

# Law Offices of Prashanthi Reddy, PLLC

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505, EIGHTH AVENUE, SUITE 1402  
NEW YORK, NY 10018

Fax: (212) 354-4581  
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## H-1B CHECKLIST FOR BENEFICIARY

### Information about the beneficiary

1. Alien's last name:

First name: \_\_\_\_\_

Full middle name: \_\_\_\_\_

2. Country of citizenship: \_\_\_\_\_

3. Country of birth: \_\_\_\_\_

4. City / State of birth: \_\_\_\_\_

4. Date of birth: \_\_\_\_\_

5. Social security number (if app): \_\_\_\_\_

6. A# (if app): \_\_\_\_\_

8. Current immigration status: \_\_\_\_\_

7. I-94 number (if app): \_\_\_\_\_

Place of entry: \_\_\_\_\_

Date of last arrival: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Mention dates first entered on H1B / L Status: \_\_\_\_\_

Start Date of H/L Status \_\_\_\_\_ End Date of H/L Status \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Do you currently have a pending I-140: \_\_\_\_\_ If yes is it approved: \_\_\_\_\_

10. Do you currently have a pending I-485 Application: \_\_\_\_\_

11. Foreign address if applying outside the USA: \_\_\_\_\_

City: \_\_\_\_\_

State/province, and postal code: \_\_\_\_\_

Country: \_\_\_\_\_

City and country of nearest USA consulate: \_\_\_\_\_

12. Address if applying in the United States: \_\_\_\_\_

City: \_\_\_\_\_

State/province, and postal code: \_\_\_\_\_

Phone number: \_\_\_\_\_

\_\_\_\_\_

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13. Name of dependents on H-4:	I-94 expiration date:	Date of last arrival:	Date first entered on a H-4:
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## For Dependants

Do you currently have a pending I-485 Application:

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## Any Special Instructions:

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**Documents required from beneficiary :** Copy of resume, degrees, diplomas, transcripts, complete passport including I-94 (do not send blank pages of the passport), employment experience letters, recommendations, and licenses.

## If on:

- \* H-1B, provide with four most recent pay stubs, all H-1B approvals, and copies of passport with I-94.
- \* H-4, provide with copy of spouse's H-1B approval, latest pay stubs, and copy of marriage certificate.
- \* F-1, provide with copy of stamped I-20 (front & back), and copy of EAD (if any, front & back).

**Note:** If applying for H-4 dependents, provide copies of all H-4 approvals, complete passport including I-94 (do not send blank pages of the passport), marriage certificate and birth certificates.