International Faculty Advising: Applicant Checklist

You may be asked to provide:

□ Copy of diploma for highest degree AND English translation, if applicable
  ─ If you have just completed your Ph.D. and 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 if the field of study is not indicated on the diploma (include English translation, if applicable).
  ─ A credentials evaluation may be required if your degree is from a non-U.S. institution. We recommend contacting one of the following:
    ○ Educational Credential Evaluators; P. O. Box 514070; Milwaukee, WI 53203-3470; Phone: (414) 289-3400; Fax: (414) 289-3411;
      Website: http://www.ece.org; Email: eval@ece.org
    ○ World Education Services, Inc.; P.O. Box 5087; Bowling Green Station; New York, NY 10274-5087; Phone: (212) 966-6311; Fax: (212) 739-6100;
      Website: http://www.wes.org; Email: info@wes.org
    ○ The Knowledge Company; 13022 Monroe Manor Drive, 1st; Herndon, VA 20171; Phone: (571) 203-8620; Fax: (571) 203-8622;
      Website: http://www.knowledgecompany.com; Email: tkco@knowledgecompany.com

□ Current résumé/curriculum vitae
□ Passport identity page and expiration page

If you are currently in the U.S.:
□ I-94
□ Entry visa

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), if applicable

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) or 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 completed by the dependent
□ 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 spouse dependent (include English translation, if applicable) and copies of birth certificate(s) for each child dependent (include English translation, if applicable)
□ $370 petition fee for I-539 (check or money order in U.S. dollars payable to “U.S. Department of Homeland Security”)