



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Office of Institutional Compliance

H-1B

EMPLOYEE CHECKLIST & QUESTIONNAIRE

(FY2020)

Complete ONSCREEN & Submit ELECTRONICALLY
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance
Immigration Compliance & Services
3601 4th Street, STOP 8165
Lubbock, TX 79430
Ph: (806) 743-3575
Email: ICS@ttuhsc.edu

H-1B CHECKLIST

Document List for ALL new H-1B filings, INCLUDING persons already in H-1B status transferring to TTUHSC:

- ☐ H-1B 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 ICS)
- ☐ Certified English translation of diploma and transcripts
- ☐ Academic credential evaluation for highest non-US degree(s)
 ___ ICS please request an academic evaluation on my behalf
- ☐ Current passport biographical data
- ☐ Current passport page showing passport expiration date,
- ☐ Current US non-immigrant visa (*physically present in the 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 have ever held J-1 or J-2 status in the past, provide a copy of all De-2019 or IAP-66 documents
- ☐ If you have ever held J-1 or J-2 status in the past, and were subject to 212(e) the two (2) 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 (OPT card and any STEM OPT card)
- **If you are a Medical Resident, Clinical Fellow, or Physician and this is your first H-1B filing at TTUHSC, also include:**
 - ☐ Scores for USMLE Steps 1, 2 and 3
 - ☐ ECFMG Certificate
 - ☐ Copy of Texas Medical License

Document List for ALL H-1B Extension Filing, (H1-B employees already working at TTUHSC):

- ☐ H-1B 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 direct beneficiary
- ☐ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ☐ Last two (2) months of pay statements from TTUHSC

H-1B EMPLOYEE QUESTIONNAIRE

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 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 should avoiding leaving 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 ICS 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 sixty (60) days, please provide a copy of the license and check this box.

FIRST NAME:	
MIDDLE NAME OR INITIAL:	
LAST NAME:	
CURRENT HOME ADDRESS:	
ALL OTHER NAMES USED:	
EMAIL ADDRESS:	
PHONE NUMBER:	
DATE OF BIRTH:	
COUNTRY OF BIRTH:	
COUNTRY OF CITIZENSHIP:	
CITY/PROVINCE OF BIRTH:	
US SOCIAL SECURITY NUMBER (SSN):	
'A' NUMBER (if any):	
PASSPORT NUMBER:	
PASSPORT ISSUE DATE:	
PASSPORT EXPIRATION DATE:	
CURRENT VISA STATUS:	
FOREIGN ADDRESS:	
PREFERRED US CONSULATE: (FOR H-1B VISA)	<div>CITY</div> <div>COUNTRY</div>

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?	YES NO
HAVE YOU EVER HELD H OR L STATUS IN THE PAST SIX (6) YEARS? (IF YES, GIVE THE DATES)	YES If yes, give the dates of H or L status in an mm/dd/yyyy – mm/dd/yyyy format) _____ - _____ NO
HAVE YOU EVER BEEN DENIED H-1B STATUS?	YES NO
ARE DEPENDENT FAMILY MEMBERS CHANGING TO H-4 STATUS OR EXTENDING H-4 STATUS (IF YES, PLEASE READ THE INFORMATION FOR H-4 FAMILY MEMBERS PAGE)	YES NO
ARE YOU CURRENTLY IN EXCLUSION OR DEPORTATION PROCEEDINGS? (IF YES, PLEASE PROVIDE A COPY OF THE NOTICE TO APPEAR)	YES NO
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:	
ARE YOU THE DIRECT BENEFICIARY OF ANY OF THE FOLLOWING APPLICATIONS?	Permanent Labor Certification (PERM) YES NO I-140 Immigrant Petition YES NO I-130 Immigrant Petition YES NO
HAVE YOU FILED ANY OF THE FOLLOWING APPLICATIONS?	Application to Adjust to Permanent Resident Status (i.e. I-485) YES NO

	<div>Immigrant visa application with National Visa Center or US Consulate</div> <div>YES</div> <div>NO</div>
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___ I confirm that the information given in this form is true, complete, and accurate.

Employee Signature: _____ Date: _____

INFORMATION FOR EMPLOYEE FAMILY MEMBERS SEEKING 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 website at <http://www.uscis.gov/i-539>.

PLEASE READ: ICS 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, ICS 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 E-3 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 current USCIS filing fee information is here [I-539 Fee](#). Remember that there is an additional biometric fee for each family member needing H-4 status. You must include the filing fee payment with the completed I-539. USCIS cannot accept your I-539 filing without payment.

INCLUDE **ONE CLEAR PHOTOCOPY** OF EACH DOCUMENT

- ☐ Adoption records, if relevant
- ☐ Marriage certificate with certified English translation (if necessary)
- ☐ Birth certificate of all children, with certified English translation
- ☐ Passport biological data page for each family member and 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 the I-612 approval notice showing §212(e) waiver
- ☐ Copies of all IAP-66, DS-2019 documents of I-20 documents
- ☐ Evidence that the H-1B family member was in lawful status

Please read the [I-539 Instructions](#) for additional information about what must be included with your application.

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.