



H-1B REQUEST FORM

Type of H-1B request:

- Initial Entry (beneficiary/applicant is outside the U.S. and will enter in H-1B status)
- Change of Status (beneficiary/applicant is in U.S. and will change to H-1B from a different visa status)
- Change of Employer (beneficiary/applicant is H-1B and will change from another U.S. employer to RCUH)
- Extension
- Concurrent Employment
- Amended Petition

USCIS Premium processing service? Yes No

Part I: Biographical & Immigration Information (Beneficiary/Applicant will complete this section)

1. Name on passport (Last, First, Middle): _____

2. Other names (maiden name, aliases, names from all previous marriages, etc.): _____

3. Date of birth (mm/dd/yyyy): _____ Social Security Number (if any): _____

4. Country of birth: _____ Province of birth: _____

5. Country of Citizenship/Nationality: _____

6. Foreign Address:

Street Number and Name, Apt.#: _____

City/Town, State/Province, Postal Code, Country: _____

7. If you are currently in the United States:

Date of last arrival: _____ I-94#: _____

Current nonimmigrant status: _____ Status expires (mm/dd/yyyy): _____

Current Residential U.S. Address: _____

Are you planning to travel outside the United States in the next 3 months? No Yes - travel dates: _____

IMPORTANT: If you are filing for a change of status or extension of stay, please remain in the United States once RCUH files the petition with the USCIS and while your application is being adjudicated by USCIS.

8. If you are outside the United States/requested extension of stay/change of status cannot be granted, state the U.S. Consulate or inspection facility you want notified if this petition is approved. Please provide the U.S. Embassy/Consulate (City and Country): _____

9. If you are currently in the United States, are you filing any applications for dependents? No Yes

10. Are you currently in removal proceedings? No Yes

11. Have you ever filed an immigrant petition? No Yes - provide copies of the receipt notice(s).

12. Have you ever held H-1, H-2, H-3, or L-1 status? No Yes - provide copies of the I-797 approval notice(s), admission stampings, visas, I-94.

13. Have you ever been denied H-1B classification? No Yes - provide copy of denial notice.

14a. Have you ever been a J-1 or J-2 status? No Yes – complete 14b.

14b. Provide the dates you maintained status as a J-1/J-2: _____

Also, provide evidence of this status with copy of either a DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, a Form IAP-66, or a copy of the passport that includes the J visa stamp. If you are subject to the two-year home country physical presence requirement, provide the Waiver of J-1 visa two-year foreign residence requirement (INA 212(e)) or an advisory opinion.

Part II: Position Information (Principal Investigator will complete this section)

1. Position Title: _____ %FTE: _____

2. Intended H-1B period (mm/dd/yyyy): _____ to _____ Monthly Salary: _____

3. Address of primary work location: _____

4. Address(es) of any additional work locations: _____

5. Project/Program FedEx account number: _____

Part III: Certification

Beneficiary/Applicant's Certification:

I certify all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all the information contained in, and submitted with, my application and that all of this information is complete, true and accurate.

Beneficiary/Applicant (Signature) & Date

Beneficiary/Applicant (Print Name)

Principal Investigator's Certification:

I certify that I have sufficient funding to support this action and related costs.

Principal Investigator (Signature) & Date

Principal Investigator (Print Name)

Part IV: RCUH Human Resources/Immigration Approval

Director of RCUH HR/Designee & Date

Part V: Required forms and supporting documentation.

1. I-129 Export Controls Compliance Certification Form. Principal Investigator/Supervisor must complete the UH Office of Export Control's [I-129 Certification Decision Tree](#). The Principal Investigator/Supervisor must download, complete and sign the I-129, and obtain the Dean/Director's approval/signature and submit it to RCUH HR.
2. Copy of valid passport
3. Resume
4. Copies of academic degree(s) and transcripts (if applicable). If the diploma does not clearly state the major field of study, transcripts must be submitted. Diploma(s) in a foreign language must be submitted with a certified translation. If degree was granted from an academic institution outside of the U.S., a foreign educational credential evaluation must be submitted.
5. Signed letter of support from the Principal Investigator which includes:
 - a. Intended employment period;
 - b. Description of project;
 - c. Description of job offered;
 - d. Description of person's background and reason why he/she is most suitable for this position; and
 - e. Acknowledgment to pay for the reasonable costs of return travel expenses to home country if alien is dismissed from employment prior to the expiration of the H-1B once issued.
6. USCIS Filing Fees. Filing fees are subject to change. Check the [USCIS](#) website for current fees. All checks must be made payable to the "**U.S. Department of Homeland Security**". Forward the check(s) to RCUH Immigration. Filing fees must be paid by the project and cannot be passed on to the employee. RCUH Immigration will complete the forms below for the petition.
 - a. Form I-129 & Fraud Prevention and Detection Fee (new/change of status/change of employer only)
 - b. Form I-907, Request for Premium Processing Service (Optional)
7. Additional documents required for H-1B extension/change of status/change of employer case: Beneficiary/Applicant has to submit the following:
 - a. Most recent I-94 record
 - b. Copies of current visas and admission stamps (for example: H-1B visas, F-1 visas, J-1 visas)
 - c. Current nonimmigrant documents (for example: I-797 Approval Notices, DS-2019s, I-20s, EAD)
 - d. All previous nonimmigrant visas and documents (if applicable)
8. This is optional, it is in the person's best interest to submit the following documents.
 - a. Letters of recommendation or affidavits regarding the alien's experience in the field.
 - b. Copies of membership in professional affiliations or organizations.
 - c. Documentation of awards or honors received by person in the field.
 - d. Any other supporting documentation that recognizes the person's experience or achievements in the field.