

Required documents for H-1 Process :

- 10th std. certificate
- 12th std. certificate
- Bachelor's degree certificate, provisional alone is not acceptable (copy both sides)
- Bachelor's degree transcripts (marks lists)
- Copies of diplomas, training certificates, transcripts (marks lists)
- Master's degree certificate, transcripts (marks lists) (if applicable)
- Copies of identification pages of passport
- Resume copy
- Employment / service letter from all previous employers indicating the position title, dates of employment and nature of work. It must be duly signed and title of the person issuing the letter (i.e. Manager, General Manager etc.)
Any other relevant information.
- Candidate Contact information (in a separate word file)
 - Full name as appears on the passport
 - Contact phone
 - Email ID
 - Foreign Address

If you are already in the US, please provide the following additional documents:

- I-94 copy **both** sides (copy of the backside is important)
- Social Security Number
- All Prior H-1 and/or H-4 approval notice(s) or approval notice for any other non-immigrant status you are currently on.
- Copies of pay records W-2, most recent pay stubs for the last 3 pay periods if currently in H-1B status (one pay stub is not sufficient)
- Address in the United States
- Date of Last Entry into the U.S.
- Educational Evaluation
- Any other relevant information
- Address in the U.S.
- Total period of stay in the U.S. on H-1B/L-1 visa.

Spouse and Dependents

- Copies of all pages of passport. Only biographic page of passport is required.
- I-94 card (if in the U.S.)
- Marriage Certificate
- Birth Certificate
- Social Security Number, if available
- Prior I-797 H-4 Approval Notices (if applicable)
- Address in the United States
- Date of Last Entry into the U.S.
- Any other relevant information