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 or L status before? Yes No

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

Last day of employment with current H-1Bemployer 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. Print from: https://i94.cbp.dhs.gov/I94/request.html

☐ 2 copies of all prior H1b and L-1 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). 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.