

INFORMATION ABOUT H-1B NONIMMIGRANT WORKER

This section must be completed by the H-1B applicant.

Please use the updated version of this form found at

<http://international.utsa.edu/forms/scholar-h-1b-petition-worksheet-for-nonimmigrant-worker>

Correct spelling is very important. Names should appear exactly as shown in your passport.

Please enter "N/A" if question does not apply to you.

Part I General Information

1. _____
Last First Middle (if any)
2. **Date of Birth:** _____
3. **Place of Birth:** _____
City/Town State/Province
4. **Country of Birth:** _____
5. **Country of Citizenship:** _____
6. **Country of Legal Permanent Residence:** _____
7. **Marital Status:** _____
8. **Gender:** _____
9. **Social Security Number:** _____ Fax: 001 (210) 458-7222
For security reasons, please fax a copy of your SSN to our office. I do not have an SSN: _____
10. **Current address:** _____
Street City State Zip Code
11. **Telephone:** Home _____ Office _____ Cell _____
12. **Email address:** _____
13. **Address abroad to which you will return after your stay in the United States is completed.**
(All applicants must provide a foreign address):
Street City Province Postal Code Country

Part II. Immigration Information

14. **If in U.S., Current Visa:** _____ **Current Visa Expiration Date:** _____
15. **I-94 Current Status:** _____ **I-94 Number:** _____
I-94 Expiration Date: _____ **Passport Number:** _____
16. **Last Arrival Date:** _____ **Passport Issue Date:** _____
17. **Have you ever been on J-1 status?** _____ **Passport Expiration Date:** _____
If yes, indicate time period: _____ to _____

18. **Total Prior Months on J-1:** _____

19. **Were you subject to the 2-Year Home Country Residence Requirement?**

If yes, did you (a) obtain a waiver _____ or (b) fulfill the requirement? _____ **Please provide evidence.**

20. **Have you ever been on L-1 status?**

Total Prior Months on L-1: _____

21. **Have you ever been on H-1B status?**

Total Prior Months on H1-B: _____

22. **Dates of prior periods of H-1B and/or H-4 nonimmigrant stay in the U.S. for the past 6 years and type(s) of visa.**
 (Please attach additional sheet, if necessary).

From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____

23. **Date of initial arrival into U.S.:** _____

24. **SEVIS #, if any:** N _____ **EAD #, if any** _____

25. **Has an immigrant visa petition or application for permanent labor certification ever been filed on your behalf?**

If Yes, where did you apply and what is the status of the application? _____

26. **Have you ever applied for permanent residence in the U.S.?**

If Yes, where did you apply? _____

When did you apply? _____

What is the status? _____ **If Approved, what was the date of approval?** _____

27. **If USCIS requires that you obtain an H-1B visa in your passport, which U.S. Embassy/Consulate abroad would you use?**

City/Location of U.S. Embassy: _____ Country: _____

Part III. Dependent(s) Information

Dependent Information (Spouses and children under the age of 21) — Primary dependents must complete Form I-539 and submit information on other members in addition to required USCIS fee. Provide copies of passport biographic data page(s), visa(s), entry stamp(s), I-94(s), I-20(s), DS-2019(s), etc. for each dependent, if applicable.

28. **Is your family currently in the U.S.?**

29. **If Yes, what is their visa status?** _____ **Will they need a change of status to H-4?** _____

How many family members? _____

30. **If not in U.S., will they accompany you in your H-1B status?** _____

Part IV. Education Information

(List all degrees earned)

31. **Highest degree(s) completed:**

If Other, please list _____

32. **Name of institution** where highest degree was issued: _____

33. **Address of degree-granting institution, if in U.S.:** _____

34. **Date on which the degree was granted:** _____

35. **Major/Primary Field of study:** _____

Part V. Employment Information

36. **Your Present Professional Occupation:** _____ From _____ To _____

37. **Summary of Prior Work Experience, up to 10 years, starting with last employment:**

_____ From: _____ to: _____

_____ From: _____ to : _____

_____ From: _____ to: _____

_____ From: _____ to : _____

_____ From: _____ to: _____

_____ From: _____ to : _____

_____ From: _____ to: _____

_____ From: _____ to : _____

_____ From: _____ to: _____

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_____ From: _____ to: _____

_____ From: _____ to : _____

_____ From: _____ to: _____

_____ From: _____ to : _____

_____ From: _____ to: _____

_____ From: _____ to : _____

IMMIGRATION HISTORY FORM

Please outline your immigration history for the six-year period preceding the date of this application.*
 If you have ever held “H” nonimmigrant status, list that information as well.

DATES IN THE U.S.		NAME OF SPONSORING INSTITUTION OR COMPANY	STATUS
From	To		

 Name

 Signature of Applicant

 Date

* **Note:** A separate Immigration History Form must be submitted for each H-4 Dependent.

TRUE COPY STATEMENT

I hereby certify that copies of documents submitted are exact photocopies of unaltered original documents. I understand that I may be required to submit original documents to an immigration/adjudication officer or consular officer at a later date.

Printed name

Signature

Date

H-1B GENERAL INFORMATION

PLEASE KEEP A COPY OF THIS PAGE FOR YOUR RECORDS

The H-1B nonimmigrant status is for an international worker who will perform services in a specialty occupation. A specialty occupation is one that requires a specialized body of knowledge and usually requires at least a bachelor's degree to enter the profession. There are certain regulations pertaining to H-1B status:

- H-1B is employer specific. You may not work or receive payment from any other sponsor in the U.S. (including honoraria), unless other employer petitioned for your H-1B.
- H-1B is location specific. The location of your employment is given on the petition. If you need to work at another UTSA location not shown on the petition, or you change departments, an amendment to the petition may be needed.
- H-1B is employment specific. The number of hours, job title, nature of job duties and the salary all affect your authorization to work.

Maintenance of Status

- All H-1B workers must maintain their H-1 status while in the U.S. You are responsible for keeping your passport and employment eligibility valid at all times.
- You will receive a notice from UTSA Human Resources about 90 days before your status ends, reminding you to seek an extension, if applicable. If you are currently in H-1B status and employer files an extension before your status ends, you can continue employment in the same job for 240 days while you wait for a response from USCIS.

Extension of Stay

The length of time you can remain in the U.S. in H-1B status is shown on your approval Form I-797A and your I-94, which is part of the I-797A form. If you need to extend your H-1B stay, your employer must file an extension of your H-1B status with USCIS prior to the current H-1B visa expiration date. Please note that processing of H-1B Extension petition may take several months. The maximum length of stay for an H-1B worker, including extensions, is normally six years. Extensions beyond the seventh year may be requested if an Alien Labor Certification or an immigrant (Permanent Residence) petition was filed on your behalf by the end of the fifth year and has been pending for 365 days.

Change of Address – USCIS Form AR-11

You must notify USCIS of any change of address within ten (10) days of the event. You may either change it online at <https://egov.uscis.gov/crisgwi/go?action=coa> or you may file a Form AR-11 with USCIS.

Travel Outside of U.S.

The following documents are needed for travel:

- Valid passport (valid up to 6 months beyond intended period of stay)
- H-1B Approval Notice I-797A
- Valid visa in passport
- I-94 Form
- Employment letter from UTSA Department

Obtaining H-1B Visa in Passport/H-1B Visa Renewal

The following documents are needed:

- Valid passport (must be valid up to 6 months into the future)
- H-1B Approval Notice I-797A
- H-1B application package (provided by International Scholar Services)
- Employment letter from UTSA department
- U.S. Embassy visa application documents

PLEASE NOTIFY INTERNATIONAL SCHOLAR SERVICES IMMEDIATELY OF ANY AND ALL CHANGES TO ANY OF THE ABOVE-LISTED PROVISIONS. FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY PLACE YOUR IMMIGRATION STATUS IN JEOPARDY.

AFFIRMATION

I, hereby acknowledge that I have read this document in its entirety and that I fully understand the information contained herein.

Printed name

Signature

Date

Documents that H-1B Applicant Needs to Submit to the Office of International Programs

1. UTSA offer letter.
2. Completed Information sheet for H-1B nonimmigrant worker.
3. Immigration History Form.
4. H-1B General Information Sheet.
5. Signed True Copy Statement, certifying that the photocopies of documents are true copies.
6. A copy of applicant's highest diploma or a transcript if the diploma does not show that the degree awarded was in your field of specialty.

***NOTE:** If the your diploma comes from an institution outside the U.S., submit one copy of a translation of the degree (if it is not in English) and a copy of a Credentials Evaluation from a recognized U.S. credential evaluation service. Any diploma issued by an institution outside the U.S. must be evaluated as equivalent to a degree in the U.S. **Credential Evaluation for Foreign Degree(s) must be obtained from a member of National Association of Credential Evaluation Services (NACES) at www.naces.org.**

7. A copy of applicant's curriculum vitae with a list of publications. Also provide the title pages of your major publications, presentations, books, etc.
8. A copy of applicant's passport showing the identification and validity date.
9. A copy of applicant's current or previous U.S. visa.
10. A copy of applicant's LATEST Form I-94 (Both front side and back side on one page).
I-94 link: <https://i94.cbp.dhs.gov>
11. Copies of applicant's at least THREE (3), most recent months, pay stubs, including leave, earning statements, etc.
12. If you are or have been an F-1 student in the U.S.:
 - One copy of all Forms I-20 (front and back).
13. If you worked in the U.S. on F-1 OPT or as a J-2 spouse:
 - Copy of EAD card (front and back)
 - A letter from employer stating the employment period, job duties, title, employment status, etc.
14. If you are or have been in the U.S. as a J-1 exchange visitor:
 - A copy of all Forms DS 2019 (previously known as IAP-66). If your J-1 visa says you are **subject to the two-year rule**, you also MUST submit a copy of the waiver of that rule from DOS, or a U.S. Department of State advisory opinion declaring that you are not subject to the rule.
14. IF AN APPLICANT NEEDS TO CHANGE HIS OR HER CURRENT VISA STATUS to H-1B, applicant must submit an Explanation Letter to USCIS.
15. If you have been in the U.S. in H-1B or H-4 status:
 - A copy of all prior Form I-797 Approval Notices for H-1B or H-4 or a copy of H-4 visa.
16. **If you have been in U.S. in H-1B, H-4, F-1 OPT status, L, O status:**
 - A copy of Form I-797 USCIS Approval Notice
 - A letter from applicant's employer stating the employment's start and end date, job duties, title, employment status. If UTSA employee, request [Employment Verification Letter](#). (Link)
 - Copies of check stubs for at least three (3) most recent months.
17. If applicant applied for LPR, a copy of Prior Immigration Filings, receipt, and approval/denial notice, etc.

***If the H-1B applicant has dependents in the U.S., requiring H-4 status, you also must provide:**

18. H-4 application fee: A check for \$370.00 made payable to DEPARTMENT OF HOMELAND SECURITY. **(This must be paid by the employee.)**
19. Completed **Form I-539** with supplements if you have dependent family members with you in the U.S. This application should be completed by the person petitioning for H-4 status, not you, the H-1B employee.
20. Copy of dependent(s) passport(s) showing identification and validity date.
21. Copy of I-94(s) for each dependent. **Link to I-94 <https://i94.cbp.dhs.gov/>**
22. Copy of both current and/or previous U.S. visa(s).
23. Copy of all non-immigration documents that are applicable: i.e. I-20, DS-2019, EAD card or Form I-797, etc.
24. Marriage Certificate for spouse and Birth Certificate for each child.

PLEASE PROVIDE A NOTARIZED ENGLISH TRANSLATION OF THE MARRIAGE CERTIFICATES.

APPENDIX: FILING FEES FOR I-129 PETITIONS

FEES MUST BE PAID BY THE HIRING DEPARTMENT AND EMPLOYEE ACCORDING TO FEDERAL REGULATIONS

I-129 PETITION FEE: \$460.00 - Department must pay this fee. This fee may not be passed on to the employee. The employee may not offer to pay this fee.

Provides Standard Processing.

If Premium Processing is not chosen, it will require up to 10-12 months to receive a response from USCIS.

FRAUD DETECTION & PREVENTION FEE: \$500.00 - Department must pay this fee. This fee may not be passed on to the employee. The employee may not offer to pay this fee.

Required for all initial filings for each employee; to change the employer; or for new concurrent employment. Not needed for Extensions or Amendments.

A separate check needs to be requested for this fee.

FORM I-907 (OPTIONAL): \$1,410.00 - Department must pay this fee, if USCIS Approval Notice is required to begin employment. Employee can pay this fee if USCIS Approval Notice is required for personal reasons.

Premium Processing guarantees a response from USCIS within 15 days, rather than the typical 10-12 months required for Standard Processing. If this process is requested, a third check should be requested in the amount of \$1,410.00.

Form I-539: \$370.00 - Employee pays this fee for change/extension of status for H4 dependents

The address for initial and extension petition checks

USCIS California Service Center
Attn: Cap Exempt H-1B Processing Unit
24000 Avila Road, 2nd Floor, Room 2312
Laguna Niguel, CA 92677

All checks must be made payable to: U.S. Department of Homeland Security

QUESTIONS? CALL x7266 or 6571 or EMAIL Tanya.Orndorff@utsa.edu or Diane.Palomo@utsa.edu

THANK YOU