

Applicant Information to Support an H-1B Petition

Instructions: Upon the request of the hiring department, please complete the following information, and submit this form, along with indicated supporting documentation, to the department administrator. Please type or print.

Biographical Information

Family _____ First _____ Middle (complete) _____

Date of birth _____ (MM/DD/YY) male female SSN or ITIN _____

City of birth _____ Province or state of birth _____

Country of birth _____ Country of citizenship _____

Address in country of legal permanent residence (**not** the U.S.):

 _____ Phone _____

Country: _____ Email _____

Current mailing address, if different from permanent address:

 _____ Phone _____

Country: _____ Email _____

Education

Degree	Field of Study	Year of Completion	University or College	City & Country
___ Bachelor's Degree	_____	_____	_____	_____
___ Master's Degree	_____	_____	_____	_____
___ Master's Degree	_____	_____	_____	_____
___ Doctorate Degree (PhD, EdD)	_____	_____	_____	_____
___ Professional Degree (MD, JD, DVM)	_____	_____	_____	_____

OIP Office Staff notations only:
 Position
 Dates
 Salary

Immigration Status

If in the US, complete the following:

Date of last entry _____ I-94 # (that you entered on) _____

Current status _____ Date Status Expires: _____

Passport Number: _____ Date Passport Issued: _____ Date Passport Expires: _____

Current U.S. Address (no P.O. Boxes) _____

If outside the US, complete the following:

Provide the city and country name of the consulate you want notified if this petition is approved.

City _____ Country _____

Immigration History

List your complete immigration history, including each visa classification held, and exact dates present in the U.S. in each classification (attach additional paper, if needed):

Visa Type	Purpose	Start Date	End Date

Are you a J-1 nonimmigrant alien who received a waiver of the 2-year foreign residency requirement?
_____yes _____no

Have you be previously granted status as an H-1B nonimmigrant in the past 6 years and not left the US for more than one year after attaining such status?
_____yes _____no

Have you ever been denied H classification? _____yes _____no

Are you or any of your dependents in exclusion or deportation proceedings with the U.S. CIS or ICE? ___Yes ___No

- **If yes, explain:** _____
- **If yes, provide copies of relevant documents.**

Have you ever applied for adjustment of status to Lawful Permanent Resident of the U.S., or are you the beneficiary of a derivative petition? (Check all that apply.)

___ Beneficiary of a filed U.S. CIS Form I-130: Immigrant Petition for Alien Relative

___ Self-petitioned with U.S. CIS Form I-140: Immigrant Petition for Alien Worker

___ Filed U.S. CIS Form I-485: Application to Register Permanent Residence or Adjust Status

___ Other—Explain: _____

Alien Registration Number _____ (“A” followed by 8-9 digits)

Family Information

If you have more than two dependent children, please attach additional paper with the same information, and include the same supporting documents.

SPOUSE:

Family _____ First _____ Middle (complete) _____

Date of birth _____ male female SSN/ITIN _____ A# _____
(MM/DD/YY)

City & country of birth _____ Country of citizenship _____

Currently in the U.S.? No Yes **If yes**, will s/he be requiring a change or extension of status? No Yes

Current status: _____ Status expires on: _____ Date of last arrival: _____ I-94# _____

Is s/he an applicant for an immigrant visa or immigrant petition filed, Form I-485 ever filed? No Yes

Has s/he ever been arrested or convicted of any criminal offense in the US? No Yes

Has the dependent ever held any H or L status? no yes **If yes**, list: _____
Visa Type From (MM/DD/YY) To (MM/DD/YY)

Has your spouse ever been employed in the U.S.? no yes **If yes**, attach a separate page listing exact dates of employment, the name and address of each employer, the exact dates of employment, amount of earnings per pay period, and the type of INS/USCIS employment authorization.

CHILD:

Family _____ First _____ Middle (complete) _____

Date of birth _____ male female SSN/ITIN _____ A# _____
(MM/DD/YY)

City & country of birth _____ Country of citizenship _____

Currently in the U.S.? No Yes **If yes**, will s/he be requiring a change or extension of status? No Yes

Current status: _____ Status expires on: _____ Date of last arrival: _____ I-94# _____

Are they an applicant for an immigrant visa or immigrant petition filed, Form I-485 ever filed? No Yes

CHILD:

Family _____ First _____ Middle (complete) _____

Date of birth _____ male female SSN/ITIN _____ A# _____
(MM/DD/YY)

City & country of birth _____ Country of citizenship _____

Currently in the U.S.? No Yes **If yes**, will s/he be requiring a change or extension of status? No Yes

Current status: _____ Status expires on: _____ Date of last arrival: _____ I-94# _____

Are they an applicant for an immigrant visa or immigrant petition filed, Form I-485 ever filed? No Yes

Dependent Petition Fee

If an application to change status is being requested for dependents who are currently in US and will remain in the US while the H-1B application is pending, the processing fee for a dependent petition is \$290.00. Only one dependent petition (and fee) is required, regardless of the number of dependents. If applicable, attach check or money order for US \$290.00, made payable to:

U.S. Department of Homeland Security
Washington, DC 20528

If family members will apply for the visa outside the United States it is not necessary to request a change of status.

Attachments / Checklist

Please provide the following documents with the request form:
(Only one copy is necessary, no staples please)

For the applicant:

_____ A copy of passport pages, which include, photo, name, issuing authority/country, date of issuance and date of expiration. Please note that the passport must not be expired.

If you are currently in the U.S. and will remain in the U.S. until your H-1B employment at KUMC has been authorized, the following items are required:

_____ A copy of your visa

_____ A copy of your last **entry** Form I-94 (front and back). This is the I-94 which you last entered the country on

_____ A copy of any USCIS employment authorizations, such as the Employment Authorization Document (EAD card)

In addition, as applicable to your current visa classification:

_____ If you are currently in **F status**, a copy of the front and back of your I-20s (SEVIS I-20 page 1 and 3).

_____ If you are currently in **J status**, a copy of previous IAP-66 and/or DS2019 forms. If any document indicates that you are subject to the two-year home residency requirement, **one of the following** is also required:

- A copy of an advisory opinion letter from the U.S. Department of State declaring that you are not, in fact, subject to the requirement
- A copy of a letter from the Department of State to the U.S.CIS recommending waiver of the two-year home residency requirement
- A copy of the approval notice from INS/BCIS/USCIS granting waiver of two-year home residency requirement

_____ If you are currently in **H status**, a copy of all previous H approval notices **and** your most recent pay stub

_____ If you are in **any other status**, copies of approval notices or other USCIS documentation that verifies your status

For spouse/children:

For each family member who **is currently in the US and** will be seeking a change of status:

_____ A copy of passport pages, which include, photo, name, issuing authority/country, date of issuance and date of expiration. Please note that the passport must not be expired.

_____ A copy of their visa

_____ A copy of their last entry Form I-94 (front and back). This is the I-94 which they last entered the country on

_____ Copies of any immigration-related supporting document(s) which are significant.
