

H-1B INTAKE FORM, PART 2

To be completed by the prospective H-1B applicant

These forms are used to request consideration of H-1B status for employment at UMMS. Complete these pages and return them to the hiring UMMS department. The hiring department will submit them to the International Students and Scholars Office (ISSO) as a set, along with the other requested documents.

Attach clear photocopies of your CV, passport information page(s), both sides of your current Form I-94 (if you are currently in the U.S.), current and previous immigration documents (DS-2019, Form I-20, H-1B approval notice, etc.).

PERSONAL INFORMATION

Full Name as it appears in passport: _____
(FAMILY NAME, Given name, middle name)

All other names used (include maiden name
and names from all previous marriages): _____

Current U.S. address (if applicable): _____

Current address outside the U.S.: _____

Phone number: _____ E-mail: _____

Gender: male female Social Security Number (if any): _____

A # (if any): _____

Highest academic degree(s): _____ Date degree(s) awarded: _____

Field(s) of degree (if applicable): _____

Did you earn your masters degree or higher degree from a U.S. institution: No Yes (provide the following):

Name & address of the U.S. institution: _____

(If you have received your highest degree from a non U.S. institution, please provide a foreign equivalency evaluation)

Are you currently working at UIMMS? No Yes – UIMMS Department:

Date of birth: _____ Country of birth: _____
(month/day/year)

City of birth: _____ Province of birth: _____

Please indicate if you are a permanent resident, landed immigrant, national or citizen of any other country:

Date passport issued: _____ Date passport expires: _____

If you will wait H-1B approval until the H-2, please complete the following:

If you are currently in the U.S., please complete the following:

Date of most recent arrival in U.S.: _____ I-94#: _____

Current immigration status: _____ Expiration date of current immigration status: _____

U.S VISA HISTORY

If you are currently in the U.S., or have previously been in the U.S. in any status other than B-1/WB (business visitor) or B-2/WT (tourist), please summarize your study and/or employment since your first arrival in the U.S. (attach an additional page if you need more space). Additionally please list your prior periods of stay in H-1B status; please only list the periods that you were physically present in the U.S. including entry and exit stamps

Visa status	Period of Stay	Name and location of institution (school) or employer

Have you ever been granted the H-1B visa classification? No Yes – please answer questions below

- Please provide your first entry date into the U.S. in H-1B status: _____

Have you ever been denied the H-1B visa classification? No Yes – please attach explanation on separate sheet

Are you currently in removal (deportation) proceedings? No Yes – please attach explanation on separate sheet

Do you have a petition for U.S. permanent residence pending? No Yes – please answer questions below:

- On what basis was the application filed? (National interest waiver, marriage, etc.): _____

- Do you have a current employment authorization card (EAD)? No Yes – please attach a copy

If yes, did you use the EAD? No Yes

- Do you have an Advance Parole travel document? No Yes – please attach a copy

If yes, have you used the Advance Parole? No Yes

Do you now hold, or have you ever held, J visa status (J-1 or J-2)? No Yes – If yes, please answer questions below:

- Have you ever received direct funding from the Fulbright Commission? No Yes

- Have you ever been subject to the 2-year home country residence requirement? No Yes Unsure

- Have you received a waiver, a recommendation for a waiver, or an advisory opinion regarding this requirement?
No Yes – attach copy

Have you ever been denied a visa (including tourist visa)? No Yes – please attach explanation on separate sheet

Have you ever violated the terms of a U.S. visa or been unlawfully present in the U.S.?

No Yes – please attach explanation on separate sheet

FAMILY INFORMATION

Are you married? No Yes – will your spouse require H-4 (dependent) status? No Yes

Do you have any children who will require H-4 status*? No Yes – How many? _____

*children must be under 21 years of age to qualify as H-4 dependent

If any family members are or have previously been in H-1 or H-4 status inside the U.S., please provide the following:

Name (Family, Given)**Period of stay (in H classification)**

from: _____ to: _____

from: _____ to: _____

from: _____ to: _____

TRAVEL PLANS

Do you plan to travel outside of the United States within the next 6 months? No Yes – complete below

Travel dates: from _____ to: _____ destination: _____
from _____ to: _____ destination: _____

If you plan to travel outside the U.S. while your H-1B application is pending at U.S. Citizenship and Immigration Services (once the ISSO mails the application), be sure to discuss this with an Immigration Specialist in the ISSO as soon as possible. If you provide this information above, a Specialist in the ISSO may contact you to discuss this further. If you have not listed travel plans listed above and your plans change at any point up until your H-1B is approved, it is your responsibility to contact the ISSO to discuss this change in plans and how it may affect your H application.

Applicant's signature

Today's date

In addition please provide the following documentation:

- **Copy of your Education documents (if not in English, must be accompanied by a certified English translation).** Copies of all university-level and post graduate education documents .If your diploma does not specify your field of study, also provide official university transcripts or a letter from your university's registrar detailing the field of your degree.
- **An Academic Equivalency Evaluation** is needed if you earned your degree outside of the U.S. If you need a recommendation for an evaluation company please let us know.
- **Up-to-date curriculum vitae (resume)**
- **Current and previous visa documents (All prior H-1B Approval Notice(s) (I-797A)) (for F or J status ALL Forms I-20 or DS-2019/IAP-66.)**
- **Copy of Approved or Receipted I-140 (if applicable)**
- **Copy of I-485 Receipt (if applicable)**
- **Copy of EAD Card (if applicable)**
- **Copy of Arrival/Departure Form I-94, front and back:** This is the small white card issued upon entry to the United States and stapled into the passport. (Be sure the stamp on the card is legible.) If you have traveled to the U.S. since April 2013, you may have an electronic I-94 record which you should print from the following website: www.cbp.gov/i94
- **Biographical information pages from passport** (listing name, birth date, and passport validity dates)
- **Most recent Department of State issued Visa Stamp** (issued by U.S. Embassy/Consulate abroad)
- **Copy of 3 most recent paychecks** (from current employer)
- **If you previously held J-1 status and were subject to 212(e) please provide either:**
 1. A Copy of I-612 Approval Notice waiving 212(e) 2 year home residency requirement or
 2. Evidence that you fulfilled the 212(e) requirement.

If you have dependent(s) in H-4 status with you in the U.S., or who will be needing H-4 status, your dependent(s) will need to complete Form I-539 found at www.uscis.gov under the "Forms" tab. This form must be signed by your dependent. Additionally, you must provide the following information for filing with the original signed I-539:

- \$370 USCIS filing fee, payable to "Department of Homeland Security"
- A copy of your dependent(s) passport biographical page
- A copy of your dependent(s) visa stamp and I-94 card
- A copy of your marriage certificate (if your spouse is applying with you)
- A copy of your child/ren's birth certificate (if your children are applying with you)