

# H-1B Information Sheet for Employees

## Section 1 – Employee Information

Name: *As it appears on your passport*

\_\_\_\_\_  
*Family Name*

\_\_\_\_\_  
*First*

\_\_\_\_\_  
*Middle*

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Male Female

All Other Names Used (*include maiden name and names from all previous marriages*)

\_\_\_\_\_

Social Security # \_\_\_\_\_ A# (*if any*): \_\_\_\_\_

Country of Birth \_\_\_\_\_ **Province** of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

**Complete this section only if you are in the U.S. All dates should be written mm/dd/yyyy**

Date of Last Arrival: \_\_\_\_\_ I-94#: \_\_\_\_\_

Passport number: \_\_\_\_\_ Date passport issued: \_\_\_\_\_

Passport expiration date: \_\_\_\_\_ Current Status: \_\_\_\_\_

Date status expires: \_\_\_\_\_ SEVIS number: \_\_\_\_\_

Employment Authorization Document (EAD number): \_\_\_\_\_

Current U.S. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complete this section if: (1) you are not currently in the U.S.; (2) will be traveling abroad and need to apply for an H-1B visa; or (3) The change of status is not approved.**

Provide the city and country of the consulate where you will apply for the H-1B visa. Canadians, provide the port of entry.

City: \_\_\_\_\_

Country: \_\_\_\_\_

If you are outside the U.S. provide your address. All documents will be mailed to this address. Be sure to include the postal code.

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## Section 2 - Dependents

Do you have dependents?                      Yes                      No                      If yes, please list.

Name as it appears on passport	Age	Relationship to you	Current Status (if in the U.S.)	Will this person need an H-4? Yes or No

*(Attach a separate sheet if additional space is needed.)*

## Section 3 - Eligibility

Have you or your dependents *ever* been denied an immigration benefit?                      Yes                      No  
If yes, explain on a separate sheet of paper.

Do you have any criminal history?                      Yes                      No  
If yes, explain on a separate sheet of paper.

Are you or any dependents in exclusion or deportation hearings?                      Yes                      No

Have you ever been classified as an H-1B?                      Yes                      No

If yes, list all periods of stay in H status for the last 6 years. **Only list those dates you were actually present in the U.S.** in H-1B classification. Do not include the dates you were outside the U.S.

FROM	TO	FROM	TO

*(Attach a separate sheet, if additional space is needed.)*

Have you ever been denied H-1B status?                      Yes                      No

If you are currently in the U.S., do you plan to travel outside the U.S. in the next 6 months?                      Yes                      No

#### Section 4 – Previous J Status

Have you ever been a J-1 exchange visitor or J-2 dependent of a J-1 exchange visitor? Yes No  
If yes, provide the dates you maintained status as a J-1 or J-2.

FROM	TO	FROM	TO

(Attach a separate sheet, if additional space is needed.)

Have you or your spouse applied for a waiver of the Two-Year Home Residency Requirement? Yes No

If yes, has the U.S. Department of State issued a letter of recommendation?  
Yes No, not yet

Has USCIS approved the waiver? Yes No

#### Section 5 – Permanent Residency

Has anyone ever submitted an immigrant (permanent residency) petition for you or your dependents?  
☐ Yes ☐ No

If yes, has Labor Certification been submitted? Yes No

Has an I-140 been filed? Yes No

Do you have a pending I-485 application to adjust status? Yes No

Do you plan to apply for Permanent Residency? Yes No

#### Section 6 - Education

Highest Academic Degree Earned: \_\_\_\_\_

Name of University that granted the degree: \_\_\_\_\_  
(If not from an institution in the U.S., you will need an Education Credentials Evaluation. See credential evaluator listing below.)

Major Field of Study: \_\_\_\_\_

#### Section 7 – Portability

(The portability provision enables an H-1B worker to change employers without the risk of being “out of status.”)

If currently in H-1B status, provide name of current employer if other than Kansas State University, provide the following information:

Name of current employer: \_\_\_\_\_

Expected last day of employment with this employer. \_\_\_\_\_

**All the above information is complete and accurate. I give the staff of International Student & Scholar Services permission to act as my representative to view and access my arrival/departure record information via the U.S. Customs & Border Protection's Nonimmigrant Information System (NIIS) online at [www.cbp.gov/i94](http://www.cbp.gov/i94).**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DOCUMENT CHECKLIST

- ☐ H-1B Information Sheet
- ☐ Copy of your diploma and transcripts.
  - Diploma and transcripts must be translated into English. See below for translation certification information.
  - If your degree is from outside the U.S., you must submit a credentials evaluation. A list of professional evaluators is listed below. You should request a general evaluation for visa purposes. The evaluator will issue a report that states the degree you earned outside the U.S. is equivalent to the same in the U.S. You will need to submit to ISSS copies all the documents you submit to the credential evaluator.
- ☐ Copy of your Curriculum Vitae or resume. Be sure it is up to date and clearly specifies all employment.
- ☐ Copy of your passport ID page

**If you are present in the U.S., you must submit the following in addition to the above.**

- ☐ Copy of your I-94.
- ☐ Verification of current immigration status. The documentation is listed below.
  - **If presently in F status**, a copies of all Forms I-20 issued to you and a copy of your employment authorization document (EAD) if on optional practical training (OPT). If you are an F-2, include your spouse's Form I-94, current I-20, and current EAD (if applicable).
  - **If currently on Post Completion OPT or STEM OPT**, your 3 most recent pay statements.
  - **If you are presently in J status or were ever in J status**, a copy of all DS-2019s issued to you. If you were subject to the two-year home residency requirement, also include a waiver approval notice from USCIS. If the waiver has not yet been approved, then submit the letter recommending the waiver from the U.S. Department of State.
  - **If you are in F-2 or J-2 status**, include your spouse's I-94, current I-20 or DS-2019, EAD (if applicable), and any EADs issued to you.
  - **If in H status**, a copy of all previous H-1B approval notices (Form I-797) and your 3 most recent pay statements. If you are not currently employed at K-State, you must maintain employment with your current H-1B employer until the K-State H-1B petition start date.
  - **If you are in H-4 status**, include your spouse's I-94 and I-797 H-1B approval notice, last 3 pay statements, and all your I-797 approval notices.
- ☐ Copy of your current visa

**If your position at K-State requires a license to perform the duties of the job, add the following:**

- ☐ Copy of the license or other authorization required by the state to practice your profession.

**If filing for dependents to change to or extend H-4 status (for those in the U.S.) submit the following:**

- ☐ Form I-539. This form must be completed and signed by the dependent. This form can be downloaded from the form section at [uscis.gov](http://uscis.gov). If you have more than one dependent, you must also include the I-539A for each additional dependent. The filing fee is \$370 regardless of the number of dependents.
- ☐ Proof of dependent relationship to H-1B applicant [marriage/birth certificate and English translation]. Please see below for translation certification information.
- ☐ Copy of the I-94 [front & back] for each dependent
- ☐ Passport identification page for each dependent.
- ☐ Evidence of current nonimmigrant status [including ALL previously issued I-20 or DS-2019s and, EAD cards] held at any time in the past
- ☐ If currently in H-4 status, copies of all I-797's (Approval Notices).
- ☐ If any of the dependents are a derivative of an Adjustment of Status, copies of the I-485 Receipt Notice.

**As a courtesy, ISSS will review all the materials related to the I-539 for completeness only. You should keep copies of the completed forms and supporting documentation.**

**Education Credentials Evaluators**

Educational Credential Evaluators  
[www.ece.org](http://www.ece.org)  
[eval@ece.org](mailto:eval@ece.org)  
414-289-3400

Educational Perspectives  
[www.educational-perspectives.org](http://www.educational-perspectives.org)  
[info@educational-perspectives.org](mailto:info@educational-perspectives.org)  
312-421-9300

Evaluation Service  
<http://evaluation-service.net/>  
[info@evaluation-service.net](mailto:info@evaluation-service.net)  
847-477-8569

Global Services Associates, Inc.  
<http://globaleval.org/>  
[info@globaleval.org](mailto:info@globaleval.org)  
310-828-5709

International Academic Credential Evaluators, Inc.  
<http://iacei.net/>  
[staff@iacei.net](mailto:staff@iacei.net)  
940-383-7498

International Education Research Foundation, Inc.  
<http://www.ierf.org/>  
[info@ierf.org](mailto:info@ierf.org)  
310-258-9451

The Trustforte Corporation  
<http://trustfortecorp.com/>  
[info@trustfortecorp.com](mailto:info@trustfortecorp.com)  
212-481-4870

World Education Services, Inc.  
<http://www.wes.org/>  
[info@wes.org](mailto:info@wes.org)

# Translation Certification

Every document submitted to United States Citizenship and Immigration Services (USCIS) must be in English or include an English translation. Please submit translations for all foreign language documents. The translator must certify that he/she is competent to translate and that the translation is accurate.

The certification format should include the certifier's name, signature, address, and date of certification. A suggested format is below:

***Translated documents should be typed on a plain sheet of paper. Please note that the translator cannot be the H-1B employee or his/her relative.***

**The certification by translator should appear at the bottom of each translated document.**

I, \_\_\_\_\_ hereby certify that I am competent  
to translate from the \_\_\_\_\_ language into English, and the  
attached document is an accurate translation of the original  
\_\_\_\_\_ document (Birth/Marriage Certificate, Diploma, etc.).

Name of Translator: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_