



H-1B Beneficiary: H-1B Specialty Occupation Request Checklist

When a University of Colorado department sponsors an international scholar for an H-1B Specialty Occupation visa, the sponsoring department administrator, supervisor, department chairperson, and the H-1B beneficiary must submit e-forms that collect information required for the H-1B petition. Submitted e-forms are sent to International Student and Scholar Services (ISSS).

After the request is initiated by the sponsoring department, you will receive an email with the subject "ISSS-Request for Information: H-1B Specialty Occupation Request." The email will include a link to access the e-forms along with login information.

- You must submit all the H-1B Beneficiary e-forms and upload required documentation.
 - H-1B Beneficiary Biographical Information, H-1B Beneficiary Academic Background, H-1B Beneficiary Current U.S. Immigration Status, H-1B Beneficiary U.S. Immigration History, H-1B Beneficiary Attestation.
- [Instructions for Accessing the H-1B Specialty Occupation Request E-Forms](#)

All H-1B Applicants Must Upload

- ☐ Copy of your current passport page(s) showing biographic information and expiration date
- ☐ Copy of your current curriculum vitae (CV) or resume
- ☐ Copies of your professional degree diploma(s)/certificate(s) for all degrees (U.S. and non-U.S.) required for the position and academic transcripts showing degree field of study.
 - *If the diploma/certificate is not in English:*
 - ☐ A translation of the diploma/certificate and Certificate of Translation.
 - The translation cannot be done by you or a family member.
 - Certificate of Translation: The translator must sign a certification that the English language translation is complete and accurate, and that they are competent to translate from the document language into English. The certification must also include their signature, printed name, the signature date, and their contact information.
 - *If the diploma/certificate was obtained at an institution outside the U.S.:*
 - ☐ Copy of professional credential evaluation for any non-U.S. degree(s) that qualify you for the position
 - Credential evaluations can be obtained from members of [NACES](#) or [AICE](#).
 - Evaluation must state the U.S. equivalent degree and major.

If the job requires minimum employment experience:

- ☐ Letters from previous employers indicating job title, employment dates, and description of job duties. Letters must be on letterhead paper and include original signatures.

Applicants Who Currently Hold Status in the U.S. Must Also Upload

- ☐ Most recent [I-94 Admission Record](#)
- ☐ Current visa stamp or change of status I-797 Approval Notice
 - In most cases, Canadian citizens do not require a U.S. visa.

If you have been issued any Employment Authorization Documents (EADs) during your current status:

- ☐ Front and back of every EAD issued during your current status

If a Form I-140 Immigrant Petition for Permanent Residency was filed on your behalf:

- ☐ Receipt and/or Approval Notice related to Form I-140 filing

If a Form I-485 Application to Register Permanent Residency was filed on your behalf:

- ☐ Receipt and/or Approval Notice related to Form I-485 filing

If you are currently in F status:

- ☐ Copies of all I-20s issued for your current F program

- *If you were authorized for Option Practical Training (OPT) during your current F-1 program:*

- ☐ Copies of proof of employment for **all** positions while on OPT.

Proof of employment needs to confirm the dates you worked, how many hours per week and how the position(s) related to your major.

Proof of employment can include:

- Print out of your OPT Employment data from the [SEVP Portal](#)
- Paystubs
- W-2 Forms
- Offer letter confirming the number of hours of employment per week and that the work was in your major field of study
- I-983 (for STEM OPT)

If you are currently in J status:

- ☐ Copies of DS-2019s issued for your current J program

- *If you obtained a waiver of the two-year home residency physical presence requirement:*

- ☐ Copy of the Form I-612 Waiver Approval Notice

If you are currently in H-1B status:

- ☐ [I-94 Travel History](#)

- ☐ Copies of all Form I-797 Approval Notices issued during your current H-1B status

- *If you are transferring or extending an H-1B:*

- ☐ Pay statements from the last three months

- *If you are transferring an H-1B:*

- ☐ Employment verification letter from current employer

If you are currently in L-1 status:

- ☐ Copies of all Form I-797 Approval Notices issued during your current L-1 status

If you are currently in O status:

- ☐ Copies of all Form I-797 Approval Notices issued during your current O status

If you are currently in TN status:

- ☐ Copies of all Form I-797 Approval Notices issued during your current TN status

Applicants Who Previously Held Status in the U.S. Must Also Upload

- ☐ Visa stamp or change of status I-797 Approval Notice for *all* statuses previously held in the U.S.
- In most cases, Canadian citizens do not require a U.S. visa.

If you were issued any Employment Authorization Documents (EADs) during your previous status:

- ☐ Front and back of every EAD issued during your previous status(es)

If a Form I-140 Immigrant Petition for Permanent Residency has ever been filed on your behalf:

- ☐ Receipt and/or Approval Notice related to Form I-140 filing

If a Form I-485 Application to Register Permanent Residency has ever been filed on your behalf:

- ☐ Receipt and/or Approval Notice related to Form I-485 filing

If you were previously in F status:

- ☐ Copies of all I-20s issued for your previous program
- *If you were authorized for Option Practical Training (OPT) during a previous F-1 program:*
 - ☐ Copies of proof of employment for **all** positions while on OPT.
Proof of employment needs to confirm the dates you worked, how many hours per week and how the position(s) related to your major.
Proof of employment can include:
 - Print out of your OPT Employment data from the [SEVP Portal](#)
 - Paystubs
 - W-2 Forms
 - Offer letter confirming the number of hours of employment per week and that the work was in your major field of study
 - I-983 (for STEM OPT)

If you were previously in J status:

- ☐ Copies of DS-2019s issued for your previous program
- *If you obtained a waiver of the two-year home residency physical presence requirement:*
 - ☐ Copy of the Form I-612 Waiver Approval Notice

If you were previously in H-1B status:

- ☐ Copies of all Form I-797 Approval Notices issued during your previous H-1B status
- *If you were in H-1B status in the last 6 years:*
 - ☐ [I-94 Travel History](#)

If you were previously in L-1 status:

- ☐ Copies of all Form I-797 Approval Notices issued during your previous L-1 status

If you were previously in O status:

- ☐ Copies of all Form I-797 Approval Notices issued during your previous O status

If you were previously in TN status:

- ☐ Copies of all Form I-797 Approval Notices issued during your previous TN status

Applying for H-4 Dependent Status for Family Members (Spouse or Children)

The spouse and unmarried minor children (under 21 years of age) of an H-1B employee are eligible to obtain H-4 dependent status. H-4 filings and visa applications are the responsibility of the H-1B scholar and their dependents. Questions related to the H-4 application should be directed to an immigration attorney or [USCIS](#).

H-4 Dependent Resources

- [H-4 Dependents](#)
- [DS-160: Online Nonimmigrant Visa Application](#)
- [I-539, Application to Extend/Change Nonimmigrant Status](#)