

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.

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.

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. 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
eval@ece.org
414-289-3400

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

Educational Perspectives
www.educational-perspectives.org
info@educational-perspectives.org
312-421-9300

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

Evaluation Service
<http://evaluation-service.net/>
info@evaluation-service.net
847-477-8569

The Trustforte Corporation
<http://trustfortecorp.com/>
info@trustfortecorp.com
212-481-4870

Global Services Associates, Inc.
<http://globaleval.org/>
info@globaleval.org
310-828-5709

World Education Services, Inc.
<http://www.wes.org/>
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: _____