University of Texas at Dallas

H-1B Request and Foreign National Information Form

PART 1 – To be completed by Foreign National

Family 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 ☐ Married

If 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 Entry

Office Address (City) ________________________

US State or Foreign Country ________________________

Will dependents accompany or join the foreign national? ☐ Yes ☐ No

In the last 7 years, has any person in this petition held an H visa? ☐ Yes ☐ No

If so, list the dates in the US: ________________________

Is any person in this petition in removal proceedings? ☐ Yes ☐ No

PART 2 – DEPENDENT INFORMATION – H-4

Updated 12/06/2010
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 deliver the form to HR with original signature and the $370.00 fee payable to Department of Homeland Security. The form can be obtained from https://www.uscis.gov/i-539 If dependents are not in the US, the I-539 form is unnecessary.

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 will have end date of 3 years after start date 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 HR Web https://www.utdallas.edu/hr/employment/citizenship/h1b/ 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 (only for the 1st H-1B petition) payable to the Department of Homeland Security. Premium Processing is available for $1,410.00 Checks ordered thru e-procurement.

Printed Name of Dean/Director __________________________ Date __________________________

Signature of Dean/Director __________________________

Updated 04/01/2019