



H-1B Request (Beneficiary)

H-1B Request: To be completed by Beneficiary

Instructions: In order to help your department obtain H-1B status for you, please complete this form and return it to your sponsoring faculty member or the contact person in your department with all required supporting documents. Please see "CHECKLIST" for additional documents required for this petition. **Please provide ALL the information requested and avoid abbreviations as much as possible.**

Basic Personal Information

Name: _____
LAST (Family) FIRST (Given) MIDDLE (full)

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

Date of Birth: ____ / ____ / ____ Gender: Male Female
(MONTH) (DAY) (YEAR)

Email Address: _____

Marital Status: Single Married A-Number (if any): A - _____

U.S. Social Security Number (if any): _____ - _____ - _____

Country of Birth: _____ Province of Birth: _____

Country of Citizenship: _____ Current Home phone: _____

U.S. Local Address: _____
(if available) House/Apartment # Street Address Unit #
CITY STATE ZIP CODE

Foreign Address: _____

Education and Work Background

Highest Degree Obtained:

- 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 (i.e.: PhD, EdD)
- Other (Explain): _____

Major/Primary Field of Study: _____

Current Occupation: _____

Current Work Phone: _____

Passport Information

Passport Number: _____

Date Passport Issued: _____ / _____ / _____ Date Passport Expires: _____ / _____ / _____
(MONTH) (DAY) (YEAR) (MONTH) (DAY) (YEAR)

Passport Country of Issuance: _____

Immigration Status – Only complete if you are currently in the U.S.

Current Nonimmigrant Status: _____ Date Status Expires: _____ / _____ / _____
(MONTH) (DAY) (YEAR)

I-94 Number: _____ Date of Initial Arrival: _____ / _____ / _____
(MONTH) (DAY) (YEAR)

Date of Most Recent Arrival: _____ / _____ / _____
(MONTH) (DAY) (YEAR)

SEVIS ID#: N _____
(if any)

Employment Authorization Document (EAD) #: _____
(if any)

Do you have plans to travel outside of the U.S. between now and the start date of this petition?

- No Yes If yes, dates of Travel: _____

Visa Application Information:

If overseas, specify the City and Country of the U.S. Embassy/Consulate where you will apply for your entry visa OR where you will go in the event your change of status is denied (MUST PROVIDE INFORMATION).

City: _____

Country: _____

H-1B Petition Information

1. Have you ever been in J-1 Status? (if no, skip to question 4) Yes No
2. If Yes to Question 1, are you subject to the 2 year Home residence requirement (212e)? Yes No
3. If Yes to Question 2, have you fulfilled the requirement or obtained a waiver of the requirement?
 Yes No

****IMPORTANT: if you are still subject to 212E, you are unfortunately not eligible for H-1B status****

4. Have you been granted H Status in the past? Yes No
5. If yes to Question 4, please indicate the period(s) of time you were approved for H status in the past:

6. Have you been absent from the U.S. or present in the U.S. in another immigration status during anytime that you were approved for H Status? Yes No
7. If yes to Question 6, list dates and circumstances:

8. Have you ever been denied H-1B status? Yes No
9. Are you in exclusion or deportation proceedings? Yes No

Dependent Information

Choose one of the below

- I do not have dependents in the U.S.
- My dependents do not require H-4 status
- I do have _____ number of dependents who require H-4 status
(If dependents – spouse/children) are currently in the U.S., request Form I-539 from the International Student & Faculty Office (ISFO) to petition for H-4 status and see checklist for additional information.

In the event that you leave Northern Illinois University sooner than one year after this petition is filed on your behalf, NIU will ask you to reimburse the institution for any fees we pay in connection with this petition. Fees are currently \$325 required basic filing fee; \$500 required anti-fraud fee; and \$1,225 optional premium processing fee.

Signature of H-1B Employee

Date



Checklist to be completed by H1-B Beneficiary

Please submit the following required documents. **DO NOT STAPLE** the documents

All Applicants: (1 Copy of each unless noted otherwise)

- Copy of diploma/certificate **AND** English translation if applicable
- Copy of transcript (if your field of study is not indicated on diploma/certificate) **AND** English translation if applicable
- Credential evaluation if degree was earned abroad (highly recommended, but not required)
- Current Curriculum Vitae on leave
- Unaltered original document form and translation form, if applicable **(1 original only)**
- If currently in the U.S.: copy of the I-94 (front and back), if applicable
- If currently in the U.S.: copy of the entry visa
- Passport – biographical information page only

In addition, any worker currently in the U.S., must submit the following: (a copy of each)

If in F-1 or F-2 Status

- Copies of all previous I-20(s)
- Copy of both sides of Employment Authorization Document (EAD), if applicable. In this case, only the I-20 recommending OPT is necessary.
- If currently in F-2 status, submit copies of F-1's I-94(front & back)/ visa/ passport bio page

If in J-1 or J-2 Status

- Copies of all IAP-66(S) or DS-2019(s), front and back
- Copy of waiver of 2 year home residence requirement (212e), if applicable and/or U.S. Department of State No Objection Letter
- If currently in J-2 status, submit copies of J-1's I-94(front & back)/ visa/ passport bio page

If in H-1B or H-4 Status

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

If Dependent(s) who are applying for H-4 status are in the U.S.

- Completed Form I-539 (dependent's application to request an extension of stay and/or change of status)
- Copies of dependent's previous I-797 Approval Notice(s) if applicable
- Copies of dependent's I-94 (s), entry visa(s), passport biographical page (s) and any other evidence of entering legally and maintaining status
- Evidence of financial support (letter from H-1B worker indicating job title, department, salary and dates of new H-1B petition as well as a statement that they will support their dependents for duration of their stay)
- USCIS Petition fee for I-539 = \$290 (Cashier's check or money order in U.S. dollars payable to the "Department of Homeland Security")



H1-B Beneficiary (Original Only)

Unaltered Original Documents

TO THE BUREAU OF 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.

H-1B Beneficiary Name (PRINT)

H-1B Beneficiary Signature

Date Signed



H1-B Beneficiary (Original Only)

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 documents.

Name & Title of Translator (PRINT)

Translator's Signature

Date Signed