

International Faculty Advising: Applicant Checklist

You may be asked to provide:

- Copy of diploma for highest degree AND English translation
 - If you have just completed your Ph.D. and have not yet received your diploma, please provide the following:
 - An official letter of certification of award of degree from the registrar of the school conferring the degree; and
 - A copy of transcripts (unofficial copy is acceptable)
- Copy of transcripts for highest degree (include English translation)
- Copy of an U.S. equivalency report from an official credential evaluation organization if your highest degree is from an institution outside the U.S.
 - Select a National Association of Credential Evaluation Services (NACES) member organization from the following list: <https://www.naces.org/members>.
- Current résumé/curriculum vitae
- Passport identity page and expiration page

If you are currently in the U.S.:

- I-94
- Entry visa stamp/foil (if applicable)

If you applied for Permanent Residency:

- Copies of all notices received from USCIS

If you are/were in F-1 or F-2 status:

- Copies of all previous I-20s (pages 1 and 3)
- Copy of Employment Authorization Document (EAD)
- Copies of the last 3 months of paystubs

If you are/were in J-1 or J-2 status:

- Copies of all previous DS-2019s/IAP-66s
- Copy of 212(e)/Two-Year Home Residency waiver (Form I-612)/No Objection Statement from the U.S. Department of State (if applicable)

If you are/were in H-1 or H-4 status:

- Copies of all previous I-797 Approval Notices
- Copies of the H-1B's last 3 months of paystubs

Dependent information (for those applying inside the U.S. only):

- [Form I-539](#) for signed by the dependent spouse/dependent child if no dependent spouse
- [Form I-539A](#) for each dependent child signed by the dependent spouse
- Copy of dependents' I-94
- Copy of dependents' entry visa
- Copy of dependents' passport identity page and expiration page
- Copies of dependents' previous I-797s Approval Notices, if applicable
- Copies of marriage certificate for dependent spouse (include English translation)
- Copies of birth certificate(s) for each dependent child (include English translation)
- [I-539 filing fees](#) (check or money order in U.S. dollars payable to "U.S. Department of Homeland Security")