

Contact Information Form for International Faculty & Staff

University of Hawaii Faculty & Scholar Immigration Services
www.hawaii.edu/fsis

After arriving at the University of Hawaii, international employees should complete this form and send it to Faculty and Scholar Immigration Services (FSIS), PSB 105.

- Entry from abroad:** Please complete this form and attach the following documents as applicable:
1. Copy of passport biodata/expiration page(s) (if new/renewed)
 2. Copy of current H-1B / E-3 / TN / O-1 entry visa in passport
 3. Copy of admission stamp with notations in passport
 4. Copy of I-94 record (I-94 card or printout from www.cbp.gov/I94)
 5. Copies of any dependents' passport identification/expiration pages, entry visas, and I-94 records

- Change of status / employer:** Complete and submit this form to FSIS. Send copies of your passport and I-94 record only if you have a new passport and/or a new I-94 record. If you have dependents who changed their status or received extensions in the U.S., attach copies of their USCIS I-797 approval notices.

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Last name: _____ First: _____ Middle: _____

UH college/school/unit: _____ UH dept: _____

U.S. home address: _____
street address & apt #, if any city state zip

Phone #: _____ Email: _____

Immediate Family Members

Spouse's name: _____ Birth date: _____ U.S. visa type: _____

Children (if more space is needed, continue on reverse side):

1. Name: _____ Birth date: _____ U.S. visa type: _____
2. Name: _____ Birth date: _____ U.S. visa type: _____
3. Name: _____ Birth date: _____ U.S. visa type: _____
4. Name: _____ Birth date: _____ U.S. visa type: _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Phone #: _____ Email: _____