

To aid in the preparation of the Nonimmigrant Petition, this form and the attached checklist must be completed in full by the prospective foreign national employee and returned to the sponsoring department as quickly as possible.

**\*\*\*Please do not staple any documents together (paperclips are okay)\*\*\***

NCSU Department Offering You a Position: \_\_\_\_\_

Name of Department Supervisor or HR Representative: \_\_\_\_\_

**I. Biographical Information**

Name: \_\_\_\_\_

*Family Name (Last Name)*

*Given Name (First Name)*

*Middle Name*

Date of Birth (*mm/dd/yyyy*): \_\_\_\_\_ Gender: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Legal Permanent Residence (*if different from country listed above*): \_\_\_\_\_

Passport Number: \_\_\_\_\_ Passport Issued (*mm/dd/yyyy*): \_\_\_\_\_

Passport Expiration Date (*mm/dd/yyyy*): \_\_\_\_\_

Foreign Address (required): \_\_\_\_\_

*Street Address*

*City*

*State*

*Postal Code*

*Country*

Current Address: \_\_\_\_\_

*Street Address*

*City*

*State*

*Postal Code*

*Country*

NCSU E-mail (*if any*): \_\_\_\_\_ Non-NCSU E-mail: \_\_\_\_\_

**II. Immigration Information**

Current Immigration Status: \_\_\_\_\_ Current Stay Expires (*mm/dd/yyyy*): \_\_\_\_\_

Current I-94 Number: \_\_\_\_\_ Expiration of I-94 (*mm/dd/yyyy*): \_\_\_\_\_

Date of Last Entry into U.S. (*mm/dd/yyyy*) : \_\_\_\_\_

U.S. Embassy/Consulate in a foreign country (NOT U.S.) at which you last applied for, or will in the future apply for, a visa or enter the U.S. (*Not applicable for Canadians*):

*City*

*Country*

Do you plan to travel outside the U.S. while the petition is pending?  Yes\*  No

\*If yes, please provide details and dates of travel: \_\_\_\_\_

Have you ever been in H-1B, TN, E-3 or O-1 status?  Yes  No

Have you ever been in J-1 status?  Yes  No      Have you ever been in J-2 status?  Yes  No

If you are in a J-1 or J-2 status and subject to the 2 year foreign residence requirement, did you receive a no-objection letter from the Department of State or waiver of this requirement?  Yes  No  N/A

Has your spouse ever been in J-1 or J-2 status?  Yes  No      Was he/she subject to the requirement?  Yes  No

**\*Please note that if you or your spouse are subject to the 2 year foreign residence requirement, an H-1B and/or H-4 petition cannot be filed without the waiver or fulfillment of the 2 year foreign residence requirement.**

Do you currently have any other immigration processes started or filed with USCIS (such as permanent residence case, removal or deportation hearing, etc.)?  Yes\*  No

\*If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you have previously been in the U.S. in any legal status, please **fully complete** the following chart to the best of your ability:

Status (F-1, etc)	Entry/start date (mm/dd/yyyy)	Exit/change date (mm/dd/yyyy)	School/Employer

Have you ever overstayed your legal status, worked without authorization, entered the U.S. without inspection, with fake documents, been arrested for or convicted of a crime anywhere in the world or done anything else that could negatively affect your immigration status in the U.S.?  Yes\*  No

\*If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**III. Job Information**

Job title: \_\_\_\_\_

Is job located on campus in Raleigh?  Yes  No\*

*\*If no, please provide complete address below*

Street Address

City

State

County

Postal Code

If you will be working at multiple locations, or will be physically at a non-campus location on a frequent or prolonged basis, please explain and provide information about length of time at (each) location, number of visits (if more than one) and complete street address location (with county, if known):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Family Information** *(if applicable)*

Your Marital Status: \_\_\_\_\_

(Please check all that apply)

- Family members will accompany you to the U.S.  Family members are already in the U.S.
- Family members will join you in the U.S. at a later date  No family members will come to the U.S.

If you have a spouse and/or children that are **currently living in the U.S.** or that are living abroad but who eventually intend to join you in the U.S., please complete the following for each family member, even if he/she/they have their own status. *(Add more pages if needed)*

Name:			
	<i>Family Name (Last Name)</i>	<i>Given Name (First Name)</i>	<i>Middle Name</i>
Relationship to you:		Date of Birth (mm/dd/yyyy)	
Place of Birth (city and country):			
Country of Citizenship:			
Country of Legal Permanent Residence (if different than country listed above):			
Current/Future Immigration Status:		Date of estimated arrival in U.S. (mm/dd/yyyy):	

Name:		
<i>Family Name (Last Name)</i>	<i>Given Name (First Name)</i>	<i>Middle Name</i>
Relationship to you:	Date of Birth (mm/dd/yyyy)	
Place of Birth (city and country):		
Country of Citizenship:		
Country of Legal Permanent Residence (if different than country listed above):		
Current/Future Immigration Status:	Date of estimated arrival in U.S. (mm/dd/yyyy):	

Name:		
<i>Family Name (Last Name)</i>	<i>Given Name (First Name)</i>	<i>Middle Name</i>
Relationship to you:	Date of Birth (mm/dd/yyyy)	
Place of Birth (city and country):		
Country of Citizenship:		
Country of Legal Permanent Residence (if different than country listed above):		
Current/Future Immigration Status:	Date of estimated arrival in U.S. (mm/dd/yyyy):	

If your family members are already in the United States, even if they are in another status, **please send copies of their I-94 information (front and back), passport identification page, marriage and birth certificates and visas.**

**\*Please note that any children over 21 years old will not qualify for dependent status. Any children who turn 21 while in the U.S. in dependent status will automatically have the status terminated on their 21st birthday and will need to qualify for their own status after that date to legally remain in the U.S.**

### V. IMPORTANT NOTICE REGARDING IMMIGRATION SPONSORSHIP

North Carolina State University (also "the University") has agreed to provide immigration sponsorship for you, so that you can legally work for this institution. The International Employment office within Human Resources works with your hiring unit, at its request, to prepare and file the proper documents to try to obtain the desired immigration status and classification for you. However, please note the following items:

1. The University cannot guarantee any outcome or result from the nonimmigrant (H-1B, TN, E-3, O-1) or immigrant (permanent residence) visa process for any potential or current employee. U.S. Citizenship and Immigration Services (USCIS), a division of the U.S. Department of Homeland Security, reviews applications and petitions and makes final decisions on whether or not to grant the requested status.
2. The International Employment Manager is a University employee and is not your personal immigration attorney. Information provided by the International Employment office is not intended as legal advice. The Office of General Counsel is the only authorized legal counsel for NC State University. Therefore, there is no attorney-client privilege between you and the International Employment Manager, or between you and anyone else working for the International Employment unit. All information disclosed to International Employment staff, including the Manager, may be shared with other individuals within the University as appropriate or required. The International Employment office cannot give recommendations about immigration issues that are outside the scope of your employment with the University. The International Employment unit also does not provide any immigration services to any family members, and is not responsible for their immigration status or issues.
3. If North Carolina State University agrees to petition for nonimmigrant status and/or permanent residence on your behalf, and subsequently receives an "Intent to Deny" or "Denial" from USCIS, the University has no legal obligation to respond to the Intent to Deny, or to appeal the Denial, if the basis for such decision is an issue personal to you and is not related to your employment or the University. Examples of such personal issues include, but are not limited to, fraud (including marriage fraud or attempted marriage fraud), misrepresentation or concealment of a material fact or issue, pre-employment violations of immigration law or status, or any other issue personal to you that resulted in the Intent to Deny or Denial decision.

Please review the information above carefully, and sign below to indicate that you have read and understood the information contained in this notice.

### SIGNATURE AND ATTESTATION

I attest that the information provided above is accurate and truthful. I attest that all photocopies that I have provided or will provide to the university are exact photocopies of unaltered, original documents. I understand that upon the university's request, I must provide immediately any and all original documents. Further, I authorize the release of any information by the university to the U.S. Citizenship and Immigration Services that is needed by that agency to determine my eligibility for the benefit being sought.

\_\_\_\_\_  
Printed Name of foreign national

\_\_\_\_\_  
Signature of foreign national

\_\_\_\_\_  
Date

**Return completed and signed form to:**  
International Employment  
Campus Box 7210, Administrative Services II  
2711 Sullivan Drive, Raleigh, NC 27695  
or Fax: (919) 515-7543

**Foreign National Checklist**

In order to prepare a nonimmigrant petition for submission to the United States Citizenship and Immigration Services (USCIS) on your behalf, please submit the following documents in the form of clear photocopies along with your completed questionnaire to your department HR contact. Use this checklist as a guide to make sure that you are sending all of the supporting documentation required.

**\*\*\*Please do not staple any documents together (paperclips are okay)\*\*\***

**Please note: all official documents must be in English, or must include an official English translation along with a copy of the document in the original language. You cannot submit your own translations; someone else must translate your documents, and the translator must certify that the copies are accurate and complete.**

Copy of resume/vita

Copy of degree and transcripts. If non-US degree, must provide copy of original (non-English) diploma and transcripts, a certified translation and an evaluation by a credentials evaluation service. Unofficial copies of transcripts may be accepted. Transcripts should clearly indicate the degree earned, date earned, and field of study.

Passport Data Page (even if currently outside of U.S.)

Copy of current and past I-94 cards or information print-outs, all prior visas, prior I-797 (USCIS) approval notices, I-20 forms, EAD cards, and DS-2019/IAP-66 forms.

Copy of last 3 recent paystubs from current employer (even if NCSU), only if already in H-1B status to prove proper maintenance of this status.

Individuals who have previously been in the US in J-1 or J-2 status may be subject to a 2-year home residency requirement. If a waiver has been obtained, please provide a copy of waiver approval notice from both DOS and USCIS.

**If an H-4, TD, E-3 or O-3 dependent application will be processed simultaneously if the dependents are already in the U.S., the following documents are needed for the spouse and children:**

Form I-539 with attached filing fee of \$370 in the form of a personal check or a money order made payable to the Department of Homeland Security.

**Please note: Form I-539 should contain the spouse and dependent's information only, not the prospective employee's information.**

Passport data page(s), visa(s), I-94 cards and copies of all prior immigration status documents

Marriage certificate

Birth Certificates(s)

If the dependents are outside of the U.S. and will not enter the U.S. until after your H-1B/TN/E-3/O-1 petition has been approved, NO I-539 needs to be filed for them. It can only be filed if the dependents are already physically present in the U.S.