

## H-1B EMPLOYEE INFORMATION FORM

Please complete this form and return it to your sponsoring faculty member or the contact person in your department with all required supporting documents listed on the checklist. With questions related to this form, please contact Susan Bender [bender@unr.edu](mailto:bender@unr.edu) or Elizabeth Adamska [adamska@unr.edu](mailto:adamska@unr.edu), or call us at (775)784-6874.

### A. Personal

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Country of Birth \_\_\_\_\_ Province \_\_\_\_\_  
mm dd yr

Country of Citizenship \_\_\_\_\_ U.S. Soc. Sec. # (if available) \_\_\_\_\_

Foreign Address \_\_\_\_\_

U.S. Home Address (if available) \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Highest Degree Obtained (Please check only one box):

Bachelor's degree (i.e. BA, AB, BS)       Master's degree (i.e. MA, MS, MEng, MEd, MSW, MSB)

Professional degree (i.e. MD, DDS, DVM, LLB, JD)       Doctorate degree (PhD, EdD)

Month & Year \_\_\_\_\_ Institution \_\_\_\_\_

Major/Primary Field of Study: \_\_\_\_\_

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female      Marital Status: \_\_\_\_\_ Married \_\_\_\_\_ Single

### B. Current Immigration Status (complete this section only if you are now in the U.S.)

Initial Arrival Date \_\_\_/\_\_\_/\_\_\_      Most Recent Arrival Date \_\_\_/\_\_\_/\_\_\_  
mm dd yr      mm dd yr

Current Status: F-1 \_\_\_ F-2 \_\_\_ J-1 \_\_\_ J-2 \_\_\_ H-1B \_\_\_ H-4 \_\_\_ TN \_\_\_      Other (specify) \_\_\_\_\_

I-94# \_\_\_\_\_ Expiration Date of your current status: \_\_\_/\_\_\_/\_\_\_  
mm dd yr

**Do you have any plans to travel outside of the U.S. between now and the start date of your petition? Yes \_\_\_ No \_\_\_**      If yes, please list dates of travel \_\_\_\_\_

\_\_\_\_\_ and contact OISS to discuss your travel and its possible impact on the pending petition.

**C. Other Immigration Information**

Specify the location of U.S. Embassy/Consulate where you will apply for your entry visa if you are currently overseas, or in case your change of status is denied \_\_\_\_\_

Have you ever been in J-1 status? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, are you subject to the 2-year home residence requirement (212e): Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, have you fulfilled this requirement or obtained a waiver: Yes \_\_\_\_\_ No \_\_\_\_\_

If you are still subject to 212e, you are not eligible for H-1B status.

Have you been granted H or L status in the past? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please indicate the period of time you were approved for H or L status: \_\_\_\_\_

Have you been absent from the US during any time that you were approved for H or L status? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list dates and circumstances: \_\_\_\_\_

\_\_\_\_\_  
Have you ever filed for permanent residency? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide additional information about your case: when, type of petition, case # \_\_\_\_\_

\_\_\_\_\_  
Are you in exclusion or deportation proceedings? Yes \_\_\_\_\_ No \_\_\_\_\_

**C. Family Information**

[ ] I do not have dependents in the U.S.

[ ] My dependents do not require H-4 status.

[ ] I do have \_\_\_\_ (number) dependents who require H-4 status.

If dependents (spouse and/or children) are currently in the US, please download Form I-539 from <http://www.uscis.gov>. **The form must be completed by the dependent(s), not H-1B employee!** Also submit documents listed on the checklist in section C.

Please list your dependents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **H-1B EMPLOYEE CHECKLIST**

**Please submit the following documents (3 copies of each):**

**A. All applicants:**

- Copy of diploma/certificate AND English translation if applicable
- Credentials evaluation if degree earned abroad (recommended but not required)
- Current Curriculum Vitae
- Copy of passport biographical page

***If currently in the U.S.:***

- Copy of I-94 card (front and back)
- Copy of visa stamp

**AND**

***If in F-1 or F-2 status:***

- Copies of all I-20(s)
- Copies of Employment Authorization Document (EAD), if applicable
- If currently in F-2 status, submit copies of F-1's I-94 (front and back)

**OR**

***If in J-1 or J-2 status:***

- Copies of all DS-2019(s)
- Copy of waiver approval/recommendation of section 212e, if applicable
- If currently in J-2 status, submit copy of J-1's I-94 (front and back)

**OR**

***If in H-1B or H-4 status:***

- Copies of all previous I-797 Approval Notice(s)
- If in H-1B status, submit confirmation of employment (copy of the most recent pay stub or letter from current employer).
- If in H-4 status, submit copies of H-1's I-94 (front and back) and evidence of H-1's maintenance of status (copies of most recent pay stub or letter from current employer).

**B. Foreign physicians applying for positions involving patient care (i.e. residency programs)**

- Copies of USMLE score reports steps I, II, III
- Copy of ECFMG certificate
- Letter from the Nevada State Board of Medical Examiners confirming you have applied for the medical license in Nevada
- Copy of current medical license if applicable

**C. Dependents(s) who are in the U.S. and will apply for H-4 status**

- I-539 form (**completed and signed by the dependent**)
- Copies of dependents' previous I-797 Approval Notice(s) if already in H status
- Copies of dependents' I-94(front and back), entry visa(s), passport information page(s)
- Check for \$300.00 payable to the Department of Homeland Security