

## Foreign Employee Checklist

### Instructions

- Provide hard copies International Employment, UTA HR, 1225 W Mitchell St, Box 19569, Arlington, TX 76019 or email documents to [internationalemployment@uta.edu](mailto:internationalemployment@uta.edu).
- Copies must be legible, single-sided, and not stapled.
- Certified English translations are required for all foreign documents.

### H-1B Foreign Employee (Beneficiary) Checklist

- Resume or Curriculum Vita
- Copy of all degrees and transcripts (If possible; If not, copy of highest degree)
- Degree translated into English (Degrees in another language must have certified English translation.)
- Degree evaluation and US equivalent. (Foreign degrees must be evaluated by a third party.)
- Copy of 212(e) waiver approval or Department of Status Advisory Opinion letter (If applicable; Formerly J1/J2)
- True Copy Statement (Signed and dated)
- Copy of current or extended passport ID page showing date of expiration
- Copy of both sides of most recent I-94 card (on the same page)
- Copy of most recent visa and past visas (if available)
- Copies of all documents related to current immigration status other than H-1B. (For example, EAD/OPT card)
- Copy of front and back of the most recent H-1B approval notice if previously granted by USCIS (A copy of the most recent USCIS Form I-129 is helpful if currently an H1-B but not required.)
- Copy of front and back of any I-20s received from any universities
- Copy of front and back of any DS-2019s received from any universities
- Copies of the last 3 months of pay stubs (if extending or transferring from other H-1B)
- Copies of all pay stubs from entire length of OPT or a combination of W2s and paystubs (if on OPT)

### US-Based Dependents (H-4 Petition) Checklist

- ▶ *Follow this checklist only if the H-1 beneficiary has dependents inside the US.*
- Check for filing fee: \$470, made out to US Department of Homeland Security
- USCIS Form I-539, H-4 Dependent Petition (See [uscis.gov](http://uscis.gov); Oldest dependent fills out the application and other dependents are listed on dependent attachment sheet)
- Signed statement by H-1 applicant stating they will provide all financial support to dependents
- Copies of the last three statements of earnings from UTA and/or current employer
- Copy of marriage certificate, and/or birth certificates of children (if available)
- Copy of certified translation of foreign marriage certificate, and/or birth certificates of children
- ▶ *For each dependent:*
- Copy of passport ID page, showing date of expiration
- Copy of visa
- Copy of most recent I-94

## Foreign Degree Translations and Evaluations

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Educational institutions, employers, licensing and certification boards in the US must be able to understand and recognize foreign credentials. A certified English translation from a third party (or registrar) is required for a degree in another language. A foreign degree evaluation from a third party is required to determine the equivalent US degree.

The following services specialize in foreign education credentials. UTA does not recommend nor guarantee their services, and are others listed online.

Contact the International Coordinator for Employment at [internationalemployment@uta.edu](mailto:internationalemployment@uta.edu) for assistance.

### English Translation

- InLingua: [inlingua.com](http://inlingua.com); 512-794-8789 (Austin, TX)
- Foreign Credentials of America: [foreigncredentials.org](http://foreigncredentials.org); 512-459-8428 (Austin, TX)
- Global Credential Evaluations: [gceus.com](http://gceus.com); 800-517- 4754 (Austin, TX)

### Foreign Degree Evaluation

- International Academics Credential Evaluators: [iacei.net](http://iacei.net); 940-383-7498 (Denton, TX)
- Foreign Credentials of America: [foreigncredentials.org](http://foreigncredentials.org); 512-459-8428 (Austin, TX)
- Global Credential Evaluations: [gceus.com](http://gceus.com); 800-517- 4754 (Austin, TX)
- World Education Services: [wes.org](http://wes.org); 212-966- 6311 (New York, NY)
- Trustforte Corporation: [trustfortecorp.com](http://trustfortecorp.com); 212-481-4870 (New York, NY)