

**KORENBERG ABRAMOWITZ RAJ & MATHI (P) LTD**  
(An Immigration Services Company)

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**CHECKLIST FOR H-1B VISA**

**Documents from Employer:**

1. Original INS Form I-797 (Notice of Action)
2. A copy of Form I –129.
3. The complete petition submitted by your prospective employer [Including the Labor Condition Agreement (LCA)]
4. Photographs of US employing company taken from inside and outside the company premises.
5. Detailed Brochures of US employer.

**Documents from Employee:**

1. Duly filled visa application forms DS- 156 and DS-157.
2. Valid Passport – for at least 6 months beyond the period of intended stay.
3. Photographs-2 (50mm X 50 mm on a white or light background)
4. Visa application fee of Rs. 4,600/- in respect of American Consulate to be deposited in one of the designated branches of HDFC Bank or DD favoring “US Embassy – Visa Fees” for the same amount.
5. Service fee of Rs. 276/- in respect of VFS to be deposited in one of the designated branches of HDFC Bank or DD favoring “HDFC Bank a/c VFS” for the same amount.
6. Your detailed Resume.
7. The originals of your university degree certificates and mark sheets including 10<sup>th</sup> and +2. Also include relevant diplomas or certificates e.g. Computer certificates.
8. Originals of your work experience letters.
9. Photographs of the inside and outside of your current or most recent place of work.
10. Two references including phone and address from your present and past jobs.
11. DD for Rs. 2,300/- in favor of “American Consulate General, Chennai” towards visa issuance fee.

**Please Note:** If the prospective employee is in US, in addition to the above documents, the job confirmation letter, the offer letter, pay stubs (six months), W2 forms and Bank statements have to be produced.

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