
The department should obtain the following items from the employee to submit to ISSS.

- Current curriculum vitae of individual
 - Photocopy of individual's diploma (of degree required for position) ---please reduce copy to fit on 8 1/2 x 11" paper
 - An official or attested translation if the diploma is not in English
 - A credential evaluation if the degree is not from a US institution
 - Any licenses, certificates, or other special documentation required for the position.
 - Additional documentation for Health Care Workers:
 - If the position is for a physician with clinical responsibilities who is a Foreign Medical Graduate, provide copies of Steps 1, 2 and 3 of the individual's USMLE scores, ECFMG English language certification, and valid Pennsylvania medical license.
 - If the position is for a registered nurse, provide a copy of the individual's valid Pennsylvania RN license and certificate from the International Commission on Healthcare Professions division of CGFNS (Visascreen), certifying that 212(a)(5)(C) INA/8 CFR 212.15(f) requirements have been met.
- *There may be other special requirements for other health care worker positions, such as language pathologist or physical therapist. Please consult ISSS in such cases.
- Photocopy of passport page(s) showing photo, biographical data, issuance date, and expiration date
 - Photocopies of supporting immigration documents if individual is in the US (single-sided copies, please):
 - Valid I-94 card, front and back (if issued paper I-94) or I-94 printout or US entry/admission stamp in passport (if issued electronic I-94).
 - Supplemental documents
 - If currently in F status: Copies of current and all previous I-20 forms, pages 1 and 3 (single-sided copies) and Employment Authorization Document (EAD) if authorized for F-1 Optional Practical Training
 - If currently in H status: Copies of current and all previous approval notices (form I-797). 2-3 most recent pay stubs if extension, amendment, or change of employer. Change of H-1B employer cases---if the H-1B employment has ended or will have ended before Penn's H-1B approval, consult ISSS immediately.

- If you currently hold **or have ever held** J status: Copies of current and all previous DS-2019 (and IAP-66 forms (front and back), if applicable)---if the individual has ever been subject to 212(e) "two-year home residency requirement," submit evidence of a waiver or of having fulfilled the requirement. If J-2, include copies of current and all previous EADs.

If the employee is in the US and has a spouse or unmarried children under 21 in the US for whom dependent H-4 status is required, the department should obtain the following and submit with the H-1B request packet:

Please note that ISSS is only responsible for preparing and filing the H-1B petition. We are not responsible for the content of a dependent's I-539 Application to Extend/Change Status. Although we can include this application with Penn's H-1B petition for filing, it is the I-539 applicant's (i.e. not ISSS) responsibility to prepare this application for filing and ensure its contents are accurate and correct.

- Form I-539, signed by the main H-4 dependent --- available at <http://www.uscis.gov/forms>
- Government filing fee for Form I-539 -- <http://www.uscis.gov/forms> (A separate check payable to "Department of Homeland Security" must be written for the I-539 application fee and separate I-539A biometrics fee(s) for each dependent. These should not be combined with the H-1B I-129 filing fee)
- Valid I-94 card (if issued paper I-94) or US entry/admission stamp in passport (if issued electronic I-94)
- Copy of initial entry stamp in H-4 status from passport or I-94, if applicable
- Copy of passport page(s) showing photo, biographical data, issuance date, and expiration date
- Copies of currently and previously issued documents for current status (i.e., I-797 notices for H, DS-2019(s) for J, or I-20 for F)
- List on a separate sheet, a detailed chronological history of each H-4 dependent's prior and current stay in the US. Provide the dates and specify each status (e.g., Hiroshi Au, 11/20/2004 – 03/13/2006 in J-2 status & 03/14/2006 – present in H-4 status).
- For spouse, copy of marriage certificate (recommended)
- For child(ren), copy of birth certificate (or other legal papers) confirming H-1B as parent (recommended)

Special Considerations for Completing Form I-539

- Part 1 of form I-539 "Information about you" is to be completed by the family member who is currently in the United States and extending/changing to H-4 status. If there is more than one family member extending/changing to H-4 status, additional members must complete Form I-539A
- Part 3, Number 1—enter same date as H-1B request end date.
- Incomplete, inaccurate, or unsigned applications or checks may result in rejection of application by USCIS—contact ISSS if you have any questions.