



### 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

Are you requesting USCIS Premium Processing Service?  Yes  No

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

<p>1. Name on Passport:</p> <p>Last (surname): _____</p> <p>First (given): _____</p> <p>Middle (if any): _____</p>	<p>2. Other Names (e.g., maiden name, other spellings, etc.):</p> <hr/> <p>3. Date of Birth (mm/dd/yyyy):</p>
<p>4. Social Security Number (if any):</p>	<p>5. A# (if any):</p>
<p>6. Nationality:</p> <p>a. Country of Birth: _____</p> <p>b. Province of Birth: _____</p> <p>c. Country of Citizenship: _____</p>	<p>7. Telephone Number:</p> <p>8. Email Address:</p>
<p>9. Foreign Address:</p> <p>Street Number and Name: _____ Apt./Ste./Flr.: _____</p> <p>City/Town: _____ State: _____ Province: _____</p> <p>Postal Code: _____ Country: _____</p>	
<p>10. If you are already in the United States:</p> <p>Date of Last Arrival: _____ I-94# (attach copy): _____</p> <p>Current Nonimmigrant Status: _____ Expiration Date: _____</p> <p>Residential address in the U.S.: _____</p> <p>If there are future travel plans for travel outside of the U.S., please list the destination and dates of departure &amp; return*:</p> <p><i>*Note: If you are filing for a change of status or extension of stay, you should <b>NOT</b> leave the U.S. once the RCUH files the petition with the service center if the approval is not received.</i></p>	
<p>11. If you are outside the United States, or a requested extension of stay or change of status cannot be granted, state the U.S. Consulate or inspection facility you want notified if this petition is approved: _____</p>	
<p>12. If you are already in the United States, are you filing any applications for dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, complete the RCUH Dependent Information Form.</p>	
<p>13. Are you currently in removal proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>14. Have you ever filed an immigrant petition? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

If yes, provide copies of the receipt notice(s).	
15. Have you ever held H-1, H-2, H-3, or L-1 status? If yes, provide the dates of H-1/H-2/H-3/L-1 status and copies of the I-797 approval notice(s), admission stamps, I-94.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Have you ever been denied H-1B status? If yes, provide copy of denial notice.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Have you ever been a J-1 exchange visitor or J-2 dependent of a J-1 exchange visitor? If yes, 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

1. Position Title: _____ %FTE: _____ Intended H-1B period: _____ To: _____ Monthly Salary: _____ (mm/dd/yyyy) (mm/dd/yyyy)
2. Address of Primary work location:
3. Address(es) of any additional work locations:
4. Principal Investigator information: Name: _____ Email: _____ Phone: _____
5. Project FedEx account #:

**Part III: Instructions**

**The H-1B Request Form and supporting documentation must be submitted to RCUH Human Resources five to six (5-6) months prior to the requested effective date of the H-1B status for standard processing or two (2) months prior to the requested effective date of the H-1B status for premium processing.** A certified English translation must be provided for any document not in English.

The following are required supporting documents:

1. Copy of valid passport and Form I-94. Include most recent Form I-94 arrival/departure record in passport if already in the U.S. If international travel and return is scheduled prior to submission of this petition, a copy of the I-94 record must be submitted to RCUH immediately upon return.
2. RCUH I-129 Export Controls Compliance Certification Form. Principal Investigator/Supervisor must complete the UH Office of Export Control's [I-129 Certification Decision Tree](http://www.hawaii.edu/offices/export/I-129/) at <http://www.hawaii.edu/offices/export/I-129/>. The Principal Investigator/Supervisor and the Dean/Director must sign the form.
3. Resume.

4. Copies of academic degree(s). 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](http://www.uscis.gov/forms) website at <http://www.uscis.gov/forms> for current fees. All checks must be made payable to the "**Department of Homeland Security**" or "**U.S. Department of Homeland Security**". Forward the check(s) to RCUH Human Resources. Filing fees must be paid by the project and cannot be passed on to the employee.
  - a. Form I-129 & Fraud Prevention and Detection Fee (new/change of status only). RCUH Human Resources will complete the form for petition.
  - b. Form I-907, Request for Premium Processing Service (Optional). RCUH Human Resources will complete the form for petition.
7. RCUH Dependent Information Form & USCIS Filing Fee (if applicable). This fee may be paid by any source, including the employee.
8. Copies of previous Forms I-797, DS-2019, I-20. (if applicable)
9. Waiver of J-1 visa two-year foreign residence requirement (INA 212(e)) or an advisory opinion. Required for J-1 holders who are subject to the two-year home country physical presence requirement.
10. Though all of the following are not required, it is in the person's best interest that he/she submit as many of the following documents as possible:
  - 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.

**Part IV: 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 V: RCUH Human Resources Visa Request Approval**

\_\_\_\_\_  
Director of RCUH HR or Designee

\_\_\_\_\_  
Date