

University Medical Resident Services, P.C. H-1B Checklist for Medical Residents

(All program directors or administrators should collect the following documentation and forward it to the UB Office of Graduate Medical Education. They will review the request and forward the required documents to UB Immigration Services, 210 Talbert Hall, North Campus. Incomplete documentation will be returned to the UB Office of Graduate Medical Education. Failure to provide UB Immigration Services with the following could jeopardize the success of the petition or delay its processing.

NOTICE: The medical resident owes a duty of full disclosure to University Medical Resident Services, P.C., and UB Immigration Services. Failure to fully disclose may result in loss of immigration benefits. Furthermore, the medical resident is solely responsible for maintaining his or her status and that of any dependents).

- ___ 1. Completed and signed *H-1B Questionnaire for Medical Residents*
- ___ 2. Letter on **program letterhead** in support of the H-1B petition (refer to sample letter). Please note that the letter must specify:
 - Duties and responsibilities of the position
 - Need to employ the foreign individual
 - Salary offered
 - Dates of employment desired
 - Required qualifications of the position
 - How the individual meets those requirements
 - Promise to pay return transportation if the individual is dismissed from employment before his/her status expires
- ___ 3. Copy of the *University Medical Resident Services, PC Residency Employment Agreement*. (Forward the Agreement with the resident's original signature to the UB Office of Graduate Medical Education for processing. The Office of GME will place it in the resident's file and forward a copy to UB Immigration Services and the program administrator.)
- ___ 4. Copy of medical degree. If the document is not in English, it must be accompanied by a certified English translation.
- ___ 5. Copies showing Pass results of USMLE--Steps I, II and III
- ___ 6. Copy of the ECFMG certificate documenting valid English exam certification or Pass results on the ECFMG English exam (NOT required if the medical resident is a graduate of an accredited U.S. or Canadian medical school)
- ___ 7. Copy of the individual's CV or resume updated to the **present date**
- ___ 8. Copy of the I-79 Approval Notice relating to the individual's current H-1B status, if applicable
- ___ 9. Copies of documents relating to the individual's most recent entry into the United States, if already in the U.S.:
 - Copy of both sides of the I-94 Arrival/Departure Record (small, white card) stapled to the passport
 - Copy of the biographic page of the passport used to enter the U.S. (*If the passport has expired, please provide evidence of the passport's extension or the biographic page of a new passport.*)
 - Copy of the U.S. visa used to enter the U.S. (stamped page in the passport)
- ___ 10. Copies of documents relating to the individual's initial entry into the United States, if already in the U.S.:
 - ___ **If in F-1 status:** copies of ALL I-20's AND proof of full-time student status at the school attended OR Optional Practical Training Authorization, if applicable
 - ___ **If in F-2 status:** copies of ALL of F-2's I-20's AND proof that the F-1 maintained/is maintaining full-time student status (*Note: The non-SEVIS I-20's will be in the F-1's name.*)

- ___ **If in J-1 status:** copies of ALL DS-2019's and IAP-66's AND waiver of the two-year home residency requirement, if applicable
- ___ **If in J-2 status:** copies of ALL of J-2's DS-2019's and IAP-66's AND waiver of the two-year home residency requirement, if applicable (*Note: The IAP-66's will be in the J-1's name.*)
- ___ **If in H-1B status:** copies of all Form I-797 Approval Notices for the current and past employment
- ___ **If in H-4 status:** copies of Form I-797 Approval Notices for spouse or change of status to H-4 and most current I-94 (both sides)

___ 11. Make payments to University Medical Resident Services, P.C. according to the *UB Graduate Medical Education H-1B Processing Request Form (attached)*.

If Filing for DEPENDENT/S ALREADY IN THE U.S.

- ___ A. Completed Dependent Questionnaire
- ___ B. For dependent/s in the U.S. ONLY:
 - Copy of current Form I-797, Approval Notice, evidencing H-4 status
 - Copy of both sides of the original I-94 Arrival/Departure Record (small, white card) stapled to the passport
 - Copy of the biographic page of the passport used to enter the U.S. (*If the passport has expired, please provide evidence of the passport's extension or the biographic page of a new passport*)
 - Copy of the U.S. visa used to enter the U.S. (stamped page in the passport)
- ___ C. Make payments to University Medical Resident Services, P.C. according to the *UB Graduate Medical Education H-1B Processing Request Form (attached)*