

# H-1B Request

To be completed by H-1B Worker

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 times 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

# 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 pay stubs

**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 petition fee for I-539 (check or money order in U.S. dollars payable to "Department of Homeland Security")

**International Center**

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

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Fax: 312.567.3687