



Visa & Immigration Service Advising
1 Old Dominion University
Norfolk, VA, USA 23529
T: 757.683.4756, F: 757.683.5196
www.odu.edu/visa, intlstu@odu.edu

H-1B Application

Employee Portion

Employee Checklist

In order to begin the application process, **all** of the following items must be sent to Visa & Immigration Service Advising (VISA). For questions concerning the H-1B process, please contact <intlstu@odu.edu>.

- H-1B Data Sheet—Employee Portion (next page in this application packet)
- Copies of all current and previous Immigration and State Department forms
 - **H status:** *current and previous I-797 forms*
 - **F status:** *all I-20s issued and EAD card(s) for OPT, if applicable*
 - **J-1 status:** *all DS-2019s, letters authorizing Academic Training and waiver of the 2-year home residency requirement, if applicable*
 - **J-2 status:** *include copies of any EAD cards*
- List of all periods during which you have been employed in the US; the following information should be included for each period of employment (including assistantships and any on-campus employment):
 - *visa classification*
 - *exact dates*
 - *job title*
 - *do **not** include description of duties*
- Copy of résumé or CV
- Copy of most recent signed contract letter or job announcement
- Position Description for non-teaching faculty positions
- Copies of documentation of highest degree earned
 - *A copy of the diploma (or, if the diploma has not yet been received, a copy of a final transcript verifying that the degree has been awarded must accompany the application submitted to USCIS);*
 - *Transcripts for highest degree program*
 - *If your degree was earned outside of the U.S., you may be required to obtain a credential evaluation, which must be submitted to verify to USCIS that your degree is equivalent to one awarded in the U.S. at that same level. Contact VISA for more information.*
- Copies of the following documentation (please do not crop or alter scans/photocopies):
 - *I-94 admission record (from cbp.gov)*
 - *pages in your passport showing your name, date of birth, etc. and your most recent visa stamp*
- For individuals transferring ("porting") or extending their H-1B from ODU or another employer:
 - *pay stubs from the last two months of your employ, as well as your W-2 from prior year*

Dependents

The H-1B visa holder is responsible for handling the forms and documentation for his/her dependents. If your dependents are currently **in the US**, you may file online, or we can add their change of status in the envelope with your paperwork. You will need to submit the following required items for each dependent:

- *I-539 (completed by spouse)*
- *I-94 admission record*
- *copy of current visa stamp*
- *letter from the H-1B applicant verifying his/her ability to support all dependents while in the U.S.*
- *copy of passport identification page(s)*
- *copy of passport expiration date page*
- *check for \$470 to "U.S. Department of Homeland Security"*

If the applicant is coming directly from overseas, no additional immigration documents will be needed for dependents to obtain a visa to accompany them.



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H-1B Data Sheet

Employee Portion

Employee Data

Family Name _____

First Name _____

Middle Name (if any) _____

Birth date _____ (MM/DD/YYYY)

Country of Birth _____

Province of Birth _____

Country of Citizenship _____

SS#: _____

Daytime Phone # _____

Other Phone #(s) _____

E-Mail _____

Foreign Address _____

Are you currently in the U.S.? ☐ Yes ☐ No

If **yes**, current address _____

If deemed necessary by Immigration, which U.S. consulate would you go to to apply for a visa?

City & Country _____

Passport # _____

Passport Issue Date _____

Passport Expiration Date _____

Has anyone (incl. your department) ever filed an immigrant petition (I-140) for you? ☐ Yes ☐ No

If you are a new employee, have you...

ever been in H-1B status? ☐ Yes ☐ No

ever been denied H-1B status? ☐ Yes ☐ No

Periods of stay in H status in the U.S. (month and year): _____

Educational Background Information

Academic degrees that have been obtained:

☐ Bachelors ☐ Masters ☐ Doctorate

Country Where Highest Degree Was Obtained _____

Date Degree Awarded _____

Field of Study _____

Purpose of Request

- ☐ Outside the US and need to obtain H-1B Visa at a US Consulate.
- ☐ In the U.S. in another lawful status; need to change visa status.
- ☐ Currently in H-1B status at ODU; need to extend or amend stay. Receipt #: _____
- ☐ Currently in H-1B status at another institution; need to amend stay. Receipt #: _____

Visa Status

Most recent entry into US _____ (M/D/Y)

I-94# _____

Current Visa _____ Expires on _____ (M/D/Y)

If currently or previously on an F-1:

❖ your SEVIS ID#? N _____

❖ and have/had OPT:

▪ EAD expiration date? _____ (M/D/Y)

▪ A# on your EAD? _____

If a J-1 currently on Academic Training, when does your work permission expire? _____ (M/D/Y)

If **ever** in J status, was/is there a two-year home residency (212e)? ☐ Yes ☐ No

☐ If **yes**, has a waiver of this requirement been obtained? ☐ Yes ☐ No

Provide **ALL** dates when you have held J visa status:

Are applications by dependents being filed with this petition? ☐ Yes ☐ No If yes, how many? _____

Do you plan to travel outside the U.S. in the next six months? If yes, when? _____

Additional information (if applicable); please note you can make an appointment with the VISA Office if there is anything else you wish to discuss.
