KU Medical Center Mail Stop 3033, 3901 Rainbow Blvd., Kansas City, KS 66160

International Programs

Applicant Information to Support an Initial KUMC H-1B Petition

Instructions: Upon the request of the hiring department, please provide following information, and submit this form, along with indicated supporting documentation, to the department administrator. Please type or print legibly. If you are currently a KUMC employee sponsored on H-1B there is an abbreviated version of this form which you may complete.

Biographical Information

Family Name _____ First _____ Middle (complete) _____

Date of birth _____ (MM/DD/YY) SSN or ITIN_____ A# (if any)_____

Country of birth _____ Province of Birth _____ Country of citizenship _____

Current US address:
_____
_____
_____

Phone _____

Email _____

Permanent Address in home country
_____
_____
_____
Country:_____

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_____

OIP Office Staff notations only:

Dept

Position

Dates

Salary

Note

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

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

2) 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

3) Have you ever been denied H classification?
_____yes _____no

Immigration Filings

Have you ever applied for, or are you the beneficiary based on derivative status, adjustment of status to Lawful Permanent Resident of the U.S.? Which applications have been filed and what is their current status (pending, approved, denied)?

_____ Form I-130: Immigrant Petition for Alien Relative pending approved denied

_____ Form I-140: Immigrant Petition for Alien Worker pending approved denied

_____ Form I-485: Application to Register Permanent Residence or Adjust Status pending denied

_____ Other—Explain: _____

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.

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)				

Family Information

Spouse: _____ _____ _____
Family Name First Name Middle Name

_____ _____ _____
Current Status Status End Date School if Student, or Employer (if any)

Child:_____ _____ _____
Family Name First Name Middle Name

_____ _____ _____ male _____ female
Current Status Status End Date

Child:_____ _____ _____
Family Name First Name Middle Name

_____ _____ _____ male _____ female
Current Status Status End Date

Child:_____ _____ _____
Family Name First Name Middle Name

_____ _____ _____ male _____ female
Current Status Status End Date

Dependent Petition

The Office of International Programs can not complete the I-539 petition necessary to request a change of status or request an extension of status for H4 dependents. Your H4 spouse or child will be the primary applicant on the I-539. You (the H-1B) will NOT be listed on the I-539.

Submit the original petition with the H-1B application documents presented to the Office of International Programs. The I-539 will then be submitted with the H-1B application.

Please include copies of: passports identification pages, most recent visa, I-94 and most recent approval notice for each family member listed on the petition.

You will also need to attach a check or money order for US $300, made payable to: U.S. Department of Homeland Security. The fee is the same regardless of the number of persons included in the application.

You can find the the I-539 application by going to www.uscis.gov Under the "IMMIGRATION FORMS" section find the I-539 form.

Checklist

Instructions: Please provide the following documents with the request form. Only one copy is necessary.
NO STAPLES, please.

For the applicant:

_____ A certified copy of your degree certificate. A certified translation must also be provided if the degree certificate is not in English.

_____ A recent resume or C. V.

_____ A copy of passport identification 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)

_____ If you are currently in **F status**, a copy of the front and back of your current I-20 (SEVIS I-20 page 1 and 3), your initial I-20, and any I-20 where CPT or OPT is noted on page 3.

_____ If you are currently in **J status**, a copy of your current DS2019 forms and your initial DS2019 stamped showing entry to the US.

_____ If you are subject to the 212(e) restriction requiring the return to your home country for two years, you must also provide:

_____ A copy of an advisory opinion letter from the U.S. Department of State declaring that you are not subject to the 212(e) restriction.

--- or ---

_____ A copy of a letter from the Department of State to the U.S.CIS recommending waiver of the two-year home residency requirement; **AND**,

_____ A copy of the approval notice from USCIS granting waiver of the two-year home residency requirement

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

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

_____ A copy of any receipt notices or approval notices related to filings for Permanent Residency, including filings of forms I-140, I-130, I-485.

If you filed for Permanent Residency with the assistance of an attorney, please provide their:

Name:_____

Phone:_____

Email (if available):_____

_____ The I-539 application, immigration documents, and check for $300 for any H4 dependents