

H-1B APPLICANT WORKSHEET (To be completed by H-1B Applicant)

This information will be used to complete Form I-129 Petition for Nonimmigrant Worker

Correct spelling is very important. Names should appear exactly as shown on your passport.
Please enter "N/A" if question does not apply to you.

Part I General Information

1. Last First Middle (if any)
2. **Date of Birth:**
3. **Place of Birth:** City/Town State/Province
4. **Country of Birth:** 5. **Country of Citizenship:**
6. **Country of Legal Permanent Residence:**
7. **Marital Status:** 8. **Gender:**
9. **SSN:** For security reasons, call our office at 210-458-7202 or fax a copy to 210-458-7222
 I do not have a SSN
10. **Current address:** Street City State Zip Code
11. **Telephone:** Home Office Cell
12. **Email address:**
13. **Address abroad to which you will return after your stay in the United States is completed.**
(All applicants must provide a foreign address):
Street City
Province Postal Code Country

Part II. Immigration Information

14. **If in U.S., Current Visa:** **Current Visa Expiration Date:**
15. **I-94 Current Status:** **I-94 Number:**
I-94 Expiration Date: **Passport Number:**
16. **Last Arrival Date:** **Passport Issue Date:**
17. **Have you ever been on J-1 status?** **Passport Expiration Date:**
If yes, indicate time period: to

18. **Total Prior Months on J-1:**

19. **Were you subject to the 2-Year Home Country Residence Requirement?**

If yes, did you (a) obtain a waiver or (b) fulfill the requirement? **Please provide evidence.**

20. **Have you ever been on L-1 status?**

Total Prior Months on L-1:

21. **Have you ever been on H-1B status?**

Total Prior Months on H1-B:

22. **Dates of prior periods of H-1B and/or H-4 nonimmigrant stay in the U.S. for the past 6 years and type(s) of visa.**

(Please attach additional sheet, if necessary).

From:	To:	Visa type:
From:	To:	Visa type:
From:	To:	Visa type:
From:	To:	Visa type:
From:	To:	Visa type:
From:	To:	Visa type:

23. **Date of initial arrival into U.S.:**

24. **SEVIS #, if any: N** **EAD #, if any**

25. **Has an immigrant visa petition or application for permanent labor certification ever been filed on your behalf?**

If Yes, where did you apply and what is the status of the application?

26. **Have you ever applied for permanent residence in the U.S.?**

If Yes, where did you apply?

When did you apply?

What is the status?

If Approved, what was the date of approval?

27. **If USCIS requires that you obtain an H-1B visa in your passport, which U.S. Embassy/Consulate abroad would you use?**

City/Location of U.S. Embassy:

Country:

Part III. Dependent(s) Information

Dependent Information (Spouses and children under the age of 21) — Primary dependents currently in the U.S. must complete Form I-539 and submit information on family members in addition to required USCIS fees. Provide copies of passport biographic data page(s), visa(s), entry stamp(s), I-94(s), I-20(s), DS-2019(s), etc. for each dependent, if applicable. Dependents that are not in the U.S. do not need to submit Form I-539. As per immigration council guidance, UTSA cannot provide advice on the completion of Form I-539. Please refer to USCIS **[Form I-539 Instructions \(link\)](#)**

28. **Is your family currently in the U.S.?**

29. **If Yes, what is their visa status?**

Will they need a change of status to H-4?

How many family members?

30. **If not in U.S., will they accompany you in your H-1B status?**

Part IV. Education Information

(List all degrees earned)

31. **Highest degree(s) completed:**

If Other, please list

32. **Name of institution** where highest degree was issued:

33. **Address of degree-granting institution, if in U.S.:**

34. **Date on which the degree was granted:**

35. **Major/Primary Field of study:**

Part V. Employment Information

36. **Your Present Professional Occupation:** From To

37. **Summary of Prior Work Experience**, up to 10 years, starting with last employment:

From: to:

From: to :

From: to:

From: to :

From: to:

From: to :

From: to:

From: to :

From: to:

From: to :

From: to:

From: to :

From: to:

From: to :

From: to:

From: to :

Part VI. IMMIGRATION HISTORY FORM

Please outline your immigration history for the six-year period preceding the date of this application.

Do not include any stay in the U.S. with a B1/B2 visa.

* If you have ever held "H" or "L" nonimmigrant status, list that information as well.

DATES IN THE U.S.		NAME OF SPONSORING INSTITUTION OR COMPANY	STATUS
From	To		

Name

Signature of Applicant

Date

* **Note:** A separate Immigration History Form must be submitted for each H-4 Dependent.

TRUE COPY STATEMENT

I hereby certify that copies of documents submitted are exact photocopies of unaltered original documents. I understand that I may be required to submit original documents to an immigration/adjudication officer or consular officer at a later date.

Printed name

Signature

Date

H-1B GENERAL INFORMATION

PLEASE KEEP A COPY OF THIS PAGE FOR YOUR RECORDS

The H-1B nonimmigrant status is for an international worker who will perform services in a specialty occupation. A specialty occupation is one that requires a specialized body of knowledge and usually requires at least a bachelor's degree to enter the profession. There are certain regulations pertaining to H-1B status:

- H-1B is employer specific. You may not work or receive payment from any other sponsor in the U.S. (including honoraria), unless other employer petitioned for your H-1B.
- H-1B is location specific. The location of your employment is given on the petition. If you need to work at another UTSA location not shown on the petition, or you change departments, an amendment to the petition may be needed.
- H-1B is employment specific. The number of hours, job title, nature of job duties and the salary all affect your authorization to work.

Maintenance of Status

- All H-1B workers must maintain their H-1 status while in the U.S. You are responsible for keeping your passport and employment eligibility valid at all times.
- You will receive a notice from UTSA Human Resources about 90 days before your status ends, reminding you to seek an extension, if applicable. If you are currently in H-1B status and employer files an extension before your status ends, you can continue employment in the same job for 240 days while you wait for a response from USCIS.

Extension of Stay

The length of time you can remain in the U.S. in H-1B status is shown on your approval Form I-797A and your I-94, which is part of the I-797A form. If you need to extend your H-1B stay, your employer must file an extension of your H-1B status with USCIS prior to the current H-1B visa expiration date. Please note that processing of H-1B Extension petition may take several months. The maximum length of stay for an H-1B worker, including extensions, is normally six years. Extensions beyond the seventh year may be requested if an Alien Labor Certification or an immigrant (Permanent Residence) petition was filed on your behalf by the end of the fifth year and has been pending for 365 days.

Change of Address – USCIS Form AR-11

You must notify USCIS of any change of address within ten (10) days of the event. You may either change it online at [USCIS.gov](https://uscis.gov) or you may file a Form AR-11 with USCIS.

Travel Outside of U.S.

The following documents are needed for travel:

- Valid passport (valid up to 6 months beyond intended period of stay)
- H-1B Approval Notice I-797A
- Valid visa and passport
- I-94 Form
- Employment letter from UTSA Department

Obtaining H-1B Visa in Passport/H-1B Visa Renewal

The following documents are needed:

- Valid passport (must be valid up to 6 months into the future)
- H-1B Approval Notice I-797A
- H-1B application package (provided by International Scholar Services)
- Employment Verification Letter from UTSA Human Resources HR-Records@utsa.edu
- U.S. Embassy visa application documents

PLEASE NOTIFY INTERNATIONAL SCHOLAR SERVICES IMMEDIATELY OF ANY AND ALL CHANGES TO ANY OF THE ABOVE-LISTED PROVISIONS. FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY PLACE YOUR IMMIGRATION STATUS IN JEOPARDY.

AFFIRMATION

I, hereby acknowledge that I have read this document in its entirety and that I fully understand the information contained herein.

Printed name _____

Signature _____

Date _____

Documents that H-1B Applicant Needs to Submit to International Scholar Services

1. UTSA offer letter.
 2. Completed H-1B Applicant Worksheet.
 3. Immigration History Form.
 4. H-1B General Information Sheet.
 5. Signed True Copy Statement, certifying that the photocopies of documents are true copies.
 6. A copy of applicant's highest diploma or a transcript if the diploma does not show that the degree awarded was in your field of specialty.
- *NOTE:** If your diploma comes from an institution outside the U.S., submit one copy of a translation of the degree (if it is not in English) and a copy of a Credentials Evaluation from a recognized U.S. credential evaluation service. Any diploma issued by an institution outside the U.S. must be evaluated as equivalent to a degree in the U.S. **Credential Evaluation for Foreign Degree(s) must be obtained from a member of National Association of Credential Evaluation Services (NACES) at www.naces.org.**
7. A copy of applicant's curriculum vitae with a list of publications.
 8. A copy of the title pages of applicant's major publications, presentations, books, etc.
 9. A copy of applicant's passport showing the identification and validity date.
 10. A copy of applicant's current or previous U.S. visa.
 11. A copy of applicant's LATEST Form **I-94 (link)**
 12. Copies of at least THREE (3) months most recent pay stubs, including leave, earning statements, etc. for applicant. If current UTSA employee, download from **PeopleSoft (link)**
 13. **If you are or have been an F-1 student in the U.S.:**
 - One copy of all Forms I-20 (front and back). Do not include page 3
 14. Instructions. **If you worked in the U.S. on F-1 OPT or as a J-2 spouse:**
 - Copy of EAD card (front and back)
 - A letter from employer stating the employment period, job duties, title, employment status, etc.
 15. **If you are or have been in the U.S. as a J-1 exchange visitor:**
 - A copy of all Forms DS 2019 (previously known as IAP-66). If your J-1 visa says you are **subject to the two-year rule**, you also MUST submit a copy of the waiver of that rule from USCIS, or a U.S. Department of State advisory opinion declaring that you are not subject to the rule.
 16. **If you have been in the U.S. in H-1B or H-4 status:**
 - A copy of all prior Form I-797 Approval Notices for H-1B or H-4 or a copy of H-4 visa.
 17. **If you have been in U.S. in H-1B, H-4, F-1 OPT status, L, O status:**
 - A copy of Form I-797 USCIS Approval Notice
 - A letter from applicant's employer stating the employment start and end date, job duties, title, employment status. If current UTSA employee, request Employment Verification Letter from UTSA Human Resources
 - Copies of pay stubs for at least three (3) most recent months
 18. If applicant applied for LPR (legal permanent residency), a copy of prior immigration filings, receipt, and approval/denial notice, etc.

***If the H-1B applicant has dependents in the U.S. requiring H-4 status, please provide:**

19. **H-4 Application Fee and Biometric Fee (link):** Either a combined check or money order, made payable to U.S. DEPARTMENT OF HOMELAND SECURITY (*This must be paid by the employee or employee's dependent*).
20. Completed **Form I-539 (link)** with supplements if you have dependent family members with you in the U.S. This application should be completed by the person petitioning for H-4 status.
21. Copy of dependent(s) passport(s) showing identification and validity date.
22. Copy of I-94(s) for each dependent. **I-94 (link)**
23. Copy of both current and/or previous U.S. visa(s).
24. Copy of all non-immigration documents that are applicable: i.e. I-20, DS-2019, EAD card or Form I-797, etc.
25. Marriage Certificate for spouse and Birth Certificate for each child. A notarized English translation is required if documents are not in English.

Travel while an H-1B Petition is Pending

Whether or not you may travel internationally while your H-1B petition is pending depends on a variety of factors:

1. Change of Status Petition:
 - You must not travel outside of the U.S. while the petition is pending. Leaving the country while USCIS is reviewing your petition will cause USCIS to consider your petition for a change of status to be abandoned. Your underlying H-1B petition may still be approved, but you would have to depart the U.S. and apply for an H-1B visa abroad to re-enter the U.S. in H-1B status before you could start your H-1B employment.
 - Once USCIS approves your change of status petition, you may travel internationally. Your H-1B status will take effect on the date that was requested within the filed petition.
 - While travel, as outlined above, is permissible, you may encounter difficulties when re-entering the U.S. or when applying for a visa for your current status. Therefore, we recommend that you do not travel internationally from the moment your department starts the H-1B process with our office until your H-1B status takes effect.
2. Extension Petition.
 - Please note that you must be in the U.S. when the H-1B petition is filed with USCIS.
 - You must alert the International Student and Scholar Services of any travel plans while your H-1B extension is pending with USCIS.
 - If the extension is approved while you are abroad, you must re-enter the U.S. using that Approval Notice. This means the documents may need to be sent to you while abroad.
 - If you re-entered the US on the basis of your old Approval Notice, you would only be admitted until the expiration date of the old H-1B Approval Notice and you would likely have to travel again to have this corrected.
3. If your H-1B extension is pending with USCIS and your current H-1B status has expired, you must not travel internationally because you will need a valid H-1B approval and visa to re-enter the country.
 - If you must travel while your extension is pending and your H-1B status has expired, you will need to remain outside of the U.S. until your H-1B petition is approved. Your case may be converted to premium processing to accelerate the adjudication process.
4. If you are changing employers, you may travel while the UTSA H-1B petition is pending. However, travel during this period is not recommended as you will need a valid H-1B Approval Notice and visa to re-enter the U.S. If you have a valid H-1B approval from your previous employer you may use that in conjunction with your UTSA H-1B petition and Receipt Notice. Should your previous employer have withdrawn its H-1B petition - which is likely - you cannot use your previous H-1B approval. **Therefore, it is strongly recommended that you do not travel internationally during this period as you may not be able to return until your UTSA H-1B petition has been approved.**

APPENDIX: FILING FEES FOR I-129 PETITIONS

FEES MUST BE PAID BY THE HIRING DEPARTMENT AND EMPLOYEE ACCORDING TO THE FEDERAL REGULATIONS

I-129 PETITION FEE: \$460.00

Department **must** pay this fee. This fee **may not** be passed on to the employee. The employee **may not offer** to pay this fee. Provides Standard Processing

If Premium Processing is not chosen, it will require up to 2 - 6 months to receive a response from USCIS.

FRAUD DETECTION & PREVENTION FEE: \$500.00

Department **must** pay this fee. This fee **may not** be passed on to the employee. The employee **may not offer** to pay this fee. Required for all initial filings for each employee; to change the employer; or for new concurrent employment. Not needed for Extensions or Amendments.

A separate check needs to be requested for this fee.

FORM I-907 PREMIUM PROCESSING FEE (OPTIONAL): \$2,500.00

Department **or** employee may pay this fee.

Premium Processing guarantees a response from USCIS within 15 days, rather than the typical 2 - 6 months required for Regular Processing. If this process is requested, a third separate check should be requested in the amount of \$2,500.00.

Form I-539 Application to Extend/Change Status Fee: \$370.00 (link) - Employee or employees' dependent pays this fee for change/extension of status for H-4 dependents

Biometric Fee: \$85.00 (link) - Employee or employees' dependent pays this fee. Biometric Fee is due for each dependent.

H-4 Application Fee and Biometric Fee(s) paid with a combined check or money order

The address for initial and extension petition checks

USCIS California Service Center
Attn: Cap Exempt H-1B Processing Unit
24000 Avila Road, 2nd Floor, Room 2312
Laguna Niguel, CA 92677

All checks must be made payable to: U.S. Department of Homeland Security

FOR QUESTIONS CONTACT:

Ashley Wallace at Ashley.Wallace@utsa.edu or call 210-458-8510

THANK YOU