In order to request the H-1B Advisory, the following documentation is required from the sponsoring Department. The H-1B Advisory can only be issued once all documents listed below are sent by email attachment to the Office International Affairs at utohouston@uth.tmc.edu.

<table>
<thead>
<tr>
<th>Clinical</th>
<th>Non-Clinical</th>
<th>Documentation Required from Sponsoring Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Draft – Memorandum of Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sample Appointment / Support Letter for visitors requiring H-1B sponsorship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft – Offer Letter and/or Postdoctoral Appointment Request Worksheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft – U.S. Export Controls Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft – Actual Wage Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Completed and Signed H-1B Prevailing Wage Questionnaire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Completed and signed H-1B Biodata Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Current Curriculum Vitae or Resume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Legible copies of Diploma(s) and Certificate(s) required by the specialty occupation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certified English translation required if diploma is not in English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Credential Equivalency Evaluation of degrees earned outside the U.S.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ECFMG Certification does not serve as a Credential Equivalency Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If institutional appointment is in a conferred healthcare occupation, evidence of appropriate health care worker certification such as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• International Commission on Healthcare Professions (ICHP) – <a href="http://www.cgfns.org">www.cgfns.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Foreign Credentialing Commission on Physical Therapy (FCCPT) – <a href="http://www.fccpt.org">www.fccpt.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• National Board for Certification in Occupational Therapy (NBCOT) – <a href="http://www.nbcot.org">www.nbcot.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Healthcare Professions List:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Audiologist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Speech Language Pathologist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Registered Nurse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Occupational Therapist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Clinical Laboratory Scientist (Medical Technologist)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Clinical Laboratory Technician (Medical Technician)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Legible copies of all U.S. immigration documents issued to the H-1B applicant since birth. Examples of immigration documents are listed below:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legible copy of passport page(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legible copy of visa page(s) (unless exempt from visa requirements)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legible copy Form(s) I-94</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legible copy of all I-797 notice(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legible copy of all Employment Authorization Document(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legible copy of all Form(s) I-20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legible copy of all DS-2019(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If H-1B applicant has been subject to the J-1 212(e) two-year home residency requirement while on J-1 or J-2 status, provide:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legible copy of the recommendation for a waiver issued by the U.S. Department of State</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I-612 Waiver approval notice issued by U.S. Citizenship and Immigration Services</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>ECFMG Certification if M.D. or equivalent</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>Evidence of passing the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• U.S. Medical Licensing Examinations (USMLE) – Steps I, II, and III; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Federation Licensing Examination (FLEX) – all steps; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• National Board of Medical Examiners (NBME) – Parts I, II, III</td>
</tr>
</tbody>
</table>
|          | N/A           | Evidence of any required license or other official permission to practice the occupation in the state of Texas (e.g. an institutional permit)

Revised 11.14.2017