



## OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies  
University of Pittsburgh

### Visa Renewal Document Checklist

Please note that you should review the U.S. consulate's website for your home country for the required forms needed, fees, and other requirements. Also, review these [ten tips](#) on what you should remember when applying to renew your visa.

#### F-1 Student/ J-1 Students & Dependents

- All I-20(s) or DS-2019(s)
- Passport
- Official [Transcripts](#)
- SEVIS [Fee Receipt](#) (click on "Check I-901 Status" button)
- Documentation of finances, which corresponds to what is listed on your most recent I-20/DS-2019
- Documents showing your "non-immigrant intent" (i.e. documents which help to prove your ties to your home country and verify that you have no intentions of immigrating to the U.S.)
- Graduate Students** - CV/resume, complete list of publications, professional/research references
- OPT / STEM OPT Participants** - photocopy of your EAD and job offer letter / proof of employment

#### J-1 Scholars & Dependents

- All DS-2019s
- Passport
- Letter of invitation
- Documentation of finances, which corresponds to what is listed on your most recent DS-2019
- SEVIS [Fee Receipt](#) (click on "Check I-901 Status" button)
- CV/resume, complete list of publications, professional/research references

#### H-1B, O-1, E-3, TN, and H-1B1 Visa Holders & Dependents

- Most recent I-797 approval notice, if applicable
- Passport
- Copy of the I-129 petition, if applicable
- Copies of Degree Certificates and Certification of Evaluation, if necessary
- Letter from your department confirming your continued employment
- Pay Stubs from last 3 paychecks
- H-1B, E-3, and H-1B1 visa holders** - Copy of the Labor Condition Application (LCA)
- TN visa holders** - Must present their original degree certificates, not copies
- If applicable, CV/resume, complete list of publications, professional/research references

#### More information about visa renewals

- Processing times vary from country to country
  - Check the U.S. State Department's [website](#) for current wait times and important updates.
- Visa Interview Waiver Eligibility
  - The federal government extended a [policy](#) that authorized the waiver of in-person visa interviews for *certain* visa categories. The government will review this policy annually.
  - Policies vary from consulate to consulate, depending on local conditions, so review the website of the consulate where you plan on applying for your visa for more information.
- Some applications will be subject to security clearances (known as "[Administrative Processing](#)"), which in rare cases can cause delays
  - OIS cannot influence processing times for clearance checks.

**DISCLAIMER:** Please be advised that while OIS strives to ensure that the information contained in all of our communications is accurate and up to date, the office cannot assume responsibility for any errors or misinformation. It is ultimately your responsibility to maintain your legal nonimmigrant status at all times and to comply fully with University policies/procedures. This handout is not intended to take the place of person-to-person consultation. You are strongly advised to contact a qualified staff member in OIS if you have specific questions prior to taking action based on any information contained herein. You may also want to access the [OIS website](#).