



H-1B Request – Prospective Employee portion

Please gather together all the documents requested below and give to the HR or Payroll Administrator in your employing department for submission to OIS.

H-1B Applicant form (pages 4-5 of this packet)

AND

Five copies of diploma (highest degree);

- If your highest degree was earned at an institution of higher education outside the U.S., a credential evaluation may be required. You can find a list of reliable credential evaluation services at the following website:
<http://www.naces.org/members.htm>.
- If your diploma is not in English, a translation is required. The translator should sign and date below the following statement: *I certify this is a true and literal translation of the original document and I am proficient in the _____ and English languages.*

AND

Five copies of Curriculum Vitae, including publications page(s);

AND

Five copies of passport biographical and expiration page(s);

If you have **EVER** held J-1 or J-2 status in the U.S., please include:

- 5 copies of ALL Forms DS-2019 (formerly Form IAP-66),
 - OR**
 - 5 copies of ALL J-1/J-2 visas issued to you;
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If you are currently in the United States...

Five copies of your visa stamp, if applicable;

AND

Five copies of your I-94 card, front and back, with the red stamp clearly legible;



Choose your current status and include the asked-for documents:

If you are an F-1 Student or F-2 Dependent:

Five copies of all Forms I-20, pages 1 and 3;

AND

Five copies of any Employment Authorization Document (EAD) cards, if applicable;

ALSO:

If you hold **F-2 dependent** status, please also submit five copies of the immigration documents of the F-1 principal (I-20s, passport, F-1 visa & I-94 card)

If you are a J-1 Exchange Visitor or J-2 Dependent:

Five copies of all Forms DS-2019;

AND

Five copies of waiver of two-year home residency requirement, if applicable;

ALSO:

If you hold **J-2 dependent** status, please submit:

5 copies of any Employment Authorization Document (EAD) cards.

AND

5 copies of the J-1 principal's immigration documents (DS-2019, passport, J-1 visa and I-94).

If you are an H-1B Employee or H-4 dependent:

IMPORTANT If you are in H-1B status with another employer, you must maintain your H-1B status with the current employer (by continuing your employment) until we file an H-1B petition on your behalf. If you terminate your employment before we file your H-1B petition, you will not be eligible to start at UM on H-1B Portability. H-1B Portability provisions allow the H-1B applicant to begin employment with the new employer (UM) upon receipt of the official USCIS Receipt Notice.

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Five copies of all I-797 H-1B/H-4 approval notices;

AND

Five copies of all receipt and/or approval notices in connection with Permanent Residency (green card) filings;

ALSO:

If you are an **H-4 dependent**, please provide 5 copies of the H-1B principal's immigration documents (I-797 H-1B approval notice, passport, H-1B visa and I-94).

If your immigration status is other than F, J or H, please contact Amy Ramirez at aramirez@umaryland.edu for a checklist of required documents. Please identify your current immigration status and your UM employing department in your e-mail.



H-1B Applicant Form

Please indicate all biographical information exactly as it appears in your passport:

Family Name(s): _____ Given Name(s): _____

Gender: M F Date of Birth (mm/dd/yyyy): _____

Country of Birth: _____ Province of Birth: _____

Country of Citizenship: _____

U.S. Social Security Number (if any): _____ A# (if any): _____

Address Abroad: _____

U.S. Address (if applicable): _____

E-mail address: _____ Telephone Number: _____

Alternate phone number: _____

If you are outside the U.S., at what U.S. consulate will you apply for the H-1B visa (i.e., what city)? _____

If you are inside the U.S., please provide the information below:

Current immigration status: _____ Expiration date: _____

Date of last arrival in the U.S. _____ I-94 number: _____

Passport Number: _____ Issue Date: _____ Expiration date: _____

Do you have plans to travel internationally in the next 6 months? No Yes, provide
departure and return dates _____

Please note that you cannot leave the U.S. while a change of status to H-1B pending. Those that are extending their H-1B status must be physically present in the U.S. at the time we file



the extension, and you cannot reenter the U.S. past the expiration date of your current petition until your H-1B extension is approved.

Are you in possession of a valid passport? Yes No, explain here _____

Are you filing for dependents with this application? No Yes, see pages 6 – 7 of this packet for additional dependent documentation.

Are you or your dependents in deportation or removal proceedings? No Yes
If yes, attach explanation and documentation

Have you held H-1B status? No Yes, provide dates and copies of all I-797 approval notices _____

Do you currently hold or have you ever held J-1/J-2 status in the U.S.?

No, I have never held J-1/J-2 status.

Yes, I have held/currently hold J-1/J-2 status (*please include 5 copies of all Forms DS-2019/IAP-66, or copies of J-1/J-2 visa stamps*).

If you have held J-1 or J-2 status, were you/are you subject to the two-year home residency requirement?

I was never subject to the two-year home residency requirement.

I am still subject to the two-year home residency requirement.

I was subject to the two-year home residency requirement, but I have obtained a waiver. *Please attach 5 copies of your positive recommendation for a waiver from the Department of State or I-797 approval notice from USCIS.*

I was subject to the two-year home residency requirement, but I have fulfilled the requirement by returning to my country of citizenship or legal permanent residence for two years. *Please attach evidence of presence in your country of citizenship or legal permanent residence for 2 years.*



Dependent Information

A Dependent is a spouse or unmarried child under the age of 21 who is in the U.S. with a family member in a primary status.

If you have dependents who wish to change to/extend H-4 status based on your H-1B petition:

University of Maryland only files the Form I-539 as a courtesy; UM does not provide legal representation for the employee's family members.

OIS provides the following checklist to assist the employee's family in gathering the documents required by USCIS only. All correspondence related to the Form I-539 filing will be sent by USCIS directly to the applicants.

The Form I-539 is available at <http://www.uscis.gov/files/form/i-539.pdf>.

The instructions are available at <http://www.uscis.gov/files/form/i-539instr.pdf>.

The H-1B employee applicant does not complete the Form I-539 **unless** all dependents are under the age of 14.

The H-1B applicant's oldest dependent family member completes Form I-539. This form is the oldest dependent's application to change or extend his or her status. Additional dependents are included on Supplement -1 of Form I-539.

The form **MUST** be signed at Part 5; the H-1B employee applicant can only sign if all dependents are children under the age of 14.

DO NOT complete a separate I-539 for each family member; **only one form needs be completed for an entire family.**

If there is more than one family member, the Supplemental Form to I-539 needs be completed to include those family members.

Please gather together the following documents:

One original and 3 copies of Form I-539;

AND

Check or money order for \$290, payable to the *Department of Homeland Security, USCIS*. This is a flat fee regardless of the number of accompanying dependents. If using a personal check, please do not date;

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AND

Four copies of passport identification and expiration page(s) for each dependent;

AND

Four copies of U.S. visa for each dependent;

AND

Four copies of Form I-94, front and back, with the red stamp clearly legible, for each dependent;

AND

Four copies of other relevant immigration documents for each dependent (i.e., I-20 for F-2 dependents, DS-2019s for J-2 dependent, I-797 approval notices for H-4 dependents, etc.)
