



H-1B EMPLOYEE CHECKLIST & QUESTIONNAIRE

PROSPECTIVE H-1B EMPLOYEE CHECKLIST: Please provide all applicable documentation to your UHS Department Business Administrator for forwarding to the Immigration Specialist for review. Your DBA will provide all checklist documents to the Immigration Specialist with the H-1B sponsorship request packet. Failure to provide all applicable documents could delay visa processing.

- ☐ Up-to-date Curriculum Vitae or Resume.
- ☐ Copy of educational documents: degree transcripts and diploma.
-If degree is not in English, include certified translation.
-If your highest degree was earned outside the U.S. or Canada, you must include a Credential Evaluation.
- ☐ Passport biographical page (page with photograph)
and, if applicable, page extending passport validity (for passport renewals).
- ☐ All U.S. visa stamps* (full-page sticker with your photograph) in the passport used for entry into the U.S.
- ☐ Printout of electronic I-94 entry number, downloaded from <http://cbp.gov/i94> -or- white paper I-94 card issued at entry to the U.S.
- ☐ If ever in F-1 or F-2 status: All Forms I-20, and EAD card (if any)
- ☐ If ever in J-1 or J-2 status: All Forms DS-2019, any/all J visa stickers in passport, and J-1 waiver documents (No Objection Letter, I-612 approval notice), if applicable. **Failure to submit J-1 waiver materials can prevent or delay your ability to enter H-1B status.**
- ☐ If ever in H-1B status: all H visa stickers in passport, and all Forms I-797 for approval and/or denial.
- ☐ All USCIS notices (form I-797) for receipt, approval, or denial of any applications (including I-129, I-140, I-485, I-765).
- ☐ Employment Authorization Card (EAD), if any. (Applicable for F-1 OPT, J-2 spouse, or Advanced Parole)
- ☐ Copies of your pay statements for the **most recent 3 months**, if in the U.S. in any work-authorized status.

Please provide copies ONLY – USCIS will not return originals. Please do not staple any documents.

Questionnaire to be completed by the Prospective H-1B Employee:

Last Name

First Name

Middle Name

Maiden name or other names used (if applicable):

U.S. Social Security Number (if any):

Alien Number / A # / USCIS # (if any):

U.S. Residential Address:

U.S. Daytime telephone number:

Country of Birth: Country of Citizenship:

Foreign Street Address: City:

State: Country:

U.S. Embassy or Consulate outside the U.S. where visa stamping* appointment will be scheduled, if necessary:

City: Country:



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*The visa stamp is the full-page sticker in the passport that allows you to request entry to the U.S. in a specific status type, such as H-1B. When applying for a new H-1B, if an extension or change of status cannot be granted from within the U.S., you may be required to complete the process by obtaining a visa stamp at the U.S. Consulate you specify. Visa stamping is required if applying for a new H-1B from outside the U.S.

What is your current U.S. immigration status? (check one):

☐ Outside the U.S.

☐ Inside the U.S.:

Most recent date of entry to the U.S.:

Current status type (F-1, J-1, H-1B, etc):

Date current status will end or expire:

Have you ever been in the U.S. in H-1B status?

☐ No

☐ Yes, from

to

Have you ever been denied H-1B status?

☐ No

☐ Yes

Have you ever been in the U.S. in J-1 status?

☐ No

☐ Yes, from

to

Have you ever been in the U.S. in J-2 status?

☐ No

☐ Yes, from

to

Have you ever been in the U.S. in L-1 status?

☐ No

☐ Yes, from

to

Have you ever been in the U.S. in H-2 or H-4 status?

☐ No

☐ Yes:

☐ H-2 seasonal

☐ H-4 spouse/child

Are you in removal proceedings?

☐ No

☐ Yes

Has UH ever filed an I-140 petition for you, as part of an application for Permanent Residence (Green Card)?

☐ No

☐ Yes

Do you have any dependents (spouse or children) in the U.S. applying for H-4 status with you at this time?

☐ No

☐ Yes

If yes: how many?

Note: The Immigration Specialist at UH does not prepare the I-539 packet for H-4 dependent(s) status.

The Immigration Specialist cannot provide legal guidance on completion of the I-539 Form and packet. The I-539 Form and instructions can be found at <http://www.uscis.gov/i-539>.

It is the employee and their dependent(s) responsibility to prepare the I-539 Form, the application fee, and any pertinent supporting documents.

I attest that all documents provided in support of this application are true copies of the originals, and that the information provided above is true and accurate. I authorize the Immigration Specialist to access my I-94 record via www.cbp.gov/i94 for the purposes of confirming my most recent I-94 number for this H-1B application.

Your Name (printed)

Your Signature

Date