

Nonimmigrant Visa Questionnaire (E3, H1B, O-1, TN) With List of Required Documents

(Visa petitions WILL NOT be filed with the CIS until ALL information and applicable documents are provided.)

Biographical Data

Last	First	Middle Initial
All Other Names Used 		
Date of Birth 	Male <input type="checkbox"/> Female <input type="checkbox"/>	
City of Birth 	Citizenship 	
Province & Co of birth 	Last Country of Residence 	
US Social Security Number 	Tel: 	
Email Address 	Cell: 	

Current Address (If you are in the US)

Last Foreign Address :

No/Street:	No/ Street/District
City State Zip	City, Province
Country	Country/Postal Code

If you are out of the U.S. or plan to travel abroad, to which U.S. consulate will you apply for a visa to enter the U.S.

Office (City) _____ Country _____
 Port of Entry _____ Preflight Inspections (Airport/City) _____

Education			
Degree:	Discipline:	Date Conferred:	University:

Current Visa Status	
Last Arrival into the U.S.	Most Recent I-797 No.
Current NIV Status	Passport Number:
Date Status Expires	Country of Issuance:
Most Recent I-94 Number	Date Passport Issued
If F1 or J1 SEVIS Number	Passport Expires:
Do you hold an EAD card now? Number:	US Visa Expiration Date:
EAD <input type="checkbox"/> First EAD? <input type="checkbox"/> STEM 17 mos.? <input type="checkbox"/> STEM 24 mos?	US Consulate that issued your visa:
EAD Expiration Date:	

U.S. Visa History (Previous Visits to the U.S.)			
Visa Type	From	To	Sponsor

If you have ever held J1 Status, were you subject to 212(e), the 2-year foreign residency requirements? ___ Yes ___ No. Have you applied for a J1 waiver? ___ Yes ___ No

Results: If approved, include a copy the State Department and the U.S. CIS documents related to that wavier.

Other	
Have you or has anyone applied for an Immigrant Visa on your behalf.	___ Labor Certification? Date Filed: _____ ___ EB1A Date Filed: _____ ___ National Interest Wavier Date Filed: _____ ___ Family-based Date Filed: _____
Have you applied for Adjustment of Status /Green Card	I-485 ___y___ N (attach receipts)
Did your application include request for EAD and/or Advance Parole?	I-765 (EAD) ___y___N (attach receipt) I-131 (Advance Parole) ___Y___N (attach receipt) If approved attach EAD.

Required Documents for H1B Visa Petition

- Your Visa Petition **WILL NOT** be filed with the United States Citizenship and Immigration Service until ALL information and documents are received.
- You may submit documents via Drobox.
- If you are submitting in PDF, group documents together so that they could be easily opened and printed.
- Do not submit documents in a format that requires the document to be downloaded and saved to be printed.
- Please exercise caution in sending sensitive documents/information by email.
- **Do NOT submit documents in piecemeal. Wait until you have gathered all documents to send at one time.**
- Do NOT send double-sided copies of documents.
- Do NOT staple documents.
- If you want to add note to explain a document, please attached a sticky note on the document with your comments.

List of Documents

The USCIS, (not TAMUCC or the employee) determines the type of documentation it will accept as evidence to approve your Petition. A list of the required documents is provided below.

If you have previously provided any of the listed documents for another petition or to another TAMUCC department, please provide again with this questionnaire as your case worker does not have access to files in other departments.

- Copy of Signed Offer Letter Accepting the Offer with TAMUCC.
- Copy of passport (bio/photo page, pages with previously issued U.S. visas or admission stamps) If your last or current visa was issued on a previous passport and now you have a new passport, submit copies of both.
- Copy of most recent I-94 (if applicable)
- All I-797 Notice of Action issued by the CIS
- Copy of any documents issued by the U.S. Government (Student I-20, SEVIS Registration, J1 DS2019, Waivers, EADs)
- Do not enlarge documents to fit the page. Provide a clear, legible, regular -sized copy of the documents.

If you have more than one I-20 for each degree, group and scan all I-20 together with the relevant degree and send as one PDF document. One PDF containing all the I20s issued for your Bachelor's; one PDF containing all I20s issued for your master's and a separate PDF containing all issued the I20s received for your doctorate. Do not zip or scan each I20 separately or send in a format that requires downloading each I-20 before printing.

- Updated and/or Detailed Curriculum Vitae (The CIS will check dates of employment against types and dates of employment authorization. You may want to clarify the type of employment authorization used for each job.

- **Example:**

UT Arlington	Grad Assistant	Sept 1, 2014 to Dec 2016	(On Campus Employment)
TX A&M University	Assistant Professor	Jan 2017 to June 2018	(OPT/EAD)
Intel Corp	Engineer	July 2018 to present	(H1B)

The H1B status requires that the beneficiary prove that s/he has attained a *bachelor's degree or higher in a field related to the position offered*. You must provide a copy of:

- **Degree/Diploma with Transcripts.** Documents must be translated if in a foreign language.
- If your degree was attained outside of the U.S., please submit a **certified educational credentials evaluation** from a U.S. Credentials Evaluation Firm. Foreign Credentials Service of America (FCSA) <https://www.foreigncredentials.org/our-services/apply-now/> is a USCIS approved evaluator, however, there are many Credentials Evaluators available on-line from which you may select.
- Please instruct the evaluator to email a copy of the **completed and signed evaluation** to me at norma.Lozano@tamucc.edu as soon as possible.

For H1B Extensions or Requests for Portability under AC21 - in addition to the documents listed above, provide:

- Copies of your last three pay stubs from current H-1B sponsor
- Copy of offer/appointment letters from your current employer
- Letters of termination/resignation

If you hold or have held an EAD for Optional Practical Training, provide evidence that you were employed for AT LEAST 9 months of the one year OPT period.

Dependent Spouse/Child(ren)

Please note that TX A&M **does NOT prepare or provide funding for visa petitions for spouses or dependent children**. As a courtesy to the employee, we will submit your dependent's I-539, Application to Change or Extend Nonimmigrant Status, concurrently with the employee's H1B petition if: 1) you provide the ORIGINAL, completed and signed I-539 Application; 2) supporting documents and 3) the filing fees before the H1B petition is filed. Filing fees should be made payable to the "U.S. Dept. of Homeland Security" in the amount prescribed on the form. For forms and fees visit <http://www.uscis.gov/>

