H-1B Request Form

To be completed by H-1B Employee

ILLINOIS INSTITUTE OF TECHNOLOGY
International Center

Please complete this form and return it to your department with all required supporting documents. Please see the checklist for more information regarding the additional documents required for this petition.

A. Personal Information

Family name (as listed in passport): _____ First name: _____ Middle name: _____

All other names used (aliases, maiden name, and names from all previous marriages): _____

Date of birth: (mm/dd/yyyy) _____ Gender: ☐ Male ☐ Female

U.S. Social Security Number (if applicable): _____-_____-_____
A# (usually J-2s with an EAD, F-1s on OPT, or those with pending Permanent Residency applications): _____

Country of birth: _____ Province of birth: _____ Country of citizenship: _____

Your foreign address **(required)**: _____

B. If currently in the U.S.:

Date of most recent arrival: (mm/dd/yyyy) _____

I-94 # _____

Current non-immigrant status: _____

Expiration date of current status: (mm/dd/yyyy) _____

Current U.S. address _____

Do you have any plans to travel outside the U.S. in the next six months?

☐ No
☐ Yes If yes, please list dates of travel _____

C. If not in the U.S. or will travel and reenter in H-1 status:

Location of U.S. consulate or inspection facility: _____

Type of office: ☐ Consulate ☐ Pre-flight inspection (Canadians only) ☐ Port of Entry (Canadians only)

City: _____ U.S. State or Foreign Country: _____

D. Petition Information

Have you ever been granted H-1B status?

☐ No
☐ Yes* If yes:
Indicate the each period of time you were approved for H-1B status: _____
List any dates of travel outside the U.S. while in H-1B status: _____
*Attach copies of all I-797 Approval Notices

E. J status information. Choose one of the following:

☐ I have never been in J-1 or J-2 status in the U.S.
☐ I have been in J-1 or J-2 status in the U.S., but have never been subject to 212(e).*
☐ I am subject to 212(e), but a waiver request is currently pending.*
☐ I was subject to 212(e), but have a U.S. State Department waiver recommendation letter.*
☐ I was subject to 212(e), but have a waiver approval notice from USCIS.*
☐ I was subject to 212(e), but spent two years in my home country.*
☐ I am subject to 212(e), but have not applied for a waiver.*

*List below all time spent in J-1 or J-2 status and attach copies of all DS-2019s and waiver letters, if applicable.

J-1 or J-2 From:_____ To: _____

J-1 or J-2 From:_____ To: _____

J-1 or J-2 From:_____ To: _____

J-1 or J-2 From:_____ To: _____

J-1 or J-2 From:_____ To: _____

Do you have an application for U.S. permanent residency pending?

☐ No

☐ Yes (Attach copies of all receipt and/or approval notices.)

Are you in exclusion or deportation proceedings?

☐ No

☐ Yes

Please indicate your work history, if any:

Position	**Company/Institution**	**Dates** (MM/YY to MM/YY)

F. Dependent information (only a spouse and unmarried children under age 21 can be considered dependents)

Do you have any dependents?

☐ No

☐ Yes If yes, how many dependents require H-4 status: _____

Are your dependents currently in the U.S.?

☐ No — You do not need to submit any dependent applications.

☐ Yes — You will need to submit dependent applications. See the checklist for required documentation.

G. H-1 conditions acceptance

I understand that:

- An individual in H-1B status may not receive payment from any source other than the IIT department that sponsored the H-1 status or another H-1 concurrent sponsor except reimbursement for travel expenses for lecturing.
- If my IIT employment ends, my H-1 petition becomes invalid.
- My spouse and children cannot be employed in any capacity as long as they are in H-4 visa status.
- Any change in employment, change in % time, title, salary, responsibilities, etc. may require a new H-1 petition to be filed with USCIS.
- If I am dismissed from employment before the ending date of my H-1 status (even for budgetary reasons), this department is responsible for paying the reasonable costs of return transportation to my last place of foreign residence.
- The department is required to notify the International Center when I terminate employment with the university.

Print name_____

Signature_____ Date _____

International Center
Illinois Institute of Technology
3201 South State Street
MTCC, **Room 106**
Chicago, IL 60616

Phone: 312.567.3680
Fax: 312.567.3687

UNALTERED ORIGINAL DOCUMENTS

TO THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES

Copies of documents submitted are exact copies of unaltered original documents. I understand that I may be required to submit original documents to an immigration or consular official at a later date.

_____
Print Name of H-1B Worker

_____
Signature of H-1B Worker

_____
Date Signed

TRANSLATION OF FOREIGN LANGUAGE DOCUMENT(S)

I, _____ hereby certify that I am competent to translate from the _____ language into English and that the attached is the accurate translation of the original document(s).

_____
Print Name & Title of Translator

_____
Signature of H-1B Worker

_____
Date Signed

ILLINOIS INSTITUTE OF TECHNOLOGY
International Center

H-1B Worker Checklist

Please submit one copy (no staples) of the items below to the International Center:

A. All applicants:

- ☐ Copy of diploma AND English translation, if applicable
- ☐ Copy of transcript (plus English translation, if applicable) if the field of study is not indicated on the diploma
  A credentials evaluation may be required if degree is from a non-U.S. institution.
  For more information, please contact the International Center.
- ☐ Current résumé/curriculum vitae
- ☐ Unaltered original document form and translation form, if applicable
- ☐ Passport identity page and expiration page

B. If currently in the U.S., please also provide:

- ☐ I-94
- ☐ Entry visa

If applied for Permanent Residency:

- ☐ Copies of all notices received from USCIS

If in F-1 or F-2 status:

- ☐ Copies of all previous I-20s (pages 1 and 3)
- ☐ Copy of Employment Authorization Document (EAD), if applicable

If in J-1 or J-2 status:

- ☐ Copies of all previous DS-2019s/IAP-66s
- ☐ Copy of 212(e)/Two Year Home Residency waiver, if applicable

If in H-1 or H-4 status:

- ☐ Copies of all previous I-797 Approval Notices
- ☐ Copies of the H-1's last 4 months of paystubs

C. Dependent information (for those applying inside the U.S. only):

- ☐ Form I-539 completed by the dependent
- ☐ Copy of dependents' I-94
- ☐ Copy of dependents' entry visa
- ☐ Copy of dependents' passport identity page and expiration page
- ☐ Copies of dependents' previous I-797s Approval Notices, if applicable
- ☐ Evidence of financial support
- ☐ $370.00 petition fee for I-539 (check or money order in U.S. dollars should be made payable to "Department of Homeland Security")

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MTCC, Room **106**
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