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## CHECKLIST FOR H-1B VISA APPLICATION AT UNITED STATES CONSULATE ABROAD (Revised 12/2014)

### **Consult Consulate's Website**

Before applying for an H-1B visa stamp at a U.S. consulate, you should first consult the consulate's website to learn how to make an appointment, how to pay the machine readable visa fee, and whether there are any specific forms and/or documents required by that particular consulate. All applicants for a U.S. visa must have an appointment. You can find links to the consular websites and other information about visa applications at <http://www.usembassy.gov/>.

### **Minimum Documentation to Present to the Consular Official at Your Visa Interview:**

- Passport, valid for travel to the U.S. and with a validity date at least 6 months beyond your intended period of stay in the U.S.
- Form DS-160, "Online Nonimmigrant Visa Electronic Application." You will find a link to this form on the website of the U.S. consulate where you will apply for your visa.
- All of your current and previous original Form I-797 H-1B petition approval notice(s).
- Copy of H-1B petition (I-129, I-129W, LCA, and supporting documentation) that was filed with and approved by the USCIS.
- Letter from employer showing continued employment.
- Two photos, 37x37mm (2 X 2 inches square) for each applicant showing full face, without head covering, against a light background.
- Evidence that Machine Readable Visa (MRV) surcharge fee has been paid (\$150)
- Visa reciprocity fee, if applicable. Search for your country of citizenship at <http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html> to see if this fee is required.
- Other forms or documents required by the particular U.S. consulate.

### **Additional Items for Dependents Requesting H-4 Status**

- Valid passport for each family member requesting H-4 status
- Proof of familial relationship, i.e. marriage certificate and/or birth certificate(s) translated into English if in a language not used in the country where applying for visa.
- Form DS-160, completed for each family member.
- IF H-4 traveling separately from H-1B, copy of Form I-797 H-1B petition approval notice for H-1B applicant, H-1B's Form I-94, visa, and letter from employer.
- Two photos, 37x37mm (2 X 2 inches square) for each applicant showing full face, without head covering, against a light background.
- Evidence that Machine Readable Visa (MRV) surcharge fee has been paid (\$150).
- Visa reciprocity fee, if applicable.

### **Biometrics, PIMS, and Technology and other Security Checks**

All applicants for U.S. visas must have **biometrics** (electronic photograph and fingerprints) taken at the time of application or before. The consular officer must also be able to confirm the H petition approval in the PIMS database. Once the consular officer has determined that the visa will be issued, some applicants may then require additional security checks.

Scholars working in an area of sensitive technology may be required to undergo a special technology security check. In this case, your Curriculum Vitae, a complete description of your job duties, and information about your laboratory and specific projects. Technology and other security checks can take from several weeks to several months.