

Office of the Provost
 Immigration Services
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**DATA COLLECTION FORM:
 PROSPECTIVE INTERNATIONAL EMPLOYEE FOR
 PREPARATION OF AN H-1B PETITION**

This Data Collection form is to be completed in full by the prospective international employee and returned to Immigration Services at the address listed above as quickly as possible. Please remember to attach all requested supporting documentation.

UNCG Department Offering You a Position: _____

Name of Person at UNCG Who Has Made the Offer: _____

Your Name: _____

Family Name (Last Name)
Given Name (First Name)
Full Middle Name

All Other Names Used: _____
(include maiden name and names from all previous marriages)

Date of Birth (mm/dd/yyyy)	U.S. Social Security # (if any)	A # (if any)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Country of Birth	Province of Birth	Country of Citizenship
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

If in the United States, complete the following:

Date of Last Arrival (mm/dd/yyyy)	I-94 # (Arrival/Departure Document)	Current Nonimmigrant Status
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Date Status Expires (mm/dd/yyyy)	Passport Number	Date Passport Issued (mm/dd/yyyy)	Date Passport Expires (mm/dd/yyyy)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

US Embassy or Consulate where you will apply for you H-1B Visa (required) _____
City/Country

Current U.S. Residential Address: _____

Street
State
Zip

IF prior H status, please complete the following:

List the alien's and any dependent family member's prior periods of stay in H classification in the United States for the last six years. Be sure to list only those periods in which the alien and/or family members were actually in the United States in an H classification. (Attach a separate sheet if necessary)

Subject's Name	Period of Stay in H status (mm/dd/yyyy)	
	From:	To:
	From:	To:
	From:	To:
	From:	To:

Academic and Professional Background:

List Degree(s) awarded/field of study

Institution and Address

Month/Year Awarded

Summarize Your Professional Experience:

Please answer the following questions. If the answer to any question is "yes," please attach a separate sheet and provide the details:

Yes/No

- _____ Has an immigrant petition or an application for a labor certification ever been filed on your behalf?
- _____ Have you ever submitted an application for an immigrant visa or permanent residency in the US for yourself?
- _____ Have you ever been placed in exclusion or deportation proceedings in the US?
- _____ Has any visa petition filed by your or on your behalf ever been denied?
- _____ Have you previously been affiliated with UNCG?

Family Information:

Your Marital Status: _____

(Please check all that apply)

- Family members will accompany me to the United States
- Family members will join me in the United States at a later date
- Family members are already in the United States
- No family members will come to the United States

If you have family members who will accompany or join you at UNCG, please provide the following information for each family member (attach separate sheet of paper):

- | | |
|--|---|
| <input type="checkbox"/> Full Name | <input type="checkbox"/> Country of Citizenship |
| <input type="checkbox"/> Relationship to you | <input type="checkbox"/> Country of Legal Residency |
| <input type="checkbox"/> Place of Birth (city and country) | <input type="checkbox"/> Passport Number, country of issue, expiration date |
| <input type="checkbox"/> Date of Birth | <input type="checkbox"/> Date of arrival in the US, immigration status |

If your family members are in the United States, please send copies of their I-94 cards (front and back), passports, and passport visas.

I certify that all of the information provide above is accurate.

Print Name

Signature

Date

Foreign National Checklist:

Documents to be Submitted with your H-1B Visa Petition

In order to prepare and H-1B petition for submission to the United States Citizenship and Immigration Services (USCIS) on your behalf, please submit the following documents with your completed Data Collection form. Use this checklist to make sure that you are sending all of the supporting documentation required.

Please note: all official documents must be in English, or must include an official English translation.

- A fully completed Data Collection Form
- A copy of your most recent Curriculum Vitae or resume
- A copy of the highest degree awarded
- A copy of your transcripts for the highest degree awarded
- If non-US degree, a degree evaluation by an accredited US credentials evaluation service
- Copies of passports for yourself and any family members
 - Send only the following pages:
 - Identification page
 - The page containing the expiration date
 - Pages with any US visas (translations of passports are not necessary)
- If you are in the US, please send CLEAR, LEGIBLE copies of the front and back sides of your most recent I-94, Record of Arrival and Departure Forms for yourself and all family members
- If you have in the US before as a student or exchange visitor, please send CLEAR, LEGIBLE copies of all IAP 66, DS-2019, or I-20 Forms issued to you.
- If you have been in the US in H-1B, L-1, O-1, or any other classification other than student, please send CLEAR, LEGIBLE copies of any USCIS Form I-797, Notice of Action ever issued to you.

Please do not staple your materials since multiple photocopies will need to be made.