

ADMINISTRATOR H-1B, TN, E-3, AND J-1 REQUEST CHECKLIST

H-1B Request Document Checklist:

- Completed H-1B Request Form with signatures
- I-129 Certification Compliance Questionnaire with signatures
- Copy of employee's CV/resume
- Copy of signed offer letter
- Copy of Job Description

E-3 Request Document Checklist:

- Completed E-3 Request Form with signatures
- I-129 Certification Compliance Questionnaire with signatures
- Copy of employee's CV/resume
- Copy of signed offer letter
- Copy of Job Description

TN Request Document Checklist:

- Completed TN Request Form with signatures
- I-129 Certification Compliance Questionnaire with signatures
- Copy of employee's CV/resume
- Copy of signed offer letter
- Copy of Job Description

J-1 Request Document Checklist:

- Completed J-1 Request Form with signatures
- Proof of English Language proficiency via AEPA, TOEFL, IELTS, PTE, etc.
- Copy of scholar/employee's CV/resume
- Copy of signed offer or invitation letter
- Copy of Job Description or Program Description
- 5 Point MD Letter (if applicable)
- Funding document (if applicable)
- Current Form DS-2019 (if transfer-in request)