



Visa & Immigration Service Advising  
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Norfolk, VA, USA 23529  
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# 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; it is not sufficient to show that all classes have been completed.*
  - *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 Immigration that your degree is equivalent to one awarded in the U.S. at that same level. You may not do the comparison yourself or have it done by a colleague. The evaluation must be done by a reputable organization. Contact VISA for more information.*
- Copies of the following documentation (please do not crop or alter scans/photocopies):
  - *I-94*
  - *pages in your passport showing your name, date of birth, etc.; most recent visa stamp; and the expiration date of your passport*
  - For individuals transferring (“porting”) or extending their H-1B from another employer:
    - *pay stubs from the last two months of your employ, as well as your W-2*

### **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**, we will be happy to 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)*
- *copy of passport identification page(s)*
- *copies of **both sides** of the I-94 card*
- *copy of passport expiration date page*
- *copy of current visa stamp*
- *check for \$455 to “U.S. Department of Homeland*
- *letter from the H-1B applicant verifying his/her ability to support all dependents while in the U.S.*

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? \_\_\_\_\_

### Public Charge

Have you or your dependents ever received any public benefits while residing in the United States? Ex: TANF, SNAP, WIC, Medicaid, Section 8 Housing. (If you are unsure whether you have received these benefits, please make an appointment with the VISA Office.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_