



H-1B Visa-Beneficiary Data Collection Form

Office of Faculty Affairs One Washington Square San José, CA 95192-0021 USA	Tel: 408-924-2450 Fax: 408-924-2425 Attn: Evelia Sánchez Ramos esanchez@sjsu.edu
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Instructions

In order to begin the H-1B application process **ALL** of the following items must be sent to the Office of Faculty Affairs. Regular processing of an H-1B visa may take three to five months after initial petition has been received by United States Citizenship and Immigration Services (USCIS), unless a Premium Processing fee of \$1000 is paid, which will expedite the process to approximately four weeks. No person can be guaranteed H-1B approval. Our office will do everything it can to obtain approval, but the decision is up to USCIS and the Department of Labor (DOL). The prospective employee **MAY NOT** begin employment or volunteer in the position until the visa approval or transfer has been received. If the semester starts and we still have not heard from USCIS, a substitute professor will be assigned to your courses until we receive approval.

Please note that the Office of Faculty Affairs will not provide legal advice at any point of this process. Please contact your Immigration Attorney to review your options and then inform us of the option you want to pursue. We can only help you facilitate the process, but we need to know from YOU what it is you want us to do.

Remember that it is ultimately the *employee's* responsibility to maintain legal work status.

<p><u>Applicant Checklist</u></p> <ul style="list-style-type: none"> ❖ Beneficiary Data Collection form ❖ Photocopy of current passport (front and back cover) ❖ Photocopy of I-94 Card (front and back) ❖ I-797 Approval Notices, if applicable ❖ I-20 forms, if applicable ❖ EAD Card, if applicable ❖ IAP-66 forms, if applicable 	<p><u>Department/School Checklist</u></p> <ul style="list-style-type: none"> ❖ Departmental Data Collection form ❖ Job Offer Letter ❖ Applicant's SC-1 form ❖ Transcripts of Terminal Degree ❖ Curriculum Vitae ❖ Letters of Recommendation ❖ Recruitment Report ❖ Nationally Published Announcement ❖ \$500 for Fraud Prevention and Detection
<p><u>Processing Fees</u>, each check must be written separately to Department of Homeland Security</p> <ul style="list-style-type: none"> ❖ \$320 for I-129 petition, H-1B visa (approx. 3-5 months) ❖ \$300 for I-539 petition, H-4 dependent visa, if applicable ❖ \$500 for Fraud Prevention and Detection, from your Department/School ❖ \$1000 for Premium Processing, if desired (approx. 4 weeks) 	<p><u>H-4 Dependent Checklist</u></p> <ul style="list-style-type: none"> ❖ Photocopy of current passport (front and back cover) ❖ Photocopy of I-94 Card (front and back) ❖ I-797 Approval Notices, if applicable ❖ EAD Card, if applicable ❖ Spouse, Marriage Certificate ❖ Child, Birth Certificate ❖ Spouse, Letter of Employment, if applicable

Attorney Contact Information

_____		_____	
Firm Name		Attorney Name	
_____		_____	
Street Address	City	State	ZipCode
_____		_____	
Business Phone Number	Email Address		

Personal Data

Legal Name (as shown on passport)

Family/Last Name, Given/First Name Middle Name

Other Name Used

Family/Last Name, Given/First Name Middle Name

Date of Birth (mm/dd/yyyy) U.S. Social Security # (if any) A# (if any)

Never had a Social Security Card? Please obtain one ASAP. 280 S. 1st St. Rm. 244, San Jose <http://www.socialsecurity.gov/>

Country of Birth Province of Birth Country of Citizenship

If in the United States, Complete the Following:

Date of Last U.S. Arrival I-94 # (Arrival/Departure Document) Current Nonimmigrant Status

Date Status Expires Date I-94 Card Expires Passport #

Date Passport Issued Date Passport Expires

Current U.S. Address—Failure to report a change of address within 10 days to USCIS is punishable by fine or imprisonment and/or removal. <http://www.uscis.gov/files/form/ar-11.pdf>

Street Address City State ZipCode

Home Phone Number Work Phone Number Cell Phone Number

Primary Email Address Secondary Email Address

Do you have a valid passport? Yes No
 Are applications for dependents being filed with this petition? Yes No
 Are you on removal proceedings? Yes No
 Have you been on the H-1B1 visa status? Yes No If yes, Dates: _____
 Have you ever been denied the H-1B1 visa status? Yes No
 Have you ever filed (or has anyone ever filed on your behalf) an application for permanent resident (green card) status? Yes No
 (If you answered yes, please attach a separate sheet and explain. Give dates and places of filing, name of person who filed, relationship of that person to you, the current status of application and final decision on the application.)

Employment Offered/Highest Level of Education

_____ \$ _____
 Job Title Yearly Salary Start Date

_____ _____ _____
 Highest Degree Earned University Date Degree Conferred

 Field of Study

 University Address

_____ _____ _____ _____ _____
 Street Address City State ZipCode Country

Family Information

Only your spouse and minor children not married (under age 21) may be included as family members for this purpose. Use additional page, if necessary. (An additional check for \$300 is needed)

Family Member	1	2	3
Need H-4 visa?			
Relationship to H-1B Applicant			
Name			
Date of Birth			
Country of Birth			
Country of Citizenship			
Social Security #			
A #			
Date of Last U.S. Arrival			
I-94 #			
Current Visa Status			
Date Status Expires			
Date Passport Expires			
Dependent(s) Home Address (if different from yours):			

Street Address	City	State	ZipCode Country

My Family member(s), please circle all that apply:

- (a) Is/are already in the U.S.;
- (b) Will travel with me to the U.S., expected arrival date _____
- (c) Will arrive later to join me, expected arrival date _____

In any case where the answer is “yes,” please indicate the family member(s) name(s) and any other details. Use the back of this page if you need more space:

- Have any family members been listed as an applicant for an immigrant visa?
 Yes No
- Have immigrant petitions been filed for these family members? Yes No
- Has a Form I-485, Application to Register Permanent Residence of Adjust Status, ever been filed by any family members? Yes No
- Have any family members been convicted of any criminal offense while in the U.S.?
 Yes No
- Have any family members done anything that violated the terms of the nonimmigrant status they now hold? Yes No
- Are any family members currently in removal proceedings? Yes No
- Have any family members been employed in the U.S. in their current nonimmigrant status?
 Yes No

If any family member requesting the H-4 visa has ever been employed in the U.S. since last admitted (or since granted an extension or change of status), please complete the following:

Person employed:	
Name of employer:	
Address of employer:	
Weekly Income:	
Type of work performed:	
Was work authorized by the USCIS?	

Signature of H1B Applicant

Date

Please return this completed form and all supporting documents to:

Evelia Sánchez Ramos
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Office of Faculty Affairs, ADM 150
One Washington Square
San José, CA 95192-0021
USA

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Fax: (408) 924-2425