**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](mailto: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/) or G-1450 credit card authorizations made out to U.S. Department of Homeland Security:

* $460 I-129 Filing Fee ($510 for TN/E-3)
* $500 Fraud Prevention Fee (for H-1B new and change of employer petitions only)
* $2805 Premium Processing Fee (optional; [contact ISO](mailto:acadvisa@uw.edu) 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 previous and current U.S. immigration documents, including but not limited to all I-797 approval notices, visa stamps, 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