

- All Forms DS-2019;
- Waiver of two-year home residency requirement or evidence you fulfilled the requirement, if applicable

If you hold J-2 dependent status:

- Any Employment Authorization Document (EAD) cards;
- The J-1 principal's immigration documents (DS-2019, passport, J-1 visa and I-94)

US IMMIGRATION HISTORY

If you have EVER held J-1 or J-2 status in the U.S.:

- ALL Forms DS-2019 (formerly Form IAP-66)
- OR**
- ALL J-1/J-2 visas issued to you

If you have EVER held H-1B status in the U.S.:

- ALL I-797 Approval Notices

LPR Information or Removal Proceedings:

- All receipt and/or approval notices in connection with Permanent Residency (green card) filings (if applicable);
- If you or your dependents are in deportation or removal proceedings you will need to attach explanation and documentation

DEPENDENT INFORMATION

A Dependent is a spouse or unmarried child under the age of 21 who is in the U.S. with a family member in a primary status. The University of Maryland, Baltimore can file the Form I-539 for dependents as a courtesy. UMB does not provide legal representation for the employee's family members. The OIS will need a copy of the Form I-539 only if your dependent/s are inside the U.S. and need to change their status within the country.

To include dependents in your request, these documents need to be uploaded to the H-4 Dependents (Spouse/Child) form. You should complete the H-4 Dependents e-form for each dependent you will include in your H-1B Request:

- Draft of the form [I-539](#) for the first dependent
- Draft of the form [I-539A](#) for each additional dependent, if you have more than one dependents.
- Passport identification and expiration page(s) for each dependent;
- U.S. visa for each dependent;
- Form I-94, [Print-Out](#) (or front and back of card, with the red stamp clearly legible), for each dependent;
- Other relevant immigration documents for each dependent (i.e., I-20 for F-2 dependents, DS-2019s for J-2 dependent, I-797 approval notices for H-4 dependents, etc.)
- Marriage certificate with English translation for spouse (if applicable)
- Birth certificate(s) with English translation(s) for children (if applicable)