

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, no staples or double-sided documents\*\*\***

NC State Sponsoring Department/Unit: \_\_\_\_\_

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*

NC State email (if any): \_\_\_\_\_ Non-NC State email: \_\_\_\_\_

### II. Immigration Information

Current Immigration Status: \_\_\_\_\_ Current Status 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 U.S. visa stamp.  
(Not applicable for Canadians):

*City*

*Country*

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

\*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 or were subject to the J-1 2 year foreign residence requirement, did you receive a no-objection letter from the Department of State, a waiver from USCIS, or fulfill 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 petition and/or H-4 application 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 (except B or Visa Waiver visitor status), please **fully complete** the following chart to the best of your ability - and **be sure to include your current, actual status if you are currently already in the U.S.!**

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

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 and attach documentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be aware that it is a federal crime in the U.S. to manufacture, import, distribute, possess or use marijuana. Regardless of whether state law provides for the manufacture, use or possession of marijuana (even if for medical reasons), **it remains a criminal offense under federal law.** Any non-U.S. citizen who admits to the possession or use of marijuana may be found inadmissible to (or deportable from) the United States. For more information, please see <https://www.ilrc.org/warning-immigrants-about-medical-and-legalized-marijuana>.

**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**

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.

Please complete the following for each family member, even if he/she/they have their own status, or even if he/she/they will not be accompanying you to the U.S. while you work for NC State. *(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):	

**\*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 and on every page for this form 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 immediately provide any and all original documents. Further, I authorize the release of any information by the University to USCIS, DOL or DOS that is needed by those agencies to determine my eligibility for the benefit(s) being sought. For more information on how NC State University and NC State's Division of Human Resources collects and maintains personal data, please see NC State's privacy policy at [www.ncsu.edu/privacy](http://www.ncsu.edu/privacy).

\_\_\_\_\_  
Printed name of foreign national

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

\_\_\_\_\_  
Date

**Return completed and signed form to:**  
HR Person in your Hiring Unit/Department

**Foreign National Checklist**

In order for IE 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, one-sided photocopies** along with your completed questionnaire to your unit/department HR contact. Use this checklist as a guide to make sure that you are sending all of the required supporting documentation.

**\*\*\*Please, no staples or double-sided documents\*\*\***

**Please note: all official documents must be in English; if they are not, you 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 full (long version) resume/vita, as updated and complete as possible.
- Copy of degree and transcripts (for first petition only). If non-U.S. degree, please provide copies of original diploma, a certified English translation if the original is not in English, official course transcripts (clearly indicating degree earned, date earned and field of study), and an evaluation by a credential evaluation service (see <https://ie.hr.ncsu.edu/h1b-e3-information/> for more information).
- Passport ID page (even if currently outside of U.S.)
- Copy of current and past I-94 cards/webpage information (<https://i94.cbp.dhs.gov/i94/#/home>); all prior visa stamps in passport; and if applicable, all prior: I-797 (USCIS) approval notices; F-1 I-20 forms; employment cards; J-1 DS-2019/IAP-66 forms; J-1 waiver information (no objections letters, advisory opinions, and/or I-612 receipt or approval notices); TN entry stamps in passport; etc.
- Copy of last 3 paystubs from current employer (even if from NC State), to prove proper maintenance of status - only for those people already present in the U.S. in a valid nonimmigrant status. **If your current U.S. immigration status is unpaid**, provide proof from your current immigration sponsor or program that you have been properly maintaining your valid, unpaid status in the U.S.
- If applicable, copies of all relevant professional licenses, certifications, and/or board results.

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

- Form I-539 (for entire family) with one filing fee check of \$370, and additional biometric fee checks of \$85 for each person included on I-539 form. Personal checks or money orders are fine, made payable to the U.S. Department of Homeland Security.  
Please note: Form I-539 should contain the spouse and children's information only, NOT the prospective H-1B/TN/E-3/O-1 employee's information. Please also note that NC State University CANNOT pay the I-539 filing fees.
- Passport ID page(s), visa stamps, I-94 cards and copies of all prior immigration status documents
- Marriage certificate for spouse
- Birth Certificates(s) - for children only

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 can be filed for them. It can only be filed if the dependents are already physically present inside of the U.S.