

# H-1B INFORMATION SHEET

The following information is required in order to obtain a prevailing wage determination from the Texas Workforce Commission, to file the Labor Condition Application with the U.S. Department of Labor and to complete the I-129 form, the petition to be filed with the U.S. Citizenship and Immigration Services (USCIS) for approval of a position for H-1B status. The University, as the employer, is the petitioner in this application. An I-129 form must be filed even if the prospective employee is already in H-1B status in another position at the University.

1. Prospective Employee's Name (l,f,m) \_\_\_\_\_
2. Social Security Number \_\_\_\_\_
3. Date of Birth (MM/DD/YY) \_\_\_\_\_
4. Place of Birth \_\_\_\_\_
5. Passport # \_\_\_\_\_ Country \_\_\_\_\_ Date Issued \_\_\_\_\_  
Expiration Date \_\_\_\_\_
6. Sex \_\_\_\_\_ Marital Status \_\_\_\_\_
7. Nationality/Citizenship \_\_\_\_\_
8. U.S. Address if any:  
\_\_\_\_\_  
\_\_\_\_\_
9. Phone: Home \_\_\_\_\_  
Work \_\_\_\_\_  
FAX \_\_\_\_\_  
Email \_\_\_\_\_
10. Highest degree earned: \_\_\_\_\_  
Field of Study: \_\_\_\_\_
11. Years of work experience: \_\_\_\_\_
12. If the prospective employee is **outside** the United States, location of the American Consulate at which the alien will apply for a visa \_\_\_\_\_  
Proposed port of entry \_\_\_\_\_  
Mailing address outside the U.S. \_\_\_\_\_
13. If the prospective employee is **in** the United States:  
Current immigration status \_\_\_\_\_  
Date of last entry into the U.S. \_\_\_\_\_  
Have you **ever** been in J-1 status in the U.S.? \_\_\_\_\_  
If yes, were you subject to the 2 year home residence requirement? \_\_\_\_\_
14. Dates of prior periods of stay in the U.S. during the past 6 years and immigration status during these periods.  
\_\_\_\_\_  
\_\_\_\_\_

15. University Department/Unit \_\_\_\_\_

16. Departmental Address \_\_\_\_\_

17. Departmental Phone \_\_\_\_\_ Fax \_\_\_\_\_

18. Address where services will be performed if different from #15 above \_\_\_\_\_  
\_\_\_\_\_

19. Answer Yes or No:

\_\_\_ Has the department ever filed an immigrant visa application or labor certification for this alien?

\_\_\_ Has the department ever filed any other visa petition for this alien?

\_\_\_ Will the department be paying fees related to filing this application?

20. Departmental contact for this application: \_\_\_\_\_

Mail Stop \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

21. Title of Job \_\_\_\_\_

22. Dates of Proposed Employment in H-1 status: From \_\_\_\_\_ To \_\_\_\_\_

Wages: \$ \_\_\_\_\_ per \_\_\_\_\_ Other compensation: \_\_\_\_\_

Hours per week \_\_\_\_\_

23. Non-technical description of services to be performed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. Educational requirement for job (Minimum degree): \_\_\_\_\_

25. Required field of study: \_\_\_\_\_

\_\_\_\_\_

26. Minimum amount of work experience required beyond the degree. \_\_\_\_\_ months  
Include any special experience required.

\_\_\_\_\_

27. Number of workers (**excluding** GRA's, TA's or other student positions) the employee will supervise: \_\_\_\_\_

28. License required for the Job. \_\_\_\_\_

29. If you wish any immigration related material sent by express mail, please provide a shipping account number: \_\_\_\_\_

## Documents Needed:

### For Prospective Employee:

- I-94 (front & back)
- Biographic and Visa page from passport
- Curriculum Vitae with publication list
- Copy of highest academic degree
- Copy of latest DS-2019, I-20 or I-797 (Notice of Approval for H-1), EAD
- Filing fee (\$190 payable to Department of Homeland Security)
- Anti-Fraud fee (\$500 payable to Department of Homeland Security)
- Premium Processing (\$1,000 payable to Department of Homeland Security) *Optional fee for faster processing*
- This form\*

### For Prospective Employee's Dependents:

- I-94 (front & back)
- Biographic and Visa page from passport
- Marriage certificate (spouse) *Translated if necessary*
- Birth certificate (children) *Translated if necessary*
- Filing fee (\$200 payable to Department of Homeland Security)
- Form I-539-Application to Extend/Change Nonimmigrant Status

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this information sheet to:

Dawn M. Cepica  
International Faculty Counselor  
Office of International Affairs  
P.O. Box 45004,  
Texas Tech University

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