

# H-1B Temporary Specialty Worker Initial Applicant Checklist

Initial UC San Diego applicants need to submit all of the following documents, unless otherwise noted:

## ALL H-1B APPLICANTS:

- 1. **H-1B Temporary Specialty Worker Applicant Form, Part I and II**
- 2. **Degree/diploma, highest degree earned**
  - **U.S. degree:** If the degree/diploma does not state the field of study, submit additional documentation certifying your field of study. If the diploma only states, "Doctor of Philosophy," without a field or major, a copy of a transcript or school letter is required to verify that you received a PhD in "XYZ-field," e.g. "Biochemistry"
  - **Foreign degree.** Submit a Foreign Educational [Credentials Evaluation](#). The evaluation should include field of study, a detailed description of the material evaluated, rather than conclusions, and a brief description of the qualifications and experience of the evaluator. Include original diploma with English translation and transcripts. If the degree/diploma does not state the field of study, submit additional documentation certifying your field of study (copy of a transcript or school letter). *ALL pages of the credential evaluation must be submitted, including the evaluator's CV.*
- 3. **CV:** Do NOT include grants received, immigration, personal, or volunteer information.
- 4. **Passport biographical page(s):** Includes: picture, names, date of birth, passport number, expiration date, etc.

## IF YOU CURRENTLY ARE, OR EVER WERE, IN THE US:

### Document needed:

- I-94 Record.** If electronic copy: printout from [CBP website](#). If small white card: copy front and back. The place and date of entry (pink ink) should be legible.
- Visas:** Most recent visa stamp used for latest entry to U.S.
- Entry Stamp:** Entry stamp in passport documenting most recent entry to the U.S.
- If currently in F status (F-1, F-2):** all I-20s since your most recent entry to the U.S.
- If ever in J status:** (J-1 or J-2) ALL DS-2019s, J visa stamps and, if applicable, copy of USCIS Form I-612 Waiver Approval Notice if subject to the Two Year Home Residency Requirement
- If currently in TN status:** Pay stub from your latest two months of employment
- If ever in H status (H-1B or H-4)**
  - All I-797 H Approval Notices
  - Pay stubs from your latest two months of employment if currently employed in H-1B status
- If ever issued an Employment Authorization Document ("EAD card")** ALL cards

## IF FAMILY DEPENDENTS ARE CURRENTLY IN THE US & PLAN TO APPLY FOR H-4 STATUS:

- Form I-539** original, signed in **BLUE INK**. Dependent family member completes this form—not the principal H-1B. It is available at <https://www.uscis.gov/i-539>. [USE PAPER FORM. DO NOT e-file or ELIS]
  - All dependents should be listed on the same Form I-539, using page 4 if more than 1 family member
  - In the address field, write: **Your current home address, c/o (H-1B scholar name)**
- Check for \$370:** Payable to "US Department of Homeland Security." In the "Memo" section of check, write the name of each dependent.
- I-94 Record:** For EACH dependent. If electronic copy: printout from [CBP website](#). If small white card: copy front and back. The place and date of entry (pink ink) should be legible.
- The following, as applicable for each dependent:**
  - **Passport biographical page(s):** Includes: picture, names, date of birth, passport number, expiration date, etc.
  - **If J-1 or J-2:** All current and prior DS-2019s forms, J visa stamps and, if applicable, copy of USCIS Form I-612 Waiver Approval Notice if subject to the Two Year Home Residency Requirement
  - **ALL EAD** cards (if any)
  - **ALL Forms I-797 (Approval Notice)** (if any)
  - Proof of relationship between H-4 dependents and H-1B principal applicant. Examples of proof: I-94 copy with name of "PA" (principal applicant) written on it; **OR** J-2 or F-2, etc. visa page copies with the name of "PA" on the visa; **OR** copies of marriage certificate/birth certificates, as appropriate (with certified English translations if needed).

# H-1B Temporary Specialty Worker Initial Applicant Form, Part I

Submit this Form, with supporting documents listed on Checklist to your sponsoring department.  
Be sure to sign Section #4.

## Section #1: Biographical Information (All Fields Required)

**Note:** Write name as it appears in your passport biographical page.

1. Name: \_\_\_\_\_  
*(family/last name)* *(first name(s))* *(middle name)*

2. All Other Names Used: \_\_\_\_\_  
*(including maiden name & names from previous marriages)*

3.  Male  Female    4.  Single  Married    5. Date of Birth (mm/dd/yyyy) \_\_\_\_\_

6. Email \_\_\_\_\_    7. Passport number \_\_\_\_\_

8. Passport Issuance Date \_\_\_\_\_    9. Passport Expiration Date \_\_\_\_\_  
*(mm/dd/yyyy)* *(mm/dd/yyyy)*

10. City of Birth \_\_\_\_\_    11. Province/State of Birth \_\_\_\_\_

12. Country of Birth \_\_\_\_\_    13. Country of Citizenship \_\_\_\_\_

14. Country of Legal Permanent Residence \_\_\_\_\_

15. Your address outside the US \_\_\_\_\_  
*(street address)* *(city, province)* *(country)* *(postal code)*

16. List US embassy or consulate abroad, where you would apply for an H-1B visa stamp. This information is required, even IF you currently have no travel plans.

City \_\_\_\_\_    Country \_\_\_\_\_

Canadians citizens & Bermudans ONLY, city of pre-flight inspection \_\_\_\_\_

## Section #2: If you are currently inside the US

17. US residential address \_\_\_\_\_  
*(street address)* *(City)* *(State)* *(Zip Code)*

18. Work phone \_\_\_\_\_    19. Home phone \_\_\_\_\_

20. I-94 Departure Record # \_\_\_\_\_    21. Date of last arrival in US (mm/dd/yyyy) \_\_\_\_\_  
*(white card stapled in passport)*

22. Your current status (e.g., J-1, F-1) \_\_\_\_\_    23. Expiration of your status  "D/S" or (mm/dd/yyyy) \_\_\_\_\_

24. Spouse's current status (e.g., J-2, F-2) \_\_\_\_\_    25. Expiration of spouse's status  "D/S" or (mm/dd/yyyy) \_\_\_\_\_

26. Spouse's name \_\_\_\_\_  
*(last)* *(first)* *(middle)*

27. Spouse's email: \_\_\_\_\_

28. Do you have family members changing to H-4 dependent status or extending H-4 status?

No     Yes, How many family members? \_\_\_\_\_ (Submit documents per checklist)

29. What are the dates, if any, that you may be outside the US during the next 6 months? (Use back of this page if needed.)

Trip #1: Departure Date \_\_\_\_\_    Reentry Date \_\_\_\_\_

Trip #2: Departure Date \_\_\_\_\_    Reentry Date \_\_\_\_\_

30. Driver's license expiration date \_\_\_\_\_

# H-1B Temporary Specialty Worker Applicant Form, Part II

## Section #3: Past US Immigration History, If Ever in the US Previously

<p><b>31. Have you, your spouse, or anyone on your behalf ever filed an immigrant petition?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes, copy of the I-130 or I-140 approval notice attached <input type="checkbox"/>Yes, but pending, copy of I-130 or I-140 receipt notice attached</p>
<p><b>32. Have you ever filed an application for adjustment of status?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes, copy of I-485 notice(s) attached</p>
<p><b>33. Have you or your spouse had H-1B status in the past 7 years?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes (use back of form if needed) Self: Employer _____ First day of H-1B employment _____ Last day of H-1B employment _____ Spouse: Employer _____ First day of H-1B employment _____ Last day of H-1B employment _____</p>
<p><b>34. If you are currently in H-1B at another institution, is your current employer an institution of higher education, an entity related to or affiliated with an institution of higher education, or a nonprofit research organization or governmental research institution?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes <input type="checkbox"/>Not Applicable</p>
<p><b>35. If you were ever in H-1B status in the past 7 years, did you travel outside the US during this time?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes If yes, more than 12 months? <input type="checkbox"/>No <input type="checkbox"/>Yes <input type="checkbox"/>Not Applicable</p>
<p><b>36. Have you ever been denied H-1B status?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes, attached is a separate page with details. <input type="checkbox"/>Not Applicable</p>
<p><b>37. Have you ever had J-1 or J-2 status?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes, copies of <u>ALL</u> forms DS-2019 are attached from my most recent J-1/J-2 program. Most recent SEVIS ID: <u>  N  </u> Dates: From _____ To _____</p>
<p><b>38. Have you ever been subject to the Two Year Home Residency Requirement?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes If yes, have you submitted the waiver to the Department of State? Date: _____ Status of Waiver: _____ If approved, please include a copy of Form I-612. <b>Or, have you fulfilled the requirement by residing in your home country or country of last permanent residency?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes If you have fulfilled the requirement this way, please include evidence of residence outside the U.S. for two years.</p>
<p><b>39. Have you ever had F-1 or F-2 status?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes, copies of <u>ALL</u> forms I-20 are attached from my most recent F-1/F-2 program Most recent SEVIS ID: <u>  N  </u> If yes, did you have an EAD for OPT? <input type="checkbox"/>No <input type="checkbox"/>Yes, EAD#: _____</p>
<p><b>40. Are you in exclusion or deportation proceedings?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes</p>
<p><b>41. Have you ever worked WITHOUT USCIS authorization?</b> <input type="checkbox"/>No <input type="checkbox"/>Yes</p>

## Section #4: Signature – ALL APPLICANTS

- I understand that State of California driver's license and ID card expirations are typically tied to current nonimmigrant status end dates, and renewals are not granted for petitions or applications pending with U.S. Citizenship and Immigration Services. I will discuss options, if any exist, with the International Faculty & Scholar Office for maintaining these benefits.
- I certify that the information on this form is true and correct to the best of my ability.

Signature \_\_\_\_\_

Date \_\_\_\_\_

2017/03 NG