

Employee Information Sheet

Family (Last) Name _____ First Name _____ Middle Name _____

Any other names used (nicknames, maiden name) _____ Email _____
 Male Female

Date of Birth (MM/DD/YYYY) _____ Gender _____ Phone Number _____

Country of Birth _____ Province of Birth _____ Country of Citizenship _____

Passport Number _____ Passport Issue Date _____ Passport Expiration Date _____

Full Foreign Address (*required, even if living in the US) _____

Highest Degree Conferred _____ Major Field of Study _____ Date Degree Was Awarded _____

Name and Address of the Institution Where Degree Was Awarded _____

Consulate Abroad (City and Country) Where Employee Would Apply for a Visa (even if not planning to travel) _____

US Social Security # (if any) _____ A# (if any, found on EAD card) _____ SEVIS ID # (if any) _____

Please list the periods of stay in the US within the past 7 years (include visa type. For H-1 status, include I-797 approval number(s))

Has an immigrant petition for permanent residence ever been filed on employee's behalf? No Yes (include I-140/I-485 copies)

Has employee ever been denied H-1B classification? No Yes

Is employee in exclusion or deportation proceedings? No Yes

If employee has ever held J-1 or J-2 status, please check one:

Employee is not subject to 212(e), the Two-Year Home Country Physical Presence Requirement

Employee has received a waiver of 212(e). (Include copies of Dept of State waiver letter and I-612 approval notice)

If employee is now residing in the US, please complete the following;

Last Arrival Date in the US _____ I-94 # _____ Current Status _____ Expiration of Status _____

US Address _____

Will employee be submitting a form I-539 for extension or change of status for dependents? No Yes

If yes, how many dependents will change or extend status? _____ (please note, one I-539 form includes all dependents)