

## H-1B PETITION EMPLOYEE QUESTIONNAIRE

### CHECKLIST

Please email the following items to the Office of International Programs as scanned copies. When providing copies of documents, please make color copies when possible.

#### H-1B Employee:

- Completed H-1B Employee Questionnaire
- Copies of passport identification pages
- Copies of current and previous status documents
  - F-1/F-2 Status:
    - Copies of most recent and previous I-20 documents
    - EAD card, if applicable
    - If currently on OPT or STEM OPT, copies of 3 most recent paystubs
  - J-1/J-2 Status:
    - Copies of most recent and previous DS-2019/IAP-66 documents
    - Copies of J-1 Waiver documentation, if you were subject to the 212 (e), two-year home stay requirement
      - I-612 Waiver Approval Notice issued by USCIS
      - U.S. Department of State Favorable Recommendation Letter
  - H-1B Status:
    - Copies of H-1B/I-797 approval notice
    - Copies of 3 most recent paystubs
- Copies of U.S. visa stamps
- Copies of U.S. Customs and Border Protection arrival date stamp in passport
- Copy of I-94 (available at: <https://i94.cbp.dhs.gov/i94/>)
- Copies of I-140 Receipt and/or Approval, if applicable
- Copies of I-485 Receipt Notice, if applicable
- Copy of driver's license
- Copies of **ALL** degree certificates and transcripts
  - If your degree was earned outside of the United States, please include copies of credentials evaluation reports obtained through a U.S. evaluation service
    - If you currently do not have a credentials evaluation report, please request a report from either FCSA ([www.foreigncredentials.org](http://www.foreigncredentials.org)) or another U.S. evaluation service provider.
  - If degree certificates and transcripts are not in English, please include copies of certified English translations.
- Copies of professional licenses, if applicable
- Copy of a CV or Resume

**\*\*\*Prior to completing the employee questionnaire and submitting the requested documents, please read and review the H-1B Visa General Information document.**

#### Dependents who Need H-4 status:

*If your dependents are currently in the United States:*

- Completed I-539 Application (<http://www.uscis.gov/sites/default/files/files/form/i-539.pdf>)
  - Mailing address should be the following:  
3901 Rainbow Blvd., Mail Stop 3033  
Kansas City, KS 66160
- I-539 Filing Fee of **\$290** (check made payable to **U.S. Department of Homeland Security**)
- Copies of passport identification pages for all dependents
- Copies of I-94 for all dependents
- Copies of visa stamps for all dependents
- Copies of status documents (i.e. I-797 Approval Notice, DS-2019, I-20, etc.)
- Copy of marriage certificate (if not in English, please include a copy of a certified English translation)
- Copy of children's birth certificates (if not in English, please include a copy of a certified English translation)
- Letter of request from dependent to USCIS indicating why you are requesting change of status
- Letter from H-1B applicant confirming his/her ability to provide financial support for dependents (include proof of financial support)

*If your dependents are outside of the United States:*

- The dependents will have to apply for H-4 visas directly at a U.S. Consulate/Embassy closest to their place of residence. Please visit: [www.usembassy.gov](http://www.usembassy.gov) for more information and notify OIP.

**CONTACT INFORMATION**

If you have any questions related to your H-1B petition or the H-1B process, please do not hesitate to contact Kimberly Connelly and Irina Aris. Please be sure to include both Kimberly Connelly and Irina Aris in any communication sent by email.

<p><b>Kimberly Connelly, M.A.T.</b> Director of International Programs, PDSO, ARO Email: <a href="mailto:kconnelly@kumc.edu">kconnelly@kumc.edu</a> Phone: (913) 588-1480</p> <p><b>Irina Aris, M.P.A.</b> Assistant Director of Inbound Programs, RO, DSO Email: <a href="mailto:iaris@kumc.edu">iaris@kumc.edu</a> Phone: (913) 588-1485</p>	<p><b>Office of International Programs</b> <b>University of Kansas Medical Center</b> 3901 Rainbow Blvd., MS 3033 5010 Wescoe Kansas City, KS 66160 Email: <a href="mailto:InternationalProgs@kumc.edu">InternationalProgs@kumc.edu</a> Phone: (913) 588-1480 Fax: (913) 588-1462</p>
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**REQUEST FOR PREMIUM PROCESSING (OPTIONAL)**

Please complete this form if you as the prospective H-1B employee would like to request premium processing of your petition. Attach this form with the H-1B Employee Questionnaire if the request is being made at the time of filing. If you would like your H-1B case to be "converted" to premium processing after filing, please email this form directly to the Office of International Programs.

Family Name (Last Name):	Given Name (First Name):	Full Middle Name:
<p>____YES, I would like to request premium processing and I will enclose a check for \$1225 payable to the "U.S. Department of Homeland Security".</p> <p>Signature_____</p> <p>Date_____</p>		

**PART 1: EMPLOYEE BIOGRAPHICAL INFORMATION**

This form should be filled out by the prospective H-1B employee. Please provide as much information and detail as possible. Print legibly or type out the information requested below.

Family Name (Last Name):		Given Name (First Name):		Full Middle Name:	
All Other Names Used:					
Date of Birth (mm/dd/yyyy):		Country of Birth:	Province of Birth:		City of Birth:
Gender: Male            Female		Social Security Number (SSN), if any:		Alien Registration Number (A-Number), if any:	

Current Residential U.S. Address (if applicable):

Street Name and Number:		Apt.    Ste.    Flr.		Number:	
City or Town:		State:		Zip Code:	

Foreign Address (required):

Street Name and Number:		Apt.    Ste.    Flr.		Number:	
City or Town:		State:			
Province:		Postal Code:		Country:	

Contact Information:

Email Address:	Home Phone #:	Cell Phone #:	Work Phone #:
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**PART 2: CURRENT STATUS (IF IN THE UNITED STATES)**

Date of Last Arrival (mm/dd/yyyy):	Current Nonimmigrant Status:	Date Status Expires (mm/dd/yyyy):
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1. Do you have any upcoming international travel plans?    YES            NO
  - a. If yes, please provided anticipated travel dates:

**PART 3: IMMIGRATION HISTORY**

1. Have you ever held F-1/F-2 status?    YES            NO
  - a. IF YES, please reference the Employee Questionnaire Checklist and provide copies of all requested documents.
2. Have you ever held J-1/J-2 status?    YES            NO
  - a. IF YES, please reference the Employee Questionnaire Checklist and provide copies of all requested documents.
3. Do you currently hold H-1B status now and/or have you ever previously held H-1B status?    YES            NO
  - a. IF YES, please reference the Employee Questionnaire Checklist and provide copies of all requested documents.
  - b. IF YES and you are interested in recapturing time spent outside the United States toward your 6-year maximum duration of stay, please complete Recapture Time Worksheet or Part 8 of this questionnaire.
4. Have you ever held any other visa status in the United States not listed in questions 1-3 above?    YES            NO
  - a. If YES, please provide visa status type and dates as well as provide copies of any related documents:

5. Have any of the following immigrant petitions been filed on your behalf or in the process of being filed?
- a. **Employment Based Permanent Residency Petition** YES NO  
*EB-1 (sub-categories: Extraordinary Ability, Outstanding Professors and Researchers, Multinational Manager or Executive); EB-2(sub-categories (must have Labor Certification): Advanced Degree, Exceptional Ability, National Interest Waiver (NIW)); EB-3 (sub-categories (must have Labor Certification): Skilled Workers, Professionals, Unskilled Workers (Other Workers))*
- b. **Other Type of Permanent Residency Petition** YES NO  
 i.e. family or spouse based.

i. If YES, please provide related documents and the following information:  
 Information about attorney who is filing or who had filed a Permanent Residency Petition on your behalf

Name of Attorney:	Name of Law Firm:
Phone Number:	Email Address:

6. Have you/your family members always maintained your visa status in the United States? YES NO  
 a. IF NO, please provide full details regarding any period where you/your family members were out of status:
7. Has your work in the United States always been authorized by USCIS? YES NO  
 b. IF NO, please provide details regarding any unauthorized work

**PART 4: EMPLOYMENT HISTORY**

1. List your current and previous work history.

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Position Title	Employer	Place of Employment (City, State, Country)	Visa Status Type (If in the United States, visa status type i.e. F-1 OPT, J-1, etc.)

**PART 6: EDUCATION BACKGROUND**

1. List your educational background starting with the highest degree earned.

<b>Degree</b> <i>(i.e. Doctoral/Ph.D., Master's, etc.)</i>	<b>Major or Field of Study</b>	<b>Date Degree Awarded</b> <i>(mm/dd/yyyy)</i>	<b>University/Institution</b>	<b>City and Country</b>

**PLEASE NOTE:** If you received your degree at an institution or university outside of the United States, you will need to obtain a credentials evaluation report from a U.S. evaluation service provider. See checklist for more information.

**PART 7: DEPENDENTS/FAMILY MEMBERS**

1. What is your marital status?      SINGLE                  MARRIED
2. Do you have any children?    YES                  NO
3. Do you have dependent family members (spouse/children) who will need H-4 status?    YES                  NO
  - a. IF YES, please reference the Employee Questionnaire Checklist and provide copies of all requested documents.

**PLEASE NOTE:** while your employer pays for the cost of your H-1B petition, the employer is not required to cover the filing fees related to your dependents' H-4 status petition. If H-4 status is needed for family members, please see checklist and provide to OIP the requested documents. A check for the \$290 filing fee should be included with the documents. The check or money order should be made payable to the "U.S. Department of Homeland Security". One I-539/H-4 application covers all dependent family members.

**PART 8: RECAPTURE TIME WORKSHEET**

If you are extending your H-1B or changing H-1B employers and would like to RECAPTURE time not spent in the United States toward your 6-year maximum period of stay, please list "H presence dates" or international travel dates for you and any dependent H-4 family members for all trips you've made outside of the United States since you were first granted H status. Additionally, provide related proof or evidence documenting these dates such as copies of entry and exit stamps.

First Date of H Status (mm/dd/yyyy):		Date of First Departure from the United States (mm/dd/yyyy):	
Date of Re-Entry to United States (mm/dd/yyyy):		Date of Departure from the United States (mm/dd/yyyy):	
Date of Re-Entry to United States (mm/dd/yyyy):		Date of Departure from the United States (mm/dd/yyyy):	
Date of Re-Entry to United States (mm/dd/yyyy):		Date of Departure from the United States (mm/dd/yyyy):	
Date of Re-Entry to United States (mm/dd/yyyy):		Date of Departure from the United States (mm/dd/yyyy):	

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Date of Re-Entry to United States (mm/dd/yyyy):		Date of Departure from the United States (mm/dd/yyyy):	
Date of Re-Entry to United States (mm/dd/yyyy):		Date of Departure from the United States (mm/dd/yyyy):	
Date of Re-Entry to United States (mm/dd/yyyy):		Date of Departure from the United States (mm/dd/yyyy):	
Date of Re-Entry to United States (mm/dd/yyyy):		Date of Departure from the United States (mm/dd/yyyy):	

**PART 9: ACKNOWLEDGEMENT**

**ACKNOWLEDGEMENT**

I attest that the information provided in this questionnaire is true and correct. I have also read and understood information provided in the H-1B Visa General Information document.

Prospective H-1B Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prospective H-1B Employee Name: \_\_\_\_\_