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**Please include the following documents in the order listed below**

**Note: If you don't provide all the required documents your process will get delayed**

**Check List of Required Documents for H-1B**

1. Copy of I-94 front and back on one page (if in the US)
  2. The SEVIS form I-20 (If on F-1 or former F-1 student)
  3. Copy of all previous H1B/H-4/L1 approvals
  4. Copy of EAD (Employment Authorization Document) if on F-1 visa
  5. Copy of complete passport (do not include blank pages)
  6. Education Evaluation, if available (if you don't have one please let us know in advance so that we will order one for you) (if you have U.S Masters you don't need education evaluation) / we suggest to get an expert opinion if the education is not related to the job that the beneficiary will perform)
  7. Copy of Degree / Diplomas with transcripts (in A4 size) (from 10<sup>th</sup> grade till the highest degree)
  8. Certifications/Recommendation and Licenses
  9. Employment Experience Letters
  10. Provide four most recent paystubs
  11. Soft Copy of your Resume in word doc (E-mail us)
  12. Current Job duties and 2-3 sentences about your current project in word doc (E-mail us)
  13. Itinerary of services (job duties that Beneficiary will perform on the project on percentage of time devoted to each duty along with work location address, project name and project duration)
  14. Client Letter, Vendor Letter, contract agreements and Work order's between all layers, if you are already working for end client, then status reports from you to your employer (which show the right to control and employer-employee relationship), and signed offer letter and agreement between employer and employee;
  15. Corporation organizational chart
  16. If filling for H4 (H1B dependents):
    - a. Copy of all dependents I-94's
    - b. Copy of complete passport (do not include blank pages) (Please include old passports if you have any)
    - c. Marriage Certificate.
    - d. If child is included in the petition please include from **a-b** above and birth certificate.
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