



**H-1B BENEFICIARY INFORMATION SHEET – NON-CLINICAL NEW HIRE**

→ BIOGRAPHICAL INFORMATION

Name \_\_\_\_\_  
Last/Family Names First/Given Names

Married  Single  If married, please complete the additional Dependents section on page 2, and we will send you additional information for your dependent(s) to obtain or extend H-4 status.

City of birth \_\_\_\_\_ State/province of birth \_\_\_\_\_

Country of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_

Current residential address in the US \_\_\_\_\_  
Street Apartment Number

City State ZIP Code

Phone \_\_\_\_\_ Non-work email address \_\_\_\_\_

Residential address abroad \_\_\_\_\_  
Street Apartment Number

City State/Province Country Postal Code

→ IMMIGRATION HISTORY

Are you currently in H-1B status? Yes  No

Have you ever held H-4 status? Yes  No

Have you ever held F-1 or F-2 status? Yes  No

Have you ever held J-1 or J-2 status? Yes  No

If yes, were/are you subject to the J-1 two-year home residency requirement? Yes  No

If yes, have you applied for a waiver of the J-1 two-year home residency requirement? Yes  No

Have you ever been issued an Employment Authorization Document? Yes  No

Do you have an approved Form I-140? If so, what category? \_\_\_\_\_ Yes  No

Does your spouse have an approved Form I-140? If so, what category? \_\_\_\_\_ Yes  No

Do you have a pending adjustment of status ("green card") application? Yes  No

Are you working with an outside attorney on a "green card" application? Yes  No

Do you have a pending asylum application? Yes  No

Have you ever held TPS status? Yes  No

When you apply for a visa abroad, which US embassy/consulate do you use?  
(Please list the city. Example: Hyderabad, India) \_\_\_\_\_

→ DEPENDENTS

Will your spouse need H-4 status? Yes  No

If no, what immigration status does your spouse currently hold? \_\_\_\_\_

Will your children born outside the US need H-4 status? Yes  No

**If you answer yes to any of the above questions, we will send additional information and links for your dependent(s) to apply to obtain or extend H-4 status with USCIS.**

→ REQUIRED DOCUMENTS

Please complete and email this form to [iss@uab.edu](mailto:iss@uab.edu), along with pdf copies of **ALL** of the following documents. **Please do not send pictures or screen shots.** We cannot file the H-1B petition without **ALL** necessary documents. Please send all attachments in **one** email or via Dropbox/Box.

Biographical page of your current, valid passport and all expired passports
All US visa stamps in valid passport and any expired passports
By returning this form, you consent to ISSS staff downloading your most recent Form I-94 from <a href="https://i94.cbp.dhs.gov/i94/#/home">https://i94.cbp.dhs.gov/i94/#/home</a>
Current CV
Diplomas and transcripts for <b>ALL</b> degrees (e.g., bachelor's, master's, PhD, MD, etc.)
<a href="#">Education equivalency evaluation</a> for qualifying degree(s) earned outside the US (required by 8 CFR § 212.4(h)(4)(iii)(C)(2)  Educational <i>equivalency</i> (confirmation that your education outside the US is equal to obtaining a certain degree as awarded by a US institution) is not the same as educational <i>verification</i> (which confirms that you did, in fact, receive a certain degree). Federal regulations governing the H-1B program require employers to demonstrate that the sponsored employee holds the US "equivalent" of a degree. It is ISSS policy and best practice to include an educational equivalency evaluation with every H-1B petition in order to avoid a delay in adjudication in the event that USCIS issues a Request for Evidence (RFE) asking for the evaluation. USCIS routinely accepts evaluations provided by members of <a href="#">NACES</a> and <a href="#">Lisano International</a> . Please begin the process of obtaining an education equivalency evaluation as soon as possible to avoid delays in filing your petition. <i>If you do not want to incur the financial and/or time cost of obtaining an educational equivalency evaluation, please sign below indicating that you have been advised of this requirement and are willing to accept the risk of delaying your UAB start date by filing without the evaluation.</i>
Signature _____
<b>All prior immigration documents covering entire period of stay in US in any immigration status</b> [e.g., Forms I-20, DS-2019, I-797, I-612 waiver approval, I-140 approval notice, receipt notice for I-485, all EAD cards for non-H-1B employment (e.g., OPT, H-4, J-2, DACA, TPS, etc.)]
Three most recent pay slips from current employer ( <b>if</b> currently employed in the US in H-1B status)
<b>ALL</b> pay slips from <b>all</b> prior <b>and</b> current employers (if currently employed in the US on OPT and/or STEM OPT). USCIS is looking at periods of OPT and STEM OPT unemployment. If you do not provide all pay slips, there is a high chance USCIS will issue a Request for Evidence asking you to prove days of OPT and STEM OPT unemployment. Please provide these documents to us now so that we can avoid an RFE.

Notarial Certificate of Translation

State of Alabama

County of Jefferson

The attached documents entitled \_\_\_\_\_ were translated from \_\_\_\_\_ to English by \_\_\_\_\_.

I [typed name], certify that I am fluent (conversant) in the English and [enter appropriate language] languages, and that the above/attached document is an accurate translation of the document attached entitled [enter title of document].

Signature

Typed Name

Address

Date

Who appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021 in Birmingham, Alabama.

Notary signature:

Notary seal:



## INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

### **EXPECTATIONS AND ISSS SERVICES: WORK AUTHORIZATION AND PERMANENT RESIDENCE (EMPLOYEES)**

Welcome to UAB! UAB's Office of International Student and Scholar Services (ISSS) looks forward to supporting you and your department with future employment-based immigration needs. Specifically, ISSS is responsible for assisting your employer with securing United States Citizenship & Immigration Services (USCIS) work authorization for international employees. Institutional immigration compliance is an active, three-way partnership requiring the engagement of ISSS, department administrators, and the international employee (you). Departments and international employees are expected to take an active role in the immigration process and follow checklists, packet information, and other instructions designed to maximize efficiency during the process. *ISSS directly supports the institution and does not serve as your personal immigration attorney.* There will be times when we cannot advise beyond the scope of what is necessary to secure your work authorization, such as with purely personal travel decisions and family-based immigration scenarios. Please review the below in anticipation of beginning a work authorization process.

#### **ISSS Responsibilities**

- Collect from departments and international employees all information necessary to draft and file the following specific types of non-immigrant work authorization petitions with USCIS: H-1B, O-1, E-3, and TN
- Provide automated reminders and notifications when petitions have been approved, including instructions that the department and the international employee must follow for next steps to complete the I-9 process
- Send automated reminders and notifications to department administrators when employees' work authorization can be renewed
- Hold weekly "Office Hours" via Zoom to discuss work authorization questions not answered elsewhere on the ISSS website or in checklists provided
- Collaborate with outside counsel during the transition from J-1 to H-1B status required for incoming clinical faculty who are currently completing their final year of medical training
- Publish extensive information about common processes and procedures on [our website](#)
- Determine the timing and category of potential permanent residence sponsorship in consultation with department administrators

#### **International Employee Responsibilities**

- Provide complete, accurate, and timely information on ISSS beneficiary information forms, including submitting documents of the type and format requested in an organized fashion
- Watch for automated updates on the petition and refrain from directly contacting staff for additional intervening updates, especially during periods of high volume
- Read the weekly *Globetrotter* e-newsletter for important updates related to federal immigration policy and ISSS procedures before reaching out with questions

- Respect ISSS templated processes and experience and provide documents as and when requested, regardless of what your colleagues at other institutions might be asked; we process a couple *hundred* H-1B petitions each year; every case will be accurately and timely filed, even if you do not receive communication from ISSS for some time
- Timely (within a week) pick up original federal government immigration documents from the international office when notified via email—these are vital to document your lawful presence in the US, and you must have them in your possession
- Download and review electronic Form I-94 after international travel to make sure CBP admission was entered in the correct status and for the correct period
- If you have work authorization independent of employer sponsorship (such as an EAD card), notify department administrator every time a new immigration document or extension is received to make sure that Oracle is updated with the new information
- Review and refer to ISSS website for FAQs and common processes available 24/7
- Take advantage of weekly ISSS “Office Hours” on Zoom from 3-5PM (Zoom link included in weekly *Globetrotter* e-newsletter)
- Read explanatory information on ISSS forms to learn answers to FAQs before reaching out with questions
- Review information about use of outside attorneys for permanent residence processes on our website here: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/permanent-residence>
- Notify ISSS when retaining outside attorney to assist with any permanent residence process (we will immediately withdraw any EB-1B petition filed without ISSS assistance or knowledge)
- Inform outside attorney to address all immigration-related questions to [iss@uab.edu](mailto:iss@uab.edu)
- Revise CV to include all relevant, immigration-specific information after reviewing EB-1B criteria on our website here <https://www.uab.edu/global/employees-scholars/international-faculty-staff/permanent-residence> before requesting review for permanent residence purposes
- Understand that different institutions have different policies, procedures, and timelines, therefore you cannot expect your experience to be the same as a colleague elsewhere; ISSS will proceed on a timeline that works for the institution *to preserve your work authorization*, which may differ from your ideal personal or professional immigration timeline

### **Additional Resources for Questions Outside the Scope of ISSS**

ISSS exists to advise your employer about the steps and documentation necessary to file a successful petition for your work authorization with USCIS. Our responsibility is to the institution, and the H-1B process is employer-driven. Departments and international employees are expected to take an active role in the immigration process and follow checklists, packet information, and other instructions designed to maximize efficiency during the process. ISSS staff are not personal attorneys, have no expertise in family-based immigration matters, and cannot assist with matters other than those directly related to processes connected with work authorization petitions filed by your employer. More information about common questions can be found below:

- Documents necessary to apply for a visa stamp abroad: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/international-travel-and-visas>

- Social Security number applications: <https://www.uab.edu/global/employees-scholars/international-exchange-visitors/current/social-security-number-and-driver-license>
- Obtaining or renewing an Alabama driver license: <https://www.uab.edu/global/employees-scholars/international-exchange-visitors/current/social-security-number-and-driver-license>
- Dependents: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/bringing-dependents>
- Questions about permanent residence processes that do *not* require employer sponsorship (such as EB-1A, EB-2 NIW, and EB-2 PNIW): refer to a local immigration attorney; ISSS assists only with employment-based, employer-sponsored work authorization processes and proceeds only with approval from institutional administrators.

**ACKNOWLEDGMENT OF RESPONSIBILITY**

By signing below, I acknowledge that I have read the above information and understand the scope of my responsibility during the work authorization process. I understand that the primary role of ISSS is to liaise with my department administrator to file a work authorization petition on my behalf. I understand that a delay in my part in providing any information requested by ISSS—especially including final pay statements and/or education equivalency evaluation—can result in a delay in filing the institution’s work authorization petition on my behalf and a consequent delay in the date I can begin work. I understand that I will receive an email when the H-1B petition on my behalf is filed with USCIS and a second email when the USCIS approval notice has arrived in the mail. I will not receive a response to emails asking for updates in the interim. I understand that there are some employer-sponsored routes to permanent residence and other routes that do not require express employer sponsorship, and I understand that ISSS will work with my department to determine the timing and category of potential employer-sponsored permanent residence. I understand that if I wish to pursue alternative permanent residence methods not requiring express employer sponsorship, it is my responsibility to retain my own attorney to do so. I understand that ISSS regularly publishes information relevant to work authorization in a weekly e-newsletter, on social media, and on the ISSS website, and that I must review that information to remain informed before contacting ISSS staff with questions. I understand that ISSS staff are not my personal attorneys or assistants and that their primary channel of communication about my work authorization and potential permanent residence process will be with my department administrators. I understand that ISSS staff cannot advise me on non-work authorization matters affecting my personal or family decisions to travel internationally or apply for family-based immigration benefits, including how to answer questions on USCIS Form I-539 or other personal immigration applications.

\_\_\_\_\_  
 Typed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature