\*CHECK-LIST FOR H-1B EXTENSION \*

**H1 (Applicant)**

1. Duly completed [Requisition](file:///C:\Users\RD5008541\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\S3HIQVKI\USA%20Requsition%20form%20for%20L-1B%20Ext.doc) Form.
2. Copies of all I-94 (Latest and all old). -- Done
3. Copies of all I-797 approvals (Latest and all old). -- Done
4. Copy of I-140 receipt/approval notice and/or I-485 receipt notice (only in cases where the candidate has spent six years in US in H-1 classification and GC Process has already been initiated).
5. Updated Resume. -- Done
6. Copies of educational certificates (10+2+Graduation/ Post Graduation). -- Done
7. Copy of Syntel employment letter and deputation letter (All Pages). -- Done
8. Employment letters/service certificates of all previous employers.
9. Copy of all appraisal letters -- Done
10. Copy of most recent pay stub (for last 3 months). -- Done
11. Copy of recent IT returns and W2 forms (if any) -- Done
12. Copy of the passport (Excluding blank pages). -- Done
13. Organization Chart - supervisory chain in Syntel and as well as in Client place.
14. Copy of current SOW / Client letter

# **H-4 (Dependents)**

(Spouse)

1. Duly completed & signed (by spouse) [I-539](file:///C:\Users\RD5008541\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\I%20-539.pdf) form (in original).
2. I-539 Supplement (only in case child/children is/are applying).
3. Copies of all I-797 approvals.
4. Copies of all I94’s (front & back).
5. Copy of the passport (including blank pages).
6. Marriage Certificate.

(Each Child)

1. Copies of all I-797 approvals.
2. Copies of all I-94’s (front & back).
3. Copy of the passport (including blank pages).
4. Birth Certificate.