

H-1B Beneficiary Notice of Required Documents & Questionnaire

To: Prospective H-1B Beneficiary

From: Roger Jett

This information is in response to your inquiry regarding application for an H-1B visa. In order to present a complete H-1B application to the Bureau of Citizenship and Immigration Services and we will need several documents from you and from the Missouri University of Science and Technology hiring department. Please review the attached questions and requests for copies of certain documents. While you are completing this information, we will be contacting your hiring department and facilitating the paperwork process with them. Feel free to email me at jettr@mst.edu if you have any questions.

Below is the outline of the steps that will be followed once the necessary paperwork from you and the Missouri S&T hiring department has been received in my office. The overall process can take up six months.

- Obtain Prevailing Wage from Missouri Dept of Economic Development 1-2 weeks
- Prepare I-29, I-129w, I-539 for dependents 2 weeks
- Send petition to USCIS 1 day
- USCIS processing time up to 4 months

Provide copies of the documents. You may either scan or photocopy them.

Applicant:

- Copies of the applicant's passport biographic pages.
- Copies of the applicant's passport visa pages.
- Copies of the front and back of the applicant's I-94. Please enlarge these copies at 121% making sure the date of arrival is readable
- Copies of all NOTICES OF ACTION FOR CHANGE OF STATUS that have been received by the applicant from the USCIS (Formerly INS).
- Copies of front and back of all documents for F1 I-20s or J1 IAP-66s or H1 I-797s.
- Copy of 2-year home residency waiver for J-1 visa holders
- Front and back of all Employment Authorization Documents (EADs).
- Any letters authorizing Academic Training issued during any duration of stay in the U.S.
- Detailed resume. If applicable include:
 1. Listing of publications.
 2. Listing of conferences in which you were a presenter.
 3. Listing of research projects and any other pertinent professional documentation that maybe viewed as important.
- Copies of diplomas for all academic degrees awarded. A notarized English translation of each must be attached if diploma is not in English.
- Copies of transcripts from each educational institution for which degrees were awarded.
- Include a credentials evaluation if the transcripts were not earned at a US institution.

Dependents:

- Copies of 1 – 5 above.
- Marriage certificates and birth certificates for each dependent. If not in English, a notarized English translation of each must be attached.
- Provide a personal check in the amount of \$300.00 made payable to USCIS.

H-1B Porting:

- Current H-1B visa holders who are employed by another US institutions must provide recent payroll statements for the previous three months

Please Complete This Section – Biographic Information

Name of Beneficiary <i>Family Name</i> <i>Given Name</i>		Address
Phone		Email
Date of Birth (Month/Day/Year)		Gender
Country of Birth	Providence of Birth	Country of Citizenship
Passport Number		Passport Expiration Date (Month/Day/Year)
Social Security Number (if applicable)		Alien Registration Receipt Number (if applicable)

Complete this section if you currently reside in the United States.

Current Visa Status	Expiration Date (Month/Day/Year)
Date of Last Arrival to US	I-94 Number

Please list all immigration status and dates held since your arrival in the United States.

Visa Status	From (Month/Day/Year)	To (Month/Day/Year)

Complete this section if you reside outside the United States.

Address and Location of US Embassy where you plan to apply for the H-1B Visa.
Planned Port of Entry (Canadian Nationals Only)

Please answer the following questions:

Have you or has someone filed an immigrant petition for you? If so, please provide details.
Have you been granted H-1B status in the past seven years? If so, please provide details.
Have you ever been denied H-1B status? If so, please provide details.
Have you ever held a J-1 or J-2 visa status? If so, are you subject to the 2 year residency provision? If so, you must have the residency waiver before we can file this application.
Are you currently in exclusion or deportation proceedings? If so, please provide details.
Have you submitted or has someone submitted an application for Permanent Residency on your behalf?

Complete this section if seeking H-4 status for dependents.

Dependent Last/Family Name	First/Given Name
Social Security Number	Date of Birth (Month/Day/Year)
Country of Birth	Current Visa Status
Dependent Last/Family Name	First/Given Name
Social Security Number	Date of Birth (Month/Day/Year)
Country of Birth	Current Visa Status
Dependent Last/Family Name	First/Given Name
Social Security Number	Date of Birth (Month/Day/Year)
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