

**H-1b Documents Needed From the Scholar:**

Scholar Name: \_\_\_\_\_

All other names used (aliases, maiden name, names from previous marriages):  
\_\_\_\_\_

Date of birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ Province of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ **Any Travel issues?** Yes No

(Travel outside the USA while H1 is pending will result in abandonment of the petition if a **change of status** is being requested. Speak w/ ISSS about any travel plans so we can advise accordingly.)

**Prior Immigration Status Held:**

Were you ever on an J visa program (J1 or J2)? Yes No

If Yes, please provide the SEVIS ID Number(s) for the J program\*\*:  
\_\_\_\_\_

Provide the dates when you held J1 or J2 status: \_\_\_\_\_

Were you ever subject to the 2 year home residency rule if on a J visa? Yes No

Were you ever on an F1 visa program Yes No

If Yes, please provide the SEVIS ID Number(s) for the F program\*\*:  
\_\_\_\_\_

Have you ever had an Employment Authorization Document? Yes No

If Yes, please provide the EAD Number: \_\_\_\_\_

Have you ever held H status before? Yes No

If currently in H1b status, last H-1B receipt number: \_\_\_\_\_

Last day of employment with current H-1B employer will be/was: \_\_\_\_\_

**\*\*SEVIS ID can be found on the top right hand side of your DS2019/I-20. 11 digits, starts with N\*\***

**If Scholar is currently in the US:**

Date of most recent arrival \_\_\_\_\_ I-94 number \_\_\_\_\_ Current status \_\_\_\_\_

Date Current Status Expires: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Issue date: \_\_\_\_\_ Passport Expiration date \_\_\_\_\_

Current US address if already in the US:  
\_\_\_\_\_

**If Scholar is currently overseas, or needing to get a visa from overseas (consular notification):**

Consulate where you will apply for visa (city, country): \_\_\_\_\_

City where consulate is located: \_\_\_\_\_ Country: \_\_\_\_\_

Foreign address if currently overseas: \_\_\_\_\_

**Information about Educational background:**

If you obtained your graduate degree in the US (Master's or higher), provide the following:

Name of University you graduated from: \_\_\_\_\_

Date degree awarded: \_\_\_\_\_ Type of degree:     Master's             Ph.D.

Address of your US University: \_\_\_\_\_

**Documents Required from Scholar:**

Your must submit the following items:

2 copies of your highest level diploma. Include a translation into English, if appropriate. Transcripts are needed if the field of study is not listed on the diploma.

    \*\*If your diploma was obtained outside the US, you must provide a **Credential Evaluation**, to confirm that your foreign degree is similar to a US degree. The company you use should be a member of the National Association of Credential Evaluation Services (NACES). See <http://www.naces.org/>

2 copies of your CV (optional)

If currently in the U.S., 2 copies of current I-94

2 copies of all prior H1b approval notices, if appropriate

2 copies of most recent paycheck if currently on an H with another employer

2 copies of visa stamp in passport, if currently in the US

2 copies of passport page showing photo, date of birth, expiration date of passport

2 copies of J waiver approval notice, if previously subject to the J1 2 year residency rule

2 copies of your DS2019s, if you were ever on a J1 or J2 program

2 copies of all previous J visa stamps, if you were ever on a J1 or J2 program

2 copies of EAD card (if you were on OPT, J2 work permission, or other work permission)

2 copies of I-20s (front and back), if you were ever on an F1 program

**Dependent Family Members (spouse/children):**

Are your dependents currently in the US?             Yes     No

If yes, do they need to change/extend to H4 status?     Yes     No  
(\*This question is NOT applicable if they are not in the US currently)

Include the following documents for your dependents IF THEY ARE CURRENTLY IN THE US AND NEED TO FILE FOR A CHANGE/EXTENSION OF THEIR STATUS:

1 original completed I-539 (download from [www.uscis.gov](http://www.uscis.gov)). This should be completed by your spouse and children; one form for all family members. **DO NOT INCLUDE YOURSELF**. Your spouse should sign the original in BLUE INK.

Copy of the completed I-539 (listed above).

Processing fee of \$290, made payable to "Dept. of Homeland Security". (This fee covers all family members listed in the I-539.)

**2 copies** of each family members' immigration/passport documents. Include passport page with expiration date, visa page, I-94, all immigration documents.

**2 copies** of marriage certificate, translated into English, for your spouse.

**2 copies** birth certificates for each child listed, translated into English.