
M E M O R A N D U M

TO: Employers Seeking to Employ H-1B Non-Immigrant Professionals &
H-1B Job Candidates
FROM: Glinsmann & Glinsmann, Chartered
RE: Required Document Checklist

EMPLOYEE

1. Information Intake Form
2. Employee's Current and/or Expired Passport(s) (valid for at least 6 months)
 - a) Biographic Page(s)
 - b) Machine Readable Visa Page(s)
3. Arrival/departure record Form I-94, if employee is in the United States
4. High school diploma, i.e. bachiller, bagrut, baccalaureat
5. College Diploma(s) with translation, all (Associates, Bachelors, Master, Ph.D.)
6. College Transcripts with translation
7. Certificate/diplomas of other training courses education with translation
8. Credential Evaluation rendered by a service for all foreign university degrees
9. Form(s) I-20, if employee ever held F-1 Student Status
10. Form(s) I-797A w/ underlying Petition and Attachments, if employee ever held H1B status
11. Pay stub through the date of filing, if employee currently holds H1B status
12. W-2 Wage and Tax Statement for all years in H1B status or other immigration status
13. Employment Authorization Document, if previously issued by the USCIS
14. Detailed resume include: Name and address of employer(s), Period of employment, Job title and detailed job description, Accomplishments on the job (projects, contracts, etc.)
15. Experience letter from each former employer¹ verifying dates of employment and position.

EMPLOYER

1. Employer Information Intake Form
2. Job offer letter
3. Job title and detailed job description
4. Salary/hourly rate offered
5. Description of employee benefits & annual value i.e. leave, insurance, pension etc.
6. Identify the minimum degree required and acceptable field(s)
7. Identify the minimum # years experience for the job
8. Identify the required skill set for the job i.e. specialized tools, software, research
9. Resumes/bios for all other employees holding the same/similar position as H1B employee
10. Resume/bio for employee's immediate supervisor
11. Identify all number of employees and job titles for all employees to be supervised by H1B
12. Describe the match between a) employee's specialized knowledge and company's product or service and b) company's processes and procedures
13. Employer's Brochures/Marketing Materials/Media
14. Employer's Organizational Chart
15. Employer's Financial Statements:

¹ If employee has been self-employed, additional evidence will be required.

- a. Profit/Loss for Most Recent Calendar Year or Fiscal Year
- b. Balance Sheet for Most Recent Calendar Year or Fiscal Year
- c. Federal Income Tax Return or Audited Financial Statements

16. BCIS Filing Fees:

- a. \$1,000 15-Day Premium Processing Fee (optional)
- b. \$1500 Employer Filing Fee (original filings and 1st extension w/ this petitioner) (\$750 for employees <25 employees)
- c. \$500 Fraud Prevention Fee (original filings with this petitioner only)
- d. \$190 Filing Fee may be paid by either party

17. Additional evidence will be required for:

- a. medical positions
- b. employers that are startups or less than two (2) years old