



H-1B Request To Be Completed By Beneficiary



Instructions: In order to help your department obtain H-1B status for you, please complete this form and return it to your sponsoring faculty member or the contact person in your department with all required supporting documents. Please see "checklist" for additional documents required for this petition. **PLEASE PROVIDE ALL THE INFORMATION REQUESTED. Please avoid abbreviations as much as possible.**

Family Name			Given Name			Middle Name			
Date of Birth	Mo	Day	Yr	Male			Female		
US Soc. Sec. No. if available	-		-	Married			Single		
Country of Birth			Province of Birth			Country of Citizenship			
Current Occupation					Email Address				
Foreign Address									
US Address if available									
Current Home Phone				Current Work Phone					
Passport Country of Issuance			Passport #			Expiration Date			
						Mo	Day	Yr	
Highest Degree Obtained (check one please)		Bachelor's degree (for example: BA, AB, BS)							
		Master's degree (for example: MA, MS, MEng, MEd, MSW, MSB)							
		Professional degree (for example: MD, DDS, DVM, LLB, JD)							
		Doctorate degree (for example: PhD, EdD)							
		Other (please explain)							
Major/Primary Field of Study									
Immigration Status (please complete this section only if you are currently in the U.S.)									
Initial Arrival Date			Most Recent Arrival Date				I-94 Number		
Mo	Day	Yr	Mo	Day	Yr				
Current Non-immigrant Status		F-1	F-2	J-1	J-2	H-1	H-4	TN	Other (specify)
Expiration Date of Your Current Status		Mo	Day			Yr			

Plans to travel outside of the US between now and the start date of this petition		No		
		Yes	Dates of Travel	
Visa Application Information	Specify the City and Country of U.S. Embassy/Consulate where you will apply for your entry visa if overseas OR if your change of status is denied. (Must provide information)			
H-1B Petition Information				
Have you ever been in J-1 status?	Yes		No	
If yes, are you subject to the 2-year Home residence requirement (212e)?	Yes		No	
If yes, have you fulfilled this requirement or obtained a waiver of the requirement?	Yes		No	
Please note that if you are still subject to 212e, you are unfortunately not eligible for H-1B status.				
Have you been granted H status in the past?	Yes		No	
If Yes, please indicate the period(s) of time you were approved for H status				
Have you been absent from the US or present in the US in another immigration status during any time that you were approved for H status?	Yes		No	
If yes, list dates and circumstances				
Have you ever been denied H-1B status?	Yes		No	
Are you in exclusion or deportation proceedings?	Yes		No	
Family Information				
	I do not have dependents in the U.S.			
	My dependents do not require H-4 status.			
	I do have ____ number of dependents who require H-4 status. If dependents (spouse and/or children) are currently in the US, request Form I-539 from the Int'l Student and Faculty Office to petition for H-4 status and see checklist for additional information.			
In the event that you leave Northern Illinois University sooner than one year after this petition is filed on your behalf, NIU will ask you to reimburse the institution for any fees we pay in connection with this petition. Fees are currently \$320 required basic filing fee, \$500 required anti-fraud fee, and \$1,000 optional premium processing fee.				
Signature of H-1B Employee			Date	

H-1B Request
To be completed by H-1B Worker

**Checklist: Please submit the following required documents and
DO NOT STAPLE documents.**

All applicants: (3 copies of each unless noted otherwise)	
	Copy of diploma/certificate AND English translation if applicable.
	Copy of transcript if your field of study is not indicated on diploma/certificate, AND English translation if applicable
	Credential evaluation if degree earned abroad (highly recommended, but not required.)
	Current Curriculum Vitae (<i>1 original only</i>)
	Unaltered original document form and translation form, if applicable (<i>1 original only</i>)
	If currently in the US: copy of the I-94 (front and back)
	If currently in the US: copy of the entry visa
	Passport information pages
In addition, any worker currently in the US must submit the following: 3 copies of each	
If in F-1 or F-2 status:	
	Copies of all previous I-20(s)
	Copies of both sides of Employment Authorization Document (EAD), if applicable. In this case only the I-20 recommending Optional Practical Training is necessary.
	If currently in F-2 status, submit copies of F-1's I-94 (front and back)
If in J-1 or J-2 status:	
	Copies of all previous IAP-66(s) or DS-2019(s), front and back
	Copy of waiver of two year home residence requirement (212e), if applicable and/or US Department of State No Objection Letter
	If currently in J-2 status, submit copy of J-1's I-94 (front and back)
If in H-1B or H-4 status:	
	Copies of all previous I-797 Approval Notice(s)
	If in H-4 status, submit copies of H-1's I-94 (front and back) and evidence of H-1's maintenance of status (copies of most recent pay stub or letter from current employer).
	Please submit evidence of maintenance of status: a copy of the most recent pay advice or letter from current employer.
If Dependents(s) who are applying for H-4 status are in the US (2 copies of each)	
	Completed Form I-539 (dependents' application to request an extension of stay and/or change of status)
	Copies of dependents' previous I-797 Approval Notice(s) if applicable
	Copies of dependent's I-94(s), entry visa(s), passport information page(s) and any other evidence of entering legally and maintaining status
	Evidence of financial support (letter from H-1B worker indicating job title, department, salary and dates of new H-1B petition as well as a statement that they will support their dependents for duration of their stay.)
	USCIS Petition fee for I-539 = \$300 (cashier's check or money order in US dollars payable to Dept. of Homeland Security) (as of 07/30/2007)

**H-1B Worker
(original only)**

UNALTERED ORIGINAL DOCUMENTS

TO THE BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES

Copies of documents submitted are exact copies of unaltered original documents. I understand that I may be required to submit original documents to an immigration or consular official at a later date.

Print Name of H-1B Worker

Signature of H-1B Worker

Date Signed

**H-1B Worker
(3 copies)**

TRANSLATION OF FOREIGN LANGUAGE DOCUMENT(S)

I, _____ hereby certify that I am
competent to translate from the _____ language into English
and that the attached is the accurate translation of the original document(s).

Print Name & Title of Translator

Signature of Translator

Date Signed