

Prospective Foreign National Employee Questionnaire

International Student and Scholar Services in the Center for Global Engagement will be working to help you acquire the appropriate visa or immigration status by your employment start date. In order to do so we ask that you please complete and sign this form and return it and any applicable supporting documents found on the last page of this document to the secure Box

PLEASE DO NOT EMAIL THIS FORM OR ANY SUPPORTING DOCUMENTS.

In completing the form, your answers should be accurate and truthful, as the information you provide is required in preparing a petition, application, or related request to the U.S. Department of Labor, U.S. Citizenship and Immigration Services, or the U. S. Department of State, as needed.

Should a question not apply to you, please enter "N/A," meaning non-applicable.

Sponsoring Department:**Offered Position Title:****Intended Start Date of Employment (mm/dd/yyyy):****Your Name****1. First/Given Name:****2. Middle Name:****3. Family (Last) Name:****4. All other names, including aliases, maiden name and names from all previous marriages:****Biographical Information****1. Date of Birth (mm/dd/yyyy):****2. Gender:** ☐ Male ☐ Female**3. Country of Birth:****4. Province of Birth:**

5. All Countries of Citizenship:

6. Current U.S. Home Address (street, city, state, zip code):

7. Address Outside the U.S. (street, post office box, city, state/province, postal code, country):

Passport Information (You must maintain a current passport during your stay in the U.S.)

1. Name on Passport:

2. Passport Number:

3. Place of Issuance:

4. Date Passport Issued (mm/dd/yyyy):

5. Date Passport Expires (mm/dd/yyyy):

Immigration Status Information:

1. Date of Last Arrival (mm/dd/yyyy):

2. Name on I-94:

3. I-94 Number:

4. Immigration Status Indicated on I-94:

5. Date Immigration Status Expires on I-94 (mm/dd/yyyy):

6. Current Immigration Status:

7. Date Current Immigration Status Expires (mm/dd/yyyy):

8. Are you currently employed? :

☐ Yes ☐ No

9. If no, what date did your employment officially end?

10. Have you ever been a J-1 or J-2 Exchange Visitor: ☐ Yes

☐ No

If yes, please provide dates of J-1 and/or J-2 status:



If yes, are you subject to the 2 year foreign residence requirement? If so, have you obtained a waiver?

- If yes, please provide dates of prior H-1B Status:

- If yes, please explain:

- 15. Chart below, please be as precise as possible in recording the history of your prior stay(s) in the U.S.: (please complete on another page if needed)**

[illegible]

Travel Plans

1. Do you plan to travel outside the U.S. in the next six months? ☐ Yes ☐ No
2. If yes, please provide details (date, location, purpose) below:

Dependents

1. Marital Status:

2. If your children (under age 21) and/or spouse, will be accompanying, please provide the following: (please complete on another page if needed)

Name	Spouse or Child	Age	Country of Birth	Country of Citizenship	Present Location	If in the US, Immigration Status

Please note that we do not assist in the preparation or filing of any applications or petitions on behalf of your spouse or children. Please visit www.uscis.gov with regard to the completion of a Form I-539 Application for Extend/Change Nonimmigrant Status for those family members that are in the U.S.

Print Name

Signature

Date

LIST OF SUPPORTING DOCUMENTATION REQUIRED

Please upload all applicable supporting documents listed here to the secure Box folder you have received. Please note

- ☐ Complete copy of the biographic page of your Current Passport.
- ☐ Copy of most recent I-94 document.
- ☐ Copies of the U.S. issued admission/entry stamps from your passport.
- ☐ Copies of most recently issued U.S. visa, if applicable.
- ☐ Copies of all USCIS issued approval notices or the like, such as Forms I-797 Notice of Action approval notices, as applicable. If an application or petition is pending, please provide a copy of the applicable Form I-797 Notice of Action receipt notice.
- ☐ If you ever held J-1 or J-2 status, copies of all Forms DS-2019 (or IAP-66).
- ☐ If you ever held F-1 or F-2 status, copies of all Forms I-20.
- ☐ Copies of all current and expired Employment Authorization Documents, as applicable.
- ☐ Copies of all diplomas/degrees. If no diploma was issued, please provide a copy of your transcript indicating issuance of the degree.
- ☐ Current Curriculum Vitae.
- ☐ Academic credential evaluation, if any, for any terminal foreign degrees.
- ☐ Any required professional licenses or certificates.
- ☐ If currently in H-1B status, copies of paystubs and/or W2s to verify employment.
- ☐ If currently in H4 status, copies of H-1B's paystubs to verify maintenance of H4 status.

Please return the completed questionnaire and applicable documents via the secure Box folder link you have received. DO NOT EMAIL THE DOCUMENTS DIRECTLY.