

H-1B Support Documents Checklist:

Work Itinerary Documents

- Itinerary of Services
- End Client Letter
 - If not available, provide the following:
 - Email from End Client Stating Policy Not to Provide Letter
 - Two Notarized Coworker Affidavits with Accompanying ID Badges
 - Screenshot of Beneficiary's Profile in End Client System, showing Contact Information and other Details
 - Photos of the Beneficiary at the End Client Location (Must show Identifying Information, such as Building Address, Company Name, etc.)
 - Project-Related Emails between the Beneficiary and End Client
 - Beneficiary's End Client ID Badge
 - Invoices & Payments between End Client and Vendor, Vendor and Petitioner for Beneficiary's Services
- Contract between End Client and Vendor
- SOW/PO/WO between End Client and Vendor
- Vendor Letter
- Contract between Vendor and Petitioner
- SOW/PO/WO between End Client and Vendor

Right to Control Documents:

- Offer Letter (Must Match LCA Title and Salary)
- Employment Agreement (Must Match LCA Title and Salary)
- Recent Paystubs, if Working
- Recent/Sample Timesheets
- Recent/Sample Status Reports
- Recent/Sample Performance Review
- Organizational Chart (Must Include Beneficiary + Show the Same Number of Employees as Provided on I-129 Form)

Status Documents:

- Most Recent I-94 and Travel History
- All I-797 Approval Notices
- I-20s, EADs, I-983s (If Applicable)
- Paystubs for Last Four Periods (If Applicable)

Beneficiary's Qualifications

- Degree Certificate (s)
- Transcripts

- Education Evaluation for Any Foreign Degree (Required by USCIS at Initial Filing)
- Education + Experience Evaluation, if Unrelated Education Background (Required by USCIS at Initial Filing)
- Experience Letters (Must show Job Title, Dates of Service, and Job Duties)

Identification Documents

- Passport
- Social Security Card (If Applicable)
- Driver's License (If Applicable)

Specialty Occupation Documents (Alert: Required by USCIS at Initial Stage)

- Petitioner Job Posting (Must Include Degree Requirement in Specific Area of Study)
- End Client Job Posting for Similar Position (If Available)
- Evidence of Company Hiring Practice:
 - H-1B Approval Notice (If Applicable), Degree Certificate, Position Description, and Recent Paystub of Employees in Same/Similar Position with Similar Backgrounds
- Detailed Position Description showing Complex Nature of Job Duties (Can Use Itinerary of Services, if Sufficiently Detailed)