



DREXEL UNIVERSITY

# International Students and Scholars Services

Student Life

## H-1B Temporary Employees

Petition Checklist

### Overview

Please provide the following documentation listed below. PDF copies are acceptable, originals not required. All copies must be legible and clear.

### Required Application Documents

Current resume/CV

Copy of all degrees/diplomas and corresponding transcripts. Must include translation if not in English and academic evaluation if the degree was obtained outside the United States. (<http://www.morningeval.com> is an example of an evaluate service which you can obtain both)

Copies of any licenses, certificates, or other special documentation required for the position

Copy of passport page(s) showing photo, biographical data, issuance date, and expiration date.

Copies of supporting immigration documents for all statuses held (ESTA and/or B not necessary)

All I-20 or DS-2019 forms

If ever in J stats and been subject to 212(e) "two-year home residency requirement," submit evidence of a waiver or of having fulfilled the requirement

All prior H-1B Approval notices (form I-797)

Employment Authorization Document (EAD Card)

Most recent visa

Most recent I-94 admission card/printout (more info.at: <https://i94.cbp.dhs.gov/I94/#/home> )

Most recent pay statements for the past two months (if extending or transferring H-1B extension)

**For further questions and/or concerns on the above documents**

**you can contact ISSS at [iss@drexel.edu](mailto:iss@drexel.edu)**



## H-1B Temporary Employees Information Questionnaire

### Overview

Please provide us with the following information. It is very important that you answer these questions correctly. If a question does not apply to you, please indicate accordingly by writing "N/A" or "None".

### Please PRINT LEGIBLY:

1. **Name of Employee:**

- a) Last Name: \_\_\_\_\_
- b) First Name: \_\_\_\_\_
- c) Full Middle Name: \_\_\_\_\_
- d) Other Names used (including maiden name): \_\_\_\_\_

2. **Phone Numbers:**

- a) Home: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_
- b) Cell: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_
- c) Work: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

3. **Current Mailing Address, including street name and number, city, state and zip code:**

\_\_\_\_\_  
\_\_\_\_\_

4. **Address in Home Country (outside the U.S.) - if different than above:**

\_\_\_\_\_

5. **Email address:** \_\_\_\_\_

6. **Date of birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)

7. **Country of birth:** \_\_\_\_\_

8. **Country of citizenship:** \_\_\_\_\_

9. **Country of legal permanent residence:** \_\_\_\_\_

10. **Passport Number:** \_\_\_\_\_

11. **Date passport Issued:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)



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12. Date passport expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)

13. US Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

14. Alien Registration Number: A \_\_\_\_\_ NONE:

(if not available, check "none", if known 8-9 digits preceded by an "A")

15. Currently in the US? Yes \_\_\_\_\_ No \_\_\_\_\_

16. If you are currently in the US, answer the following:

a. Last date of arrival \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)

b. Admission number on I-94 \_\_\_\_\_

c. Current immigration status \_\_\_\_\_

d. Date current immigration status expire \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)

e. I am requesting a change to or extension of H-1B status to be effective on: \_\_\_\_\_

17. If you are **NOT** currently in the US, answer the following:

a. I will apply for an H-1B visa at the US embassy or consulate in: \_\_\_\_\_  
**City and Country**

b. I am a citizen of Canada and will enter the US at: \_\_\_\_\_  
**Port of Entry**

18. If you are applying for a change **or** extension of status in the U.S., would you still like a U.S. embassy or consulate notified of the petition approval? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which embassy/consulate? \_\_\_\_\_  
**City and Country**

19. Address in your home country if different from current mailing address on page 1:

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

20. If you answer **yes** to any of the questions above, please give details and copies of related documents.

a. Has Drexel University or any previous employer applied for Labor Certification for you?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

b. Has Drexel University or any previous employer filed an I-140 petition\* for you?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

(\*Petition for Permanent Residence)

c. Have you applied for permanent resident status (I-485)? \_\_\_\_\_ Yes \_\_\_\_\_ No

d. Are you (or your any of your dependents listed above in exclusion or deportation proceedings with USCIS? \_\_\_\_\_ Yes \_\_\_\_\_ No



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21. Do you have a spouse and/or children in the U.S. that will need H-4 (dependent status)?  Yes  No  
If yes, please answer the following (use an extra sheet of paper if necessary) and contact ISSS for additional application for the dependents. **Copies of birth certificates and marriage certificates in English are required.**

## **Dependent 1**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Currently in US?  Yes  No  
(mm/dd/yyyy)

## **Dependent 2**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Currently in US?  Yes  No  
(mm/dd/yyyy)

## **Dependent 3**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Currently in US?  Yes  No  
(mm/dd/yyyy)

**\*\*If your immigration status was not represented in this application for the past 7 years,  
please use additional sheets to explain status.**



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## I certify the following:

- All information in this form is accurate.
- I have requested that Drexel University submit an H-1B petition on my behalf.
- I understand that there can be no changes to the details below before receiving International Students and Scholars Services (ISSS) approval and/or ISSS files a Labor Condition Application and H-1B petition:
  - **any change in job title or level**
  - **any changes in job duties or responsibilities**
  - **any changes in salary (other than a merit or cost of living adjustments)**
  - **any change in location of work**
  - **any changes in supervising college/school/unit**
- I have read and understand the processing time requirements as laid out on [http://drexel.edu/studentlife/get\\_involved/international\\_students\\_scholars/hiring-fn/h1b-temp/](http://drexel.edu/studentlife/get_involved/international_students_scholars/hiring-fn/h1b-temp/)
- I understand that ISSS will confirm when employment may begin (or continue)
- I understand that my application cannot be processed until after ALL required documents are received, both mine and my departments. ISSS must confirm receipt of all application documents.
- I understand that once on H-1B status I am required to notify USCIS and of any changes in my residential address within 10 days of moving by completing an AR-11 "Alien Change of Address" notification, either online or by mail. (<https://www.uscis.gov/ar-11>)  
ISSS must be notified of any change of address phone number, and alternate email within 10 days

Signature: X \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm/dd/yy)