

University of Texas at Dallas

H-1B Request and Foreign National Information Form

PART 1 – To be completed by Foreign NationalFamily Name (Last Name) First Name Middle Name Other Name(s) Used Date of Birth City of Birth Country of Birth Province of Birth Country of Citizenship Country of Permanent Residence A# (if any) Male Female Single MarriedIf in the United States **or** if holder of a passport, complete the following:Date of Last Arrival I-94# (if applicable) Current Nonimmigrant Status: J1 H1 F1 Other Date Status Expires Passport Number Date Passport Issued Date Passport Expires SSN Current US Address: Foreign National's Home Country Address: Foreign National's Email Address: If foreign national is outside the US, or if a requested extension of stay, or if a change of status cannot be granted:
Please provide the Type of Office in which you will be applying for your visa:Type of Office (Check One): Consulate Pre-flight Inspection Port of EntryOffice Address (City) US State or Foreign Country Will dependents accompany or join the foreign national? Yes NoIn the last 7 years, has any person in this petition held an H visa? Yes NoIf so, list the dates in the US: Is any person in this petition in removal proceedings? Yes No**PART 2 – DEPENDENT INFORMATION – H-4**

If dependents are currently residing in the US, all information for dependents should be included in the I-539 Application to Extend/Change Status. The I-539 is to be completed, signed and dated by the spouse: Please bring the form to HRM with the H-1B information. The form can be obtained from <http://uscis.gov/graphics/formsfee/forms/index.htm>. **If dependents are not in the US, the I-539 form is unnecessary.**

Instruction for I-539: Part I

Please use the following address: University of Texas at Dallas, 800 W. Campbell Rd., MS AD10, Richardson, TX 75080.

PART 3 – TO BE COMPLETED BY THE HIRING DEPARTMENT

Completed form with all required support data should be returned to the Office of Human Resources , MS: AD10.

UTD Job Title Annual Compensation

Is this a full-time position: Yes No If no, give the FTE:

Non-technical description of UTD job: (List Duties)

Minimum Degree Required In which field?

of Workers (not student workers, including Research Assistants & Teaching Assistants) position will supervise:

Years of Experience Needed Other Special Requirement

Will this position be working at additional work locations other than the UTD campus? Yes No

If yes, list the address of secondary work location:

H1B Dates of Employment need to start immediately after the expiration of current immigration status and preferably stated for more than one year because of the time and complexity of the process. The Office of Human Resources suggests departments request three years if possible. Please contact Silvia Perez at visashr@utdallas.edu or 972-883-2129 if you need further information.

Employment Start Date Employment End Date

Check One: Extension New Transfer of Employer

Complete Contact Information of Administrative Support Personnel Who Will Assist With the Processing of the H-1B Petition:

Name: Email Extension

I request the Office of Human Resources begin the H-1B process for this foreign national. I have reviewed the information on the HRM Web related to employing foreign nationals in H-1B status. I agree to the salary and return transportation financial obligations. I agree to pay the \$460 I-129 Application fee for this application and the \$500 Anti-Fraud fee (if applicable) payable to the Department of Homeland Security for an initial H-1 petition or an H-1 change of employer.

Printed Name of Dean/Director Date

Signature of Dean/Director