

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 Sponsor Department: _____

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 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 N/A (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 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 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 already in the U.S. :

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

Have you ever overstayed your legal status, worked without authorization, entered the U.S. without inspection or 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, intermittent or prolonged basis, please explain and provide information about length of time at (each) location, number of visits (if more than one) and the complete street address(es) (with city, state, **county** and zip code):

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.

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 last (or estimated future) arrival in U.S.:	

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 last (or estimated future) arrival in U.S.:	

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 last (or estimated future) arrival in U.S.:	

***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 that status terminated (by USCIS) on their 21st birthday and will need to qualify for their own independent status after that date to legally remain in the U.S.**

V. IMPORTANT NOTICE REGARDING IMMIGRATION SPONSORSHIP

NC 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 unit 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 of 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 that is needed by that agency to determine my eligibility for the benefit(s) being sought.

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 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 fully 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 resume/CV

Copy of degree and transcripts. If non-U.S. degree, please provide copies of original diploma, a certified English translation if the original is not in English, course transcripts (clearly indicating degree earned, date earned and field of study; unofficial copies are acceptable) and an evaluation by a credential evaluation service. See <https://ie.hr.ncsu.edu/h1b-e3-information/> for eval information.

Passport Data 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 U.S. visa stamps in passport, and if applicable, all prior: I-797 (USCIS) approval notices, I-20 forms, employment cards, DS-2019/IAP-66 forms, and J-1 waiver information (no objection letters and/or I-612 receipt or approval notices).

Copy of last 3 most recent paystubs from current employer (even if from NC State), only if already in H-1B/E-3/O-1 or TN status to prove proper maintenance of this status.

CVM only: copy of your State of NC veterinary license or faculty certificate

An H-4, E-3, O-3 or TD dependent application can be filed (by the family and NOT NC State University) with the H-1B petition if the dependents are already physically present in the U.S. In this situation, the following documents should be fully prepared for/by the spouse and children and given to International Employment for simultaneous filing with our H-1B petition for the employee:

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

Please note: Form I-539 should contain the spouse and dependent's information only, not the prospective employee's information. Please also note that NC State University cannot pay the I-539 filing fee for family members.

Passport data page(s), U.S. visa stamp(s), I-94 cards/webpage information and copies of all prior U.S. immigration documents

Marriage certificate

Birth Certificates(s)

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