

H-1B REQUEST FORM – PART B (To Be Completed by Foreign National)

Please do NOT leave anything blank as information below is required for the H-1B filing. If any questions, please contact the immigration officer in International Student and Scholar Services (I3S) at (269) 387-5865.

A. PERSONAL INFORMATION

Full Legal Name: _____
Last/Family Name First Name Middle Name

All Other Names Used (including maiden name, etc.): _____

Current Address: _____
Street City State Zip Code

Mailing Address, *if different*: _____
Street City State Zip Code

Foreign Address: _____
Street City State Zip Code

Phone: _____ Fax: _____ E-mail: _____

Cell phone (if available): _____ Country of Citizenship: _____

Country of Permanent Residence (*not U.S.A.*): _____

City, Province and Country of Birth: _____
City Province Country

Date of Birth: _____ Male Female Dr. Mr. Ms.
Month/Day/Year

U.S. Social Security #: _____ WIN: _____

B. IMMIGRATION STATUS INFORMATION

1. Class of last nonimmigrant admission to the U.S., e.g., H-1B, F-1, J-1, etc.: _____

2. Current nonimmigrant status: _____ Expiration Date: _____

3. Are you or will you be working for more than one H-1B employer?

No Yes (Attach a copy of any non-WMU H-1B approval and/or receipt notices)

Explanation: _____

4. Current I-94 number (11 digits): _____ A# (if any on OPT card, etc.): _____

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (I3S)
WESTERN MICHIGAN UNIVERSITY ♦ 3110 FAUNCE STUDENT SERVICES
KALAMAZOO, MICHIGAN 49008-5246 ♦ (269) 387-5865 ♦ FAX (269) 387-5899

- Most recent date of arrival in the U.S.: _____
- Do you hold a valid passport? No Yes Passport Number: _____
Date Passport Issued: _____ Date Passport Expires: _____
- List yours AND any dependents' periods of current and prior (if any) stay in respective H classification (H-1B or H-4) in the U.S. Be sure to list only those periods in which you and/or family members have been/were physically in the U.S. in respective H classification. If more space is needed, attach an additional sheet(s).

Note: Submit copies of arrival/departure record (I-94), entry/exit stamps, I-797 approval notices and/or other USCIS issued documents noting these periods of stay in the H classification. Do not assume International Student and Scholar Services (I3S) will have the copies.

Name	Status Held	Period of Stay (mm/dd/yyyy)	
<i>EXAMPLE: Jia LIU</i>	<i>H-1B</i>	<i>From: May 25, 2002</i>	<i>To: Present</i>
		From:	To:
		From:	To:
		From:	To:

- List all stays in the U.S. and the status held, e.g., B-1, F-1, J-1, H-4, etc. If more space is needed, attach an additional sheet(s).

Dates of Stay	Place & Purpose of Stay	Status Held
<i>Example: May 10, 1999 - present</i>	<i>Western Michigan Univ., Kalamazoo, MI, Pursuing a Ph.D. in Chemistry</i>	<i>F-1</i>

C. EDUCATION INFORMATION

Highest Degree Obtained: _____
Level of Education
Field of Study
Country

If you have earned a master's or higher degree (not including medical training, residency, fellowship, etc.) from a U.S. institution of higher education, complete the following:

- Name of the Institution: _____
- Date Degree Awarded: _____
- Type of U.S. Degree: _____
- Full Address of the U.S. institution: _____
Street
City
State
Zip

D. DEPENDENT INFORMATION

List your spouse or minor children who are currently present in the U.S. needing extension of H-4 status or change of status to H-4. If any, please enclose one original Form I-539 (completed) for all dependents.

Family Name	Given Name	Age	Relationship	Immigration Status

E. PROCESSING INFORMATION

(REQUIRED from everyone) Indicate city and country of a U.S. consulate (Canadian Citizens indicate port of entry) at which you will apply for the H-1B visa (*except Canadian citizens, do not indicate a U.S. city*):

City _____ Country _____

Answer the following questions. If you answers "**YES**" to any questions, please **explain on a separate paper and attach copies of relevant documents.**

	YES	NO
Are you or any other person included on this form an applicant for an immigrant visa or adjustment of status to lawful permanent resident? <i>*A pending labor certification is neither immigrant visa nor adjustment of status.</i>		
Has an immigrant petition ever been filed for you or any of your dependents?		
Have you or any accompanying dependents ever been arrested or convicted of any criminal offense?		
Have any dependents been employed in the U.S. since last admitted or granted a change of non-immigrant status? If yes, give the following: name of employer, department, name of immediate supervisor, phone number, and address:		
Have you or any accompanying dependents <u>EVER</u> been subject to the J Exchange Visitor Two Year Home Residency Requirement?		
Have you or any accompanying dependents ever been denied a visa, a change of status, or admission to the United States?		
Is any person in this petition in removal proceedings?		

F. STATEMENT OF UNDERSTANDING BY THE EMPLOYEE

By signing this statement, I, _____, agree to the conditions and statements listed below.
(your name)

- I declare under penalty of perjury that the information provided is true and accurate. I understand that to knowingly furnish false information in the preparation of these forms and any supplement thereto or to aid abet or counsel another to do so is a federal offense punishable by a fine or imprisonment up to five years, or both.
- The application for H-1B, the signature of any WMU employee, and any other statement made by a WMU employee in his/her official WMU capacity for the purpose of supporting the application shall not be utilized for any purpose other than applying for the immigration status I am seeking now.
- I understand that endorsement of the H-1B application and/or accompanying letters by any WMU employee shall not be construed to be a promise of or commitment for continued employment; or commitment, guarantees, or support regarding tenure or merit increases.
- I understand that the petition shall not in any way affect my employment status with the University relative to all the provisions set forth in the AAUP collective bargaining agreement (if represented by AAUP).
- I understand that the petition shall not in any way affect my employment status with the University relative to all the provisions set forth in University procedures and policies, and other applicable communications with me regarding my employment. The University continues to reserve all rights in this regard.
- I understand that University must deal with the reality of certain deadlines imposed by its Schedule of Classes. Whether and when approval of my H-1B petition is obtained is something that is not within the control of the University. The University must deliver its classes and services. If my current immigration (visa) status expires before a ruling is made on my H-1B petition, and I have not produced a valid work authorization to continue or begin working for the University, the University would have no choice but to terminate my employment at the time my appropriate employment authorization expires.
- I understand that if I am a J-1 Exchange Visitor at WMU, WMU will not be able to sponsor a change of status in the United States to an H-1B or labor visa status.
- I agree that I need to provide proof of authorization to work in the United States before I can be hired into or continue in the position that was offered to me.
- It is my responsibility to promptly provide the immigration officer in International Student and Scholar Services (I3S), Human Resources, and my Department with copies of any and all correspondence or documentation I have received from the Department of Homeland Security and its bureaus in regard to my application.
- I will immediately inform the immigration officer in I3S if there are any changes in the terms and conditions of the WMU's H-1B employment.
- I will immediately inform the immigration officer in I3S if I decide to leave my H-1B position (advance notice is required).
- I will consult with the immigration officer in I3S prior to leaving the U.S. for any reason as immigration regulations change frequently.
- I understand that the Department of Homeland Security (DHS) requires that I inform the DHS of address or name change using Form AR-11 or AR-11SR within 10 days from moving/changing. I also understand that I must also provide a copy of Form AR-11 or AR-11SR to the immigration officer in I3S after mailing the original form to the DHS.
- I understand that H-1B status approves a specific position, a specific prevailing wage, with a specific employer, at a specific site location. I will notify the Director of WMU International Student and Scholar Services (I3S) of any changes and await approval before working at any new worksite, regional site location, or position.
- I will immediately inform the Director of International Student and Scholar Services (I3S) at (269) 387-5865, if there are any changes to the information given above.

Employee Signature: _____

Date: _____

PLEASE RETURN THIS APPLICATION FORM TO THE ADMINISTRATIVE CONTACT PERSON IN THE WMU HIRING DEPARTMENT ALONG WITH REQUIRED SUPPORTING DOCUMENTS AS OUTLINED IN THE H-1B CHECKLIST.

**INTERNATIONAL STUDENT AND SCHOLAR SERVICES (I3S)
WESTERN MICHIGAN UNIVERSITY ♦ 3110 FAUNCE STUDENT SERVICES
KALAMAZOO, MICHIGAN 49008-5246 ♦ (269) 387-5865 ♦ FAX (269) 387-5899**