

## Applying from Outside the U.S.

The following instructions are for individuals who are currently outside the U.S. and will be starting H-1B employment at Yale.

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### Sponsorship

Discuss with the hiring department whether they support sponsoring you in H-1B status.

Yale University must first establish you will be working temporarily at the University in a specialized occupation. OISS will separately work with the hiring department to collect employer related documents. As the beneficiary of Yale visa sponsorship you will NOT have a role in completing the employer related documents.

Basic eligibility requirements for Yale H-1B sponsorship may be found on the [Department Overview page](#) [1].

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### H-1B Request Process

Once **ALL** H-1B required materials are submitted by both the hiring unit and the H-1B beneficiary, your [OISS adviser](#) [2] will start communicating the petition status via OISS Connect. If your [OISS adviser](#) [2] has questions or needs more information, you will hear from them by email.

### Checking Your Status

Your case progress status will be updated at the top of the screen within your H-1B record; as the case processing moves forward, it will show the most current information. Your [OISS adviser](#) [2] will email you confirming when the application has been sent to USCIS, and they will communicate with you on any case updates as OISS hears back from the US Citizenship and Immigration Services (USCIS).

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### Step 1: Complete the 'Beneficiary' Tab in Your OISS Connect Account

After you receive the 'H-1B instructions for ...' email from your [OISS adviser](#) [2], complete the 'Beneficiary' tab in your OISS Connect account.

- If this is the first time you are using OISS Connect, you will also receive a 'Welcome to Scholar Portal' email with a link to create a new account.
- If you have already established an account with your previous visa request at Yale, your username and password is unchanged. You may directly go to [OISS Connect](#) [3] and log in with your username and password that have been previously established.

### Step 2: Prepare the Required Documents

Your [OISS adviser](#) [2] will share a cloud folder to which you will upload all the required documents listed below. Please do not email these documents to OISS or your adviser.

All documentation should be in **PDF format** and **without Adobe password security enabled**. Be sure that your documents meet the following requirements:

- If a file is in an image format (JPG, PNG, BMP, etc.), you can [convert them to PDF using these instructions](#)

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[4].

- If a file is password protected or similarly secured, [be sure to remove the extra security before uploading](#) [5] so that your adviser can view it. After uploading, your file will be secured so that only you and OISS can access it.
- Please add your name and the document type to the file's title, for example "Lastname Firstname I-94.pdf".

## Required Documents for All Beneficiaries

You will need the following documents to complete this section. [Detailed instructions for creating an account and uploading these documents are found below.](#)

- [H-1B Additional Information Form](#) [6]
- Offer letter
- Your C.V.
- Your highest degree certificate, including the degree field (this is required by USCIS).
  - If degree field is not on the certificate a copy of your transcripts (or an alternative official document that shows the degree field) is required.
  - If not in English, an English translation is also required.
  - If the degree is from outside the U.S., it is required to have a credential evaluation completed. The degree evaluation must also contain the degree field. (Contact the company of your choice, or [review the information provided here](#) [7].)
- Copy of the personal data and expiration page in your passport.
  - If your passport is expiring soon, it should be renewed before arriving in the U.S.

## Further Documentation May be Required

If any of the below apply to you, further documentation may be required:

- Have ever held **J-1/J-2 status** in the U.S.; copies of *ALL* your Forms DS-2019 forms, J-1/J-2 visa stamps and a copy of the waiver of the two-year home residence requirement (if applicable).
- Have ever been in **H-1B (or L-1) status**, copies of *ALL* previous Forms I-797 Notice of Action issued by the USCIS.

## For MD Patient Care Clinicians Only

If you are applying for H-1B status that includes clinical responsibilities and patient care, you must also provide the following. OISS will not be able to file the H-1B petition without this information.

- Copies of your unrestricted CT State physician license, registration or certificate, if required by your specialty
- Copies of your ECFMG certification (if your medical degree is from overseas), or a copy of your U.S. or Canadian medical degree certificate
- Copies of *ALL* USMLE 1, 2, 3 results (except the U.S. medical degree holders)
- Copies of your Board Certification (if applicable)

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## Step 3: Upload the Required Documents to the Shared Folder

Your [OISS adviser](#) [2] will share a cloud folder to which you will upload all the required documents. Please do not email these documents to OISS or your adviser.

### [How to Delete Files](#)

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## Sponsoring Accompanying Dependents

- Spouses and unmarried children (under the age of 21) of those approved for H-1B status are considered

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dependents and are eligible for H-4 status.

- Dependents outside of the U.S. will use the H-1B approval notice with a copy of the marriage or birth certificate (as appropriate; translated into English if in another language) when applying for the H-4 visa stamp at a U.S. Embassy/Consulate abroad. [Canadians do not need to obtain a U.S. visa stamp](#) [8].
- H-4 dependent visa and status is considered the individual's personal application(s) (in other words, it is NOT Yale University's sponsored visa). The H-4 status is attached to the H-1B principal's legal status and eligibility, not the H-1B visa holder's employer and sponsorship.
- OISS staff is not legally authorized to assist in the dependents' H-4 visa application(s); OISS can only provide general information on personal immigration matters and cannot serve as an adviser. In extreme cases, it may be necessary for them or you to seek assistance from an immigration attorney.

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### Source

URL: <https://oiss.yale.edu/immigration/h-1b-temporary-worker/application-overview/applying-from-outside-the-us>

### Links

[1] <https://oiss.yale.edu/immigration/h-1b-temporary-worker/departments-overview> [2] <https://oiss.yale.edu/node/184> [3] <https://connect.oiss.yale.edu/> [4] <https://www.wired.com/story/how-to-turn-document-into-pdf/> [5] <https://www.adobe.com/acrobat/how-to/unlock-pdf.html#:~:text=Choose%20%E2%80%9CTools%E2%80%9D%20%E2%80%9CProtect,remove%20it%20from%20the%20document.> [6] <https://yale.box.com/v/h1b-additional-info> [7] <https://oiss.yale.edu/immigration/credential-evaluations-and-translations> [8] <https://oiss.yale.edu/travel/for-students/visas/for-canadian-citizens>