

Contact Information Form for Faculty & Staff

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

After arriving at the University of Hawaii, international faculty and staff should complete this form and send it to FSIS, Attn: Signe or Isis, PSB 102-106.

Entry from abroad: Please complete this form and attach the following documents, as applicable:

- Copy of passport biodata/expiration page(s) (if new/renewed);
- Copy of current E-3 / H-1B / O-1 / TN visa in passport;
- Copy of admission stamp with notations in passport;
- Copy of I-94 record (go to <https://i94.cbp.dhs.gov>); and
- Copies of any dependents' passport biodata/expiration pages, entry visas, and I-94s.

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 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: _____ Country: _____

City: _____ State/Province: _____ Postal Code: _____

Phone #: _____ Email: _____