



VCU

Global Education Office

VCU's H-1B Visa Process

Updated October 2015

Employee H-1B Questionnaire

Instructions

1. The international employee completes this questionnaire and emails it, along with the requested documents (see page 4 below), to the hiring department's Personnel Administrator (PA, or other administrator with PA responsibilities).
2. The PA emails the completed questionnaire along with the requested documents to Immigration Advising
3. If you have a spouse or minor children who need H-4 visas, please see pp. 5-6 below.

H-1B Visa Contact

If you have any questions or concerns about VCU's H-1B visa process, please contact Immigration Advising. We look forward to working with you!

Paul Babitts, Ph.D.

Associate Director, International Student & Scholar Programs

Telephone (804) 828-9615

Email babittsp@vcu.edu

Information About the Employee

Last name	
First name	
Middle name	
Maiden name	
Other name(s) used	

Preferred telephone number	
Email address	
Date of birth (month/day/year)	
City of birth	
Province or state of birth, if applicable	
Country of birth	
Country of citizenship	
Country of legal residence outside the US	
US Social Security Number, if any	
What is your address <u>outside</u> the US: street address, city, country, and postal code	
If you are currently <u>in</u> the US, what is your US current residential address: street address, city, state, and zip code	
Your highest level of education (degree)	
Major field of study	
Name and country of the institution granting this degree	
Year this degree was granted	

Information About Your Immigration Status

Are you currently in the US?	
Have you ever had J-1 or J-2 status?	
If you ever had J-1 or J-2 status, were you ever subject to the 2-year home country residence requirement?	
If you were ever subject to the 2-year home country residency requirement of the J-1	

regulations, please indicate whether you have: Satisfied the requirement by returning to your home country for at least 2 years OR Obtained a US government waiver from the requirement.	
If you are now, or within the last 6 years have been, in H-1B or L-1 status, on what date did you first obtain H-1B or L-1 status?	
Have you ever filed a Labor Certification application or Form I-130, I-140, or I-485?	
Do you have an approved Labor Certification application or Form I-130 or I-140?	

Travel Plans

At this time, do you have any plans to travel outside the US within the next 6 months? If so, please provide information about your intended trip to us here:

Employee H-1B Visa Document Checklist

Please provide 1 clear copy or scan of each of the following documents. Please do not send original documents.

1. Educational credentials. Please provide a clear copy of the diploma for your highest degree and/or a final transcript showing the degree was awarded. If the documents are not in English, please provide a translation. See “Translation” below.
2. Biographical data page of current passport
3. Visa used for most recent admission to the US
4. I-94 card or record reflecting most recent admission to the US
5. Current and expired US immigration documents, as applicable: Form I-20, Form DS-2019, H-1B approval notice, any other USCIS approval notice, Employment Authorization Card (“work card” or EAD)
6. “No Objection” letter from the US Department of State or I-612 application approval notice from USCIS, if applicable (for J-1 status only)
7. Educational credentials
8. If currently in the US and working, 3 most recent pay statements
9. I-539 application for your H-4 dependents, if applicable. **NOTE:** If you will be providing an I-539 application for H-4 dependents, we must receive a complete and fully assembled original I-539 application. Please see “I-539 Application for H-4 Dependents” below.

Translations

If a requested document is not already in English (or does not already include an English translation), please provide an English translation. You do not need to obtain a professional English translation. If you are fluent in the document’s language and in English, you may provide your own English translation. If you will be providing your own English translation, please complete a Translation Certificate for each document you are translating. If you need a Translation Certificate, please contact us.

About Dependents

The following is a diagnostic question we ask in order to understand your immigration situation and to provide the best immigration advice to you.

If you are legally married and/or have minor children (under age 21), please list them here by first name and provide their US immigration status. **If this subject does not apply to you, please write "N/A" here: ____.**

Name	Relation to You	US Immigration Status

Dependent in US Immigration Status Other Than H-1B or H-4. If you have dependents in the US who are in a status other than H-1B or H-4, please contact us to discuss the matter.

Dependent in H-1B or H-4 Status. If you have dependents in the US who need to obtain H-4 status **or** if you have dependents in the US already in H-4 status but their H-4 status needs to be extended, your dependents must file Form I-539 Application to Change/Extend Nonimmigrant Status with USCIS.

Form I-539 and instructions for completing and filing the form is available online at the USCIS web site: <http://www.uscis.gov/i-539>

VCU cannot legally prepare, assemble, or file an H-4 application for your dependents, nor can we provide specific guidance in the matter of completing, assembling, or filing the H-4 application for you. We can, as a courtesy, include your dependents' H-4 application with your H-1B application so that USCIS is able to process the H-1B and H-4 applications together.

The I-539 instructions are somewhat complex but many applicants are able to follow them without much difficulty. If you would like for us to include your dependents' H-4 application with your H-1B application, please provide a complete and fully assembled H-4 application to us before we file your H-1B application.

Please note the H-4 application you provide to us must bear an original signature and be accompanied by all supporting documentation, including the H-4 filing fee check. (We cannot file an H-4 application that has been scanned to us or that does not include the H-4 filing fee check.) We are not legally able to review or make changes to your H-4 application for you.

An H-4 application may be filed with USCIS separately from an H-1B application but in this case the H-4 application must be filed after the H-1B application has been delivered to USCIS and we have received a USCIS receipt number for the H-1B case.

If you would like personalized support for preparing, assembling, and filing an H-4 application, we must advise you to contact an attorney, ideally one specializing in US immigration law, for assistance. VCU cannot provide financial support for a personal immigration matter such as an H-4 application. If you would like a list of recommended immigration attorneys in the Richmond area, please let us know.

Dependent Not in US. If you have dependents who are not in the US but who would like to join you in the US in H-4 status, do not file an I-539 application for them. In this case only, your dependents would use your H-1B approval notice to apply for H-4 visas at a US consulate abroad. Please contact us to discuss the matter.