

UNIVERSITY of HOUSTON

H-1B Employee Checklist & Questionnaire

Checklist of Documents to be submitted to the UH Immigration Specialist:

- 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.
- Admission stamp in passport from date of most recent 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:

Foreign Address:

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

City: Country:

*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.

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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.

As a courtesy, the Immigration Specialist may attach the I-539 packet for H-4 to your H-1B application, so that both applications are processed by USCIS at the same time. 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, and give these items to the Immigration Specialist in a timely fashion.

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