

Congratulations on your offer of employment from The Ohio State University. The Office of International Affairs (OIA) at Ohio State will work in conjunction with your hiring department to secure H-1B temporary worker classification for you to be able to work at Ohio State.

The H-1B process involves coordination with three government agencies: the Ohio Department of Job and Family Services (ODJFS), the U.S. Department of Labor (DOL), and United States Citizen and Immigration Services (USCIS). OIA has no control over processing times or their variance at these government agencies. Once you have been offered the position, the H-1B process can take an estimated six months to complete, depending on processing times at each government agency. There is NO GUARANTEE regarding processing times.

If you are waiting in the U.S. for a change of status to H-1B, be sure to keep your current immigration status valid until the H-1B petition is approved by USCIS. If you are waiting outside the U.S., do not make any travel plans to come to the U.S. that cannot be changed. If you are already in H-1B status working for another employer, **do NOT terminate** employment at the current employer without the approval of OIA.

### **Documents Required for the H-1B Process**

- Copy of employee's most recent diploma and transcripts, with a certified translation if not in English
  - Note: Although credential evaluations from recognized U.S. credential evaluation services are not required and rarely needed, USCIS may request one at its discretion, delaying processing of the case
- Copy of the employee's updated CV
- Copy of passport pages showing picture, issue and expiration dates, and biographical information

### **Employees in the United States, Add:**

- Copy of both sides of the current Form I-94 (the white card normally stapled in the passport). Ensure the immigration stamp is legible.

- Current immigration status documents, as follows:
  - **If presently in F-1 status**, a copy of the most recent Form I-20, along with a copy of the front and back of employment authorization document (EAD) if on optional practical training (OPT).
  - **If in J-1 Status**, a copy of all Form DS-2019s issued. If subject to the two-year home residency requirement, a final waiver approval notice from USCIS must be submitted. If not yet available, the letter of recommendation for a waiver from the U.S. Department of State must be submitted.
  - **If already in H-1B status**, a copy of all previous H-1B approval notices (Form I-797). Also, copy of the most recent pay stub or proof of present H-1B employment through a letter of confirmation from the current employer. Individuals must maintain employment with the current H-1B employer at least until the Ohio State petition has been received by USCIS as evidenced by a receipt notice issued to Ohio State by USCIS and the requested start date has arrived.
  - **If in a dependent status**, (H-4, J-2, F-2), a copy of both sides of spouse's Form I-94 any J-2 work authorization cards, and copies of I-20s, DS-2019s, or I-797s.
- For Individual Actively Pursuing U.S. Permanent Residence
  - Copies of receipt and/or approval notices for the I-140 Immigrant Petition for Alien Worker and the I-485 Application to Register Permanent Residence or to Adjust Status for each family member or, if these are not available yet, proof Labor Certification was filed before the beginning of the 6th year of H-1B.
- Physicians, Add:
  - Copy of the license or other authorization required by the state of intended employment to practice medicine if the

physician will perform direct patient care and the state requires the license or authorization

- Proof that the physician has a full and unrestricted license to practice medicine in a foreign state or has graduated from a medical school in the U.S. or in a foreign state
  
- Proof that the physician has passed the Federation Licensing Examination (or an equivalent examination as determined by the Secretary of Health and Human Services, i.e., Steps 1, 2, and 3 of the U.S. Medical Licensing Examination or Parts I, II, and III of the National Board of Medical Examiners) AND
  - i) has competency in oral and written English demonstrated by the passage of the English language proficiency test given by the Educational Commission for Foreign Medical Graduates, OR
  
  - ii) is a graduate of a school of medicine accredited by a body or bodies approved for that purpose by the Secretary of Education.

NOTE: Typical documentation needed by USCIS are copies of the medical degree, State of Ohio license to practice medicine, proof of completing Steps 1, 2, and 3 of the USMLE, and the ECFMG certificate

- Dentists, Add:

- Proof of licensure in the State of Ohio

**For Family Members (Dependents Currently in U.S. Only), Add:**

- Form I-539 (Application to Extend/Change Nonimmigrant Status) completed and signed by the dependent spouse for all dependent

family members, downloadable from the forms section at [www.uscis.gov](http://www.uscis.gov).

- This form is for family members currently inside the U.S. who wish to change to or extend H-4 dependent status at the same time as the H-1B employee's petition is filed with USCIS
  
- WARNING about address information on application:
  - The receipt and approval notices for the I-539 will be sent to the employee's/dependent's home address as indicated in Part 1 of Form I-539
  
  - USCIS will NOT allow the U.S. Post Office to forward USCIS mail to an address not provided on the I-539, REGARDLESS of whether a forwarding address is on file at the Post Office. Such mail WILL BE RETURNED by the Post Office to USCIS where it is destroyed after a short period of time. Thus, it is crucial to provide USCIS with a reliable mailing address on the I-539
  
  - The address provided on the I-539 must remain accurate until USCIS issues the final approval for the change or extension of status
  
- Copy of both sides of Form I-94 of each dependent family member. Ensure the USCIS stamp is legible
  
- If currently in H-4 status, copy of all previous H-4 approval notices from USCIS, (Form I-797), if any
  
- For dependents of current J-1 status holders, copies of all J-2 Forms DS-2019 and J-2 work authorization cards, if any
  
- For dependents of current F-1 status holders, copies of all F-2 Forms I-20

- One check or money order for \$300 made out to "Department of Homeland Security." Checks may be personal checks. Check must be drawn in dollars on a U.S. bank and must have the name of the U.S. bank imprinted on the check (not typed or handwritten).
- For individuals actively pursuing U.S. permanent residence, I-485 Application to Register Permanent Residence or to Adjust Status for each family member

## Checklist

### EDUCATION AND PROFESSIONAL DOCUMENTS

- \_\_\_ Copy of most recent diploma and transcripts, with a certified translation if not in English
- \_\_\_ CV (updated with current position)

### IMMIGRATION DOUMENTS

- \_\_\_ Clear copy of passport pages showing picture, issue and expiration dates, and biographical information
- \_\_\_ Clear copies of both sides of white I-94 card

### STATUS DOCUMENTS

**If presently in F-1 status, please include:**

- \_\_\_ Copy of the most recent Form I-20
- \_\_\_ Copy of both sides of the EAD card (if applicable)

**If in J-1 Status, please include:**

- \_\_\_ Copy of all Form DS-2019s issued
- \_\_\_ Copy of waiver approval or recommendation letter (if applicable)

**If in H-1B status, please include:**

- \_\_\_ Copy of all previous H-1B approval notices (Form I-797)
- \_\_\_ Current pay stub or letter of employment verification from current employer (if not employed at Ohio State)

**If in a dependent status, (H-4, J-2, F-2), please include:**

- \_\_\_\_\_ Copy of both sides of spouse's Form I-94
- \_\_\_\_\_ Copy of spouse's I-20s, DS-2019s, or I-797s,
- \_\_\_\_\_ Copy of spouse's passport
- \_\_\_\_\_ Any J-2 EAD cards

**If pursuing permanent residency, please include:**

- \_\_\_\_\_ Copy of I-140 receipt notice or approval notice (if applicable)
- \_\_\_\_\_ Copy of I-485 receipt notice (if applicable)

**If you are a physician, please also include:**

- \_\_\_\_\_ Copy of State of Ohio license
- \_\_\_\_\_ Copies of medical degree
- \_\_\_\_\_ Copy of ECFMG certificate
- \_\_\_\_\_ Copies of steps 1, 2, and 3 of the U.S. Medical Licensing Examination or Parts I, II, and III of the National Board of Medical Examiners)

**If you are a dentist, please also include:**

- \_\_\_\_\_ Proof of licensure in the State of Ohio

**EMPLOYEE'S DEPENDENTS (IF IN U.S.)**

- \_\_\_\_\_ I-539
- \_\_\_\_\_ \$300 check made out to 'Department of Homeland Security'
- \_\_\_\_\_ Copy of both sides of I-94 card for each dependent family member
- \_\_\_\_\_ Copy of passport for each dependent family member

**For each family member in H-4 status, please include:**

- \_\_\_\_\_ Copies of all previous H-4 approval notices

**For each family member currently or previously in J status, please include:**

- \_\_\_\_\_ Copies of all J-2 and/or J-1 DS-2019s issued
- \_\_\_\_\_ Copy of EAD card (if applicable)

**For each family member currently in F status, please include:**

- \_\_\_\_\_ Copies of most recent F-2 Form I-20

**For each family member pursuing Permanent Residency, please include:**

- \_\_\_\_\_ Copy of I-485 receipt notice (if applicable)