



INTERNATIONAL STUDENT
& SCHOLAR SERVICES

The University of Alabama at Birmingham

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? _____
 Does your spouse need an H-4 EAD? Yes ☐ No ☐
 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 whoever sent you this document (either arainey1@uab.edu or zoeguy@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 pages of your current, valid passport and all expired passports
Social Security card
All US visas in valid passport and any expired passports
By returning this form, you consent to ISSS staff downloading your most recent Form I-94 from https://i94.cbp.dhs.gov/I94/#/home
Current CV
Diplomas and transcripts for ALL degrees (e.g., bachelor's, master's, PhD, MD, etc.)
<p>Education equivalency evaluation for qualifying degree(s) earned outside the US (required by 8 CFR § 212.4(h)(4)(iii)(C)(2))</p> <p>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 NACES and Lisano International. 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></p> <p>Signature _____</p>
All prior immigration documents covering entire period of stay in US in any immigration status [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 (if currently employed in the US in H-1B status)
ALL pay slips from all prior and 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.

RECEIPT OF US PUBLIC BENEFITS

(Applicable *only* for a change of status to H-1B *or* extension of H-1B status)

On February 24, 2020, USCIS implemented the Inadmissibility on Public Charge Grounds final rule. In order to comply with this requirement, you must answer the questions below, sign and date where indicated, and return to ISSS. If you answer "yes" to any of the questions, we recommend that you contact a local immigration attorney with any questions and to discuss your options. **ISSS cannot advise on your participation in any of the public benefits programs listed below and is collecting this information only because employers are required to per the newest version of Form I-129, which is the basis for every H-1B and O-1 petition.** The questions and options below are presented identically to how the information is requested on USCIS Form I-129.

Have you *ever* received, or are *currently certified* to receive, any of the following US public benefits? Please check *only* the benefits that apply to you.

- ☐ Any Federal, State, local or tribal cash assistance for income maintenance
- ☐ Supplemental Security Income (SSI)
- ☐ Temporary Assistance for Needy Families (TANF)
- ☐ General Assistance (GA)
- ☐ Supplemental Nutrition Assistance program (SNAP, formerly called "Food Stamps")
- ☐ Section 8 Housing Assistance under the Housing Choice Voucher Program
- ☐ Section 8 Project-Based Rental Assistance (including Moderate Rehabilitation)
- ☐ Public Housing under the Housing Act of 1937, 42 U.S.C. 1437 et seq.
- ☐ Federally-Funded Medicaid
- ☐ No, I have not received any of the above public benefits
- ☐ No, I am not certified to receive any of the above listed public benefits

Have you received, applied for, or been certified to receive federally-funded Medicaid in connection with any of the following (select all that apply)?

- ☐ An emergency medical condition
- ☐ For a service under the Individuals with Disabilities Education Act (IDEA)
- ☐ Other school-based benefits or services available up to the oldest age eligible for secondary education under State law
- ☐ While under the age of 21
- ☐ While pregnant or during the 60-day period following the last day of pregnancy
- ☐ None of the above statements apply.

I certify, under penalty of perjury, that I have answered the above questions regarding my use of US public benefits fully and accurately.

Type or Print Name

Date

Signature

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 _____, 20__ in Birmingham, Alabama.

Notary signature:

Notary seal: