



Visa & Immigration Service Advising  
1 Old Dominion University  
Norfolk, VA, USA 23529  
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www.odu.edu/visa, intlstu@odu.edu

# H-1B Application Employee Portion

## Employee Checklist

In order to begin the application process, **all** of the following items must be sent to Visa & Immigration Service Advising (VISA). For questions concerning the H-1B process, please contact <intlstu@odu.edu>.

- H-1B Data Sheet—Employee Portion (next page in this application packet)
- Copies of all current and previous Immigration and State Department forms
  - **H status:** *current and previous I-797 forms*
  - **F status:** *all I-20s issued and EAD card(s) for OPT, if applicable*
  - **J-1 status:** *all DS-2019s, letters authorizing Academic Training and waiver of the 2-year home residency requirement, if applicable*
  - **J-2 status:** *include copies of any EAD cards*
- List of all periods during which you have been employed in the US; the following information should be included for each period of employment (including assistantships and any on-campus employment):
  - *visa classification*
  - *exact dates*
  - *job title*
  - *do **not** include description of duties*
- Copy of résumé or CV
- Copy of most recent signed contract letter or job announcement
- Position Description for non-teaching faculty positions
- Copies of documentation of highest degree earned
  - *A copy of the diploma (or, if the diploma has not yet been received, a copy of a final transcript verifying that the degree has been awarded must accompany the application submitted to USCIS);*
  - *Transcripts for highest degree program*
  - *If your degree was earned outside of the U.S., you may be required to obtain a credential evaluation, which must be submitted to verify to USCIS that your degree is equivalent to one awarded in the U.S. at that same level. Contact VISA for more information.*
- Copies of the following documentation (please do not crop or alter scans/photocopies):
  - *I-94 admission record (from cbp.gov)*
  - *pages in your passport showing your name, date of birth, etc. and your most recent visa stamp*
- For individuals transferring (“porting”) or extending their H-1B from ODU or another employer:
  - *pay stubs from the last two months of your employ, as well as your W-2 from prior year*

### Dependents

The H-1B visa holder is responsible for handling the forms and documentation for his/her dependents. If your dependents are currently **in the US**, you may file online if you have 1 dependent. If you have more than 1 dependent, we recommend a paper filing. You will need to submit the following required items for each dependent:

- *I-539 (completed by spouse)*
- *I-94 admission record*
- *copy of current visa stamp*
- *letter from the H-1B applicant verifying his/her ability to support all dependents while in the U.S.*
- *copy of passport identification page(s)*
- *copy of passport expiration date page*
- *1 Payment of \$470 Online or G-1450 for multiple dependents)*

If the applicant is coming directly from overseas, no additional immigration documents will be needed for dependents to obtain a visa to accompany them.



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# H-1B Data Sheet

## Employee Portion

### Employee Data

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name (if any) \_\_\_\_\_

Birth date \_\_\_\_\_ (MM/DD/YYYY)

Country of Birth \_\_\_\_\_

Province of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

SS#: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_

Other Phone #(s) \_\_\_\_\_

E-Mail \_\_\_\_\_

Foreign Address \_\_\_\_\_

Are you currently in the U.S.?  Yes  No  
 If **yes**, current address \_\_\_\_\_

If deemed necessary by Immigration, which U.S. consulate would you go to to apply for a visa?

City & Country \_\_\_\_\_

Passport # \_\_\_\_\_

Passport Issue Date \_\_\_\_\_

Passport Expiration Date \_\_\_\_\_

Has anyone (incl. your department) ever filed an immigrant petition (I-140) for you?  Yes  No

If you are a new employee, have you...  
 ever been in H-1B status?  Yes  No  
 ever been denied H-1B status?  Yes  No  
 Periods of stay in H status in the U.S. (month and year): \_\_\_\_\_

### Educational Background Information

Academic degrees that have been obtained:

Bachelors  Masters  Doctorate

Country Where Highest Degree Was Obtained \_\_\_\_\_

Date Degree Awarded \_\_\_\_\_

Field of Study \_\_\_\_\_

### Purpose of Request

- Outside the US and need to obtain H-1B Visa at a US Consulate.
- In the U.S. in another lawful status; need to change visa status.
- Currently in H-1B status at ODU; need to extend or amend stay. Receipt #: \_\_\_\_\_
- Currently in H-1B status at another institution; need to amend stay. Receipt #: \_\_\_\_\_

### Visa Status

Most recent entry into US \_\_\_\_\_ (M/D/Y)

I-94# \_\_\_\_\_

Current Visa \_\_\_\_\_ Expires on \_\_\_\_\_ (M/D/Y)

If currently or previously on an F-1:

- ❖ your SEVIS ID#? N \_\_\_\_\_
- ❖ and have/had OPT:
  - EAD expiration date? \_\_\_\_\_ (M/D/Y)
  - A# on your EAD? \_\_\_\_\_

If a J-1 currently on Academic Training, when does your work permission expire? \_\_\_\_\_ (M/D/Y)

If **ever** in J status, was/is there a two-year home residency (212e)?  Yes  No

- If **yes**, has a waiver of this requirement been obtained?  Yes  No

Provide **ALL** dates when you have held J visa status:

Are applications by dependents being filed with this petition?  Yes  No If yes, how many? \_\_\_\_\_

Do you plan to travel outside the U.S. in the next six months? If yes, when? \_\_\_\_\_

Additional information (if applicable); please note you can make an appointment with the VISA Office if there is anything else you wish to discuss.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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