**H-1B/TN/E-3 Visa Request Checklist**

International Scholars Operations

**Beneficiary’s name:** First and last name

**Visa request tracking number:** Enter ticket number from RT here.

**Note:** All supporting documentation should be **legible and single-sided on 8.5” x 11” paper**. Return to ISO as one complete packet to International Scholars Operations (ISO) by one of the following methods:

* By campus mail to campus mailbox 351245
* As one complete PDF by replying to the acadvisa@uw.edu email sent with the approved visa request
* As one complete PDF uploaded to the [visa request](https://lux.ap.washington.edu/visa/h/mine/) using the “Manage Files” function

**From unit:**

[ ]  Signed UW [H Visa Request Form](https://ap.washington.edu/ahr/visas/admin-resources/h1b/sponsorship/)

[ ]  [Check(s)](https://ap.washington.edu/ahr/visas/admin-resources/visa-fees/) made out to U.S. Department of Homeland Security:

* $460 I-129 Filing Fee
* $500 Fraud Prevention Fee (for H-1B new and change of employer petitions only)
* $2805 Premium Processing Fee (optional; contact ISO for more information)

[ ]  [Prevailing Wage Intake Form](http://ap.washington.edu/cms/wp-content/uploads/Prevailing-Wage.docx) (not required for TNs, or for positions covered by a collective bargaining agreement)

[ ]  Signed [Actual Wage Memorandum](http://ap.washington.edu/cms/wp-content/uploads/Actual-Wage.docx) (not required for TNs)

[ ]  **Draft** [employer letter](https://ap.washington.edu/h1b-request-new-petition-change-of-employer-2/) to USCIS

[ ]  **All** offer or reappointment letters for this position

[ ]  Copy of all published advertisement(s) (for professorial appointments) or UWHIRES position (for staff)

**From beneficiary:**

[ ]  Copy of passport biographic page and most recent U.S. visa stamp

[ ]  Signed [Maintenance of Status/I-94 Consent Form](http://ap.washington.edu/cms/wp-content/uploads/Maintenance-of-Status-I-94-Consent.pdf) AND copy of most recent [I-94 record](http://ap.washington.edu/ahr/visas/scholar-resources/i94/)

[ ]  Copies of documentation of previous and current U.S. immigration status, including but not limited to all I-797 approval notices, I-20 forms, DS-2019 forms, EAD cards, and I-612 waivers (for new petitions only)

[ ]  Copy of diploma and transcript for highest relevant degree, with [certified translation](http://ap.washington.edu/cms/wp-content/uploads/Translators-Certification.pdf)

[ ]  Foreign educational equivalency evaluation from a [NACES member agency](https://www.naces.org/members) (for foreign degrees only)

[ ]  Curriculum vitae

[ ]  Copy of USMLE results and ECFMG certificate (for foreign medical graduates with patient care duties)

[ ]  Copy of U.S. professional license (if required for the position)

**From beneficiary’s dependents (if extending or changing status in the U.S.):**

[ ]  Completed [I-539 form](https://www.uscis.gov/i-539) **with original signature** for primary dependent (usually the spouse)

[ ]  Completed [I-539 Supplement A form](https://www.uscis.gov/i-539) **with original signature** for each additional dependent

[ ]  Check made out to U.S. Department of Homeland Security for $470 I-539 Filing Fee

[ ]  Copy of passport biographic page

[ ]  Copy of most recent [I-94 record](https://i94.cbp.dhs.gov/I94/#/home) and visa stamp

[ ]  Copies of documentation of previous and current immigration status, including but not limited to I-797 approval notices, I-20 forms, DS-2019 forms, EAD cards, and I-612 Waivers

[ ]  Copy of official document showing familial relationship with the beneficiary, with [certified translation](http://ap.washington.edu/cms/wp-content/uploads/Translators-Certification.pdf):

* For spouse, official marriage certificate
* For child, birth certificate bearing the names of both parents