Physicians who will have any patient care responsibilities must obtain an appropriate Colorado license for the appointment from the Colorado State Board of Medical Examiners prior to filing the petition. A copy of the license must be submitted along with all other documents within your category.

1. **NEW H-1B PETITIONS -- OUTSIDE THE UNITED STATES**

   - H-1B Request Memo to Human Resources – template can be emailed to you by HR
   - Copy of offer letter to applicant – template can be emailed to you by HR
   - National Jewish check for $1,250 made payable to University of Colorado Denver (service fee - must be paid by National Jewish, not applicant)
   - National Jewish check for $500 made payable to US Department of Homeland Security (anti-fraud fee – must be paid by National Jewish, not applicant. Only applies to NEW petitions - not extensions)
   - National Jewish check for $325 made payable to the U.S. Citizenship and Immigration Services (USCIS) - I-129 filing fee. (Must be paid by National Jewish, not applicant)
   - Check for $290 made payable to the U.S. Citizenship and Immigration Services (USCIS) for H-4 dependents, only if they are all ready in the United States. (Can be paid by National Jewish or applicant.)
   - Check for $1,225 made payable to the USCIS (optional Premium Processing – can be paid by National Jewish or applicant)
   - Copies of highest diplomas earned
     - Translation(s) if not in English
     - Evaluation of foreign diploma or official transcript (if required)
   - Curriculum Vitae, including list of publications
   - Copy of applicant’s passport biodata page
   - Copy of dependent’s passport biodata page – if applicable and all ready in the U.S.
   - Copies of children’s birth certificates and translations – if applicable and all ready in the U.S.
   - Copy of marriage license and translation – if applicable and all ready in the U.S.
   - See #4 below, if applicable
   - Actual Wage Memo – provided by Human Resources
   - ISSS Questionnaire – provided by Human Resources
2. **EXTENSIONS OF H-1B PETITIONS - In addition to the items in #1 above and #4 below**
   - Copies of applicant’s previous H-1B approval notices (Form I-797)
   - Copies of applicant’s visa and current I-94 card (both sides)
   - Copies of dependent’s visas and current I-94 cards (both sides) – *if applicable*
   - Copies of last 2 pay stubs

3. **H-1B HOLDERS SEEKING TRANSFER TO NJH - In addition to the items in #1 and #2 above and #4 below**
   - Copies of W-2 forms and pay advice or check stubs from current employer

4. **IF EVER BEEN IN J-1 OR J-2 STATUS IN THE PAST - In addition to the items in #1 above**
   - Copies of all IAP-66 / DS-2019 forms and evidence of not being subject to the 2-year home residency requirement
   - Copies of applicant’s visa
   - Department of State Waiver, if subject to the 2-year home residency requirement
   - Dates of actual presence in the United States in J-1 or J-2 status (entry and departure dates)

5. **CURRENT J-1s CHANGING STATUS TO H-1B – In addition to the items in #1 above**
   - Copies of applicant’s visa and current I-94 card (both sides)
   - Copies of dependent’s visas and current I-94 cards (both sides) – *if applicable*
   - Copies of all IAP-66 / DS-2019 forms and evidence of not being subject to the 2-year home residency requirement
   - Department of State Waiver, if subject to the 2-year home residency requirement

6. **CURRENT J-2s CHANGING STATUS TO H-1B – In addition to the items in #1 above**
   - Copies of applicant’s visa and current I-94 card (both sides)
   - Copies of dependent’s visas and current I-94 cards (both sides) – *if applicable*
   - Copies of all IAP-66 / DS-2019 forms issued to spouse and J-2 holder and evidence of not being subject to the 2-year home residency requirement
   - Department of State Waiver, if subject to the 2-year home residency requirement

7. **H-4s CHANGING STATUS TO H-1B – In addition to the items in #1 above and #4 above**
   - Copies of applicant’s visa and current I-94 card (both sides)
   - Copies of dependent’s visas and current I-94 cards (both sides) – *if applicable*
   - Copies of all previous immigration documents
8. **F-1s CHANGING STATUS TO H-1B** - In addition to the items in #1 above and #4 above
   - Copies of applicant’s visa and current I-94 card (both sides)
   - Copies of dependent’s visas and current I-94 cards (both sides) – *if applicable*
   - Copy of I-20 form
   - Copy of EAD card if on optional practical training

9. **ALL OTHERS** – Contact Human Resources for documentation requirements - In addition to items in #1 above