

**PROSPECTIVE EMPLOYEE INFORMATION FORM**

**Section I –General Information**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Email: \_\_\_\_\_ SSN: schedule a phone call to share your SSN

Tel. Work) \_\_\_\_\_ Cell/Home \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Province/State of Birth \_\_\_\_\_

Passport number: \_\_\_\_\_

Date Passport issued (mm/dd/yyyy) \_\_\_\_\_ Date Passport Expires \_\_\_\_\_

Highest Academic Degree Obtained (e.g. BA, MS, PhD): \_\_\_\_\_

**Section II – Questions**

1. Are you outside the United States and do you intend to apply for the H-1B visa outside the U.S.?  Yes  No

\*If you are currently outside the U.S. or will be traveling, your H-1B Application will request Consular Notification, so you should list the Consulate or Embassy you will go for your H-1B Visa Appointment: Location of U.S. embassy or consulate where you will obtain H-1B visa (city and country, including **EXACT ADDRESS** of the Embassy or Consulate you will go to get your visa): \_\_\_\_\_

2. Your complete home address outside the U.S.  
\_\_\_\_\_

3. Has an employer ever filed an immigrant petition for you?  Yes  No

4. Have you had H-1B status in the past 7 years?  Yes  No. **If yes**, please list your and your family members' prior periods of stay in H classification in the U.S. Be sure to list only those periods in which your or family members were actually in the U.S. in H status. Please be sure to include all prior H1-B Approval Notices

<b>Subject's Name</b> Last name, First Name	<b>Period of Stay</b> From <i>mm/dd/yy</i> to <i>mm/dd/yy</i>	<b>Status</b> <b>H1/H4</b>	<b>Name of Employer</b>

5. Have you ever been denied H-1B status previously?  Yes  No **If yes**, please provide details on back of this form.

6. Are you currently in exclusion or deportation proceedings?  Yes  No

7. Have you ever held J-1 status?  Yes  No

Dates you held J-1 status: \_\_\_\_\_ to \_\_\_\_\_ **If yes**, were you subject to the 2-year foreign residency requirement?  Yes  No

8. Did you receive a waiver?  Yes  No **If yes**, please enclose 2 copies of the waiver letter

**Section III – Complete the following if you are in the U.S.**

Date of Last Arrival (mm/dd/yyyy): \_\_\_\_\_ I-94# retrieved from this link <https://i94.cbp.dhs.gov/I94/request.html>

Current nonimmigrant status: (e.g., F-1, J-1, H-1B): \_\_\_\_\_ Expiration date of current status (mm/dd/yyyy): \_\_\_\_\_

Current U.S. Address: \_\_\_\_\_

If your dependent family members are changing to H-4 status or extending H-4 status, give the following information:

Last Name, First Name	Current Status	Expiration date	Relationship to you

Do you and all family members have a valid passport?  Yes  No

**Note:** Dependents must complete Form I-539 and I-539A, Application to Extend/Change Nonimmigrant Status.

**Section IV - If you earned a Master's or higher degree from a U.S. institution of higher education, provide the following information**

Name and address of the U.S. institution:

\_\_\_\_\_

Date Degree Awarded (mm/dd/yyyy): \_\_\_\_\_ Type of U.S. degree: \_\_\_\_\_