

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 utoiahouston@uth.tmc.edu.

Clinical	Non-Clinical	Documentation Required from Sponsoring Department
<input type="checkbox"/>	<input type="checkbox"/>	Draft – Memorandum of Support <ul style="list-style-type: none"> Sample Appointment / Support Letter for visitors requiring H-1B sponsorship
<input type="checkbox"/>	<input type="checkbox"/>	Draft – Offer Letter
<input type="checkbox"/>	<input type="checkbox"/>	Draft – U.S. Export Controls Form
<input type="checkbox"/>	<input type="checkbox"/>	Draft – Actual Wage Form
<input type="checkbox"/>	<input type="checkbox"/>	Completed and Signed H-1B Prevailing Wage Questionnaire
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed H-1B Biodata Form
<input type="checkbox"/>	<input type="checkbox"/>	Current Curriculum Vitae or Resume
<input type="checkbox"/>	<input type="checkbox"/>	Legible copies of Diploma(s) and Certificate(s) required by the specialty occupation <ul style="list-style-type: none"> Certified English translation required if diploma is not in English Official Academic Transcript
<input type="checkbox"/>	<input type="checkbox"/>	Credential Equivalency Evaluation of degrees earned outside the U.S. <ul style="list-style-type: none"> ECFMG Certification does not serve as a Credential Equivalency Evaluation
<input type="checkbox"/>	<input type="checkbox"/>	If institutional appointment is in a conferred healthcare occupation, evidence of appropriate health care worker certification such as: <ul style="list-style-type: none"> International Commission on Healthcare Professions (ICHHP) – www.cgfns.org Foreign Credentialing Commission on Physical Therapy (FCCPT) – www.fccpt.org National Board for Certification in Occupational Therapy (NBCOT) – www.nbcot.org <p><i>Healthcare Professions List:</i></p> <ul style="list-style-type: none"> Audiologist Speech Language Pathologist Registered Nurse Occupational Therapist Clinical Laboratory Scientist (Medical Technologist) Clinical Laboratory Technician (Medical Technician) Physician Assistants Practical Nurse/Vocational Nurse Physical Therapist
<input type="checkbox"/>	<input type="checkbox"/>	Legible copies of all U.S. immigration documents issued to the H-1B applicant since birth . Examples of immigration documents are listed below: <ul style="list-style-type: none"> Legible copy of passport page(s) Legible copy of visa page(s) (unless exempt from visa requirements) Legible copy Form(s) I-94 Legible copy of all I-797 notice(s) Legible copy of all Employment Authorization Document(s) Legible copy of all Form(s) I-20 Legible copy of all DS-2019(s)
<input type="checkbox"/>	<input type="checkbox"/>	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: <ul style="list-style-type: none"> Legible copy of the recommendation for a waiver issued by the U.S. Department of State I-612 Waiver approval notice issued by U.S. Citizenship and Immigration Services
<input type="checkbox"/>	N/A	ECFMG Certification if M.D. or equivalent
<input type="checkbox"/>	N/A	Evidence of passing the <ul style="list-style-type: none"> U.S. Medical Licensing Examinations (USMLE) – Steps I, II, and III; or Federation Licensing Examination (FLEX) – all steps; or National Board of Medical Examiners (NBME) – Parts I, II, III
<input type="checkbox"/>	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)