



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

H-1B EMPLOYEE CHECKLIST & QUESTIONNAIRE

(FY 2018)

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources
International Employment Services
3601 4th Street, STOP 8100
Lubbock, TX 79430
Ph: (806) 743-2865
Email: IES@ttuhsc.edu

Note: If you need to file an I-539 application to change or extend H-4 status for family members, please provide an I-539 with original signature.

EMPLOYEE QUESTIONNAIRE & CHECKLIST – H-1B

All new (“first time”) H-1B filings and persons already in H-1B status transferring to TTUHSC, must include the following documents:

- Employee Questionnaire with all questions answered
- Curriculum vitae (CV)
- Last diploma received (PhD/Masters/Baccalaureate) and transcripts (if your most recent diploma does not relate directly to your duties with prospective hiring department, please contact IES)
- Certified English translation of diploma and transcripts
- Academic credential evaluation for highest non-US degree(s)
 - IES please arrange for this service on my behalf
- Current passport biographical data page
- Current passport page showing passport expiration date
- Current US non-immigrant visa (if physically present in USA)
- Current [I-94 document](#)
- All prior Forms I-797s showing USCIS approval notices of previous applications or petitions.
- Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
- Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- If you ever held J-1 or J-2 status in the past, provide a copy of all DS-2019 or IAP-66 documents
- If you ever held J-1 or J-2 status in the past, and were subject to 212(e) the two year home residency requirement, provide a copy of J-1 waiver approval (I-612 approval) or J-1 waiver recommendation letter
- New employees already in H-1B status with a different employer must provide last two months of pay statements

If you currently have or ever had a J-1 or J-2 visa/status, and this is your first H-1B filing at TTUHSC, also include:

- Copy of I-612 approval notice showing §212(e) waiver
- Copy of all IAP-66, DS-2019 documents

If you currently have an F-1 or F-2 visa/status, and this is your first H-1B filing at TTUHSC, also include:

- Copy of all I-20 documents
- Copy of EAD (Optional Practical Training - OPT) card

If you are a Medical Resident, Clinical Fellow, or Physician and this is your first H-1B filing at TTUHSC, also enclose:

- Scores for USMLE Steps 1, 2 and 3
- ECFMG Certificate
- Copy of State Medical License

All H-1B Extension filings (H-1B employees already working at TTUHSC) must include the following documents:

- Employee Questionnaire with all questions answered
- Updated Curriculum vitae (CV)
- Current passport biographical data page showing expiration date (if changed since first H-1B filing)
- Current H-1B visa stamp (if any)
- Current [I-94 document](#)
- Evidence of any immigrant visa petition or labor certification application of which you are a beneficiary
- Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- Last two months of pay statements from TTUHSC

EMPLOYEE QUESTIONNAIRE (H-1B)

Please answer all questions completely. If the answer to a question is NONE or NOT APPLICABLE, please state 'None' or 'N/A'. Do not leave any blanks. Uncompleted forms, or forms without all required documents will be returned to you for completion. To avoid delays, please answer every question.

Note: If you are requesting a change of status while in the USA, you cannot leave the US while the H-1B petition is pending. Generally, if you leave the USA before the H-1B petition is approved, you cannot return until the H-1B petition is approved and you are issued an H-1B visa from a US Consulate. Premium Processing may be required. If you are requesting an Extension of H-1B status, you can leave the USA while the application is pending but you may have to obtain an H-1B visa from a US Consulate. Please speak with IES prior to traveling.

- If you are traveling outside of the USA please check this box and provide your departure date: _____
- If your driver's license is expiring within 60 days, please provide a copy of the license and check the box

Name: (Last, First, Middle)	
Address:	
All Other Names Used:	
E-mail Address & Phone No.:	
Date of Birth:	
Country of Birth:	
Country of Citizenship:	
City/Province of Birth:	
Social Security No.:	
'A' Number (if any):	
Passport Number:	
Passport Issue Date:	
Passport Expiration Date:	
Current Visa Status:	
Foreign Address:	
Preferred US Consulate:	

EMPLOYEE QUESTIONNAIRE (H-1B), CONTINUED:

Answer the following questions with a Yes or No. If the answer is YES, please provide details as requested.

___ Have you ever held J-1 visa status and been subject to the two year home residence requirement?

___ Have you ever held H or L status in the past six (6) years?

(If yes, give the dates of H or L status in an mm/dd/yyyy – mm/dd/yyyy format)

___ Have you ever been denied H-1B status?

___ Are dependent family members changing to H-4 status or extending H-4 status?

___ Are you currently in exclusion or deportation proceedings?

(If yes, please provide a copy of Notice to Appear)

Please check if you have been the direct beneficiary of any of the following applications and provide a copy of the USCIS or Department of Labor receipt:

Permanent Labor Certification Application (e.g. PERM)

Immigrant Petition for Alien Work (i.e. I-140)

Immigrant Petition for Alien Relative (i.e. I-130)

Please check if you have filed any of the following applications and provide documentation:

Application to Adjust to Permanent Resident Status (i.e. I-485)

Immigrant visa application with National Visa Center/US Consulate

Employee Signature: _____

Date: _____

EMPLOYEE FAMILY QUESTIONNAIRE & CHECKLIST – (H-4 STATUS)

USCIS Form I-539 must be completed to obtain H-4 visa status only if the family members are in the USA. Form I-539 and the instructions can be found on the USCIS website at <http://www.uscis.gov/i-539>.

PLEASE READ: IES and TTUHSC cannot serve as your legal representative for H-4 visa status purposes and cannot serve as your legal representative for any part of the I-539 process. As a courtesy, IES will do the following:

1. Review the I-539 form to ensure all questions are answered and there are no obvious errors (e.g. accidentally writing your birth year as 2015);
2. Provide the usual checklist of documents to be included in the I-539 filing (see below);
3. File the completed I-539 along with the H-1B filing.

The H-1B petition can be filed without the I-539 (H-4) application but it is strongly advised that both are filed together to ensure that all family members are approved at the same time.

The USCIS filing fee is \$370.00 for the entire family. Please provide a check payable to "US Dept. of Homeland Security" in the amount of \$370.00.

INCLUDE **ONE CLEAR PHOTOCOPY** OF EACH DOCUMENT

- Adoption records, if relevant
- Marriage certificate with certified English translation (if necessary)
- Birth certificates of all children, with certified English translation Passport biographical data page for each family member
Passport page showing passport expiration date
- Current US non-immigrant visa for each family member
- [I-94 document](#) for each family member
- All prior Forms I-797 documenting the approval of applications to change or extend status (if any)
- Copy of I-612 approval notice showing §212(e) waiver
- Copies of all IAP-66, DS-2019 documents or I-20 documents

Note: If you need to file an I-539 application to change or extend H-4 status for family members, you must return your documents by mail as original signatures are required on the I-539 form.