



University of Texas at Dallas

H-1B Request and Foreign National Information Form

PART 1 – To be completed by Foreign National

Family Name (Last Name):

Given Name (First Name):

Full Middle Name:

All Other Names Used—including maiden name and names from previous marriage(s):

Date of Birth (mm/dd/yyyy): City of Birth: Country of Birth:

Province of Birth: Country of Citizenship: Country of Permanent Residence:

Male Female Single Married A# (if any):

If in the United States or if holder of a passport, complete the following:

Date of Last Arrival (mm/dd/yyyy): I-94# (Arrival/Departure Doc.):

Current Nonimmigrant Status: Date Status Expires (mm/dd/yyyy):

Passport Number: Date Passport Issued (mm/dd/yyyy):

Date Passport Expires (mm/dd/yyyy): U.S. Social Security Number:

Current U.S. Address:

Foreign National's home country (permanent address):

Foreign National's present phone number: Work: Home:

Foreign National's email address:

If foreign national is outside the United States or a requested extension of stay or change of status cannot be granted, give the U.S. consulate or inspection facility to be notified.

Type of Office (Check one): Consulate Pre-flight Inspection Port of Entry

Office Address (City):

U.S. State or Foreign Country:

Will dependents accompany or join the Foreign National?: Yes No

In the last 7 years, has any person in this petition held an H visa? Yes No

If so, list dates in the U.S. [Redacted]

Is any person in this petition in removal proceedings? Yes No

Foreign National's present occupation and summary of prior work experience:

[Redacted]

PART 2 – Dependent Information – H-4

If dependents are currently residing in the U.S., all information for dependents should be included in the **I-539 Application to Extend/Change Nonimmigrant Status.** The I-539 is to be completed, signed and dated by the spouse: Please bring the form to Human Resources with the H-1 B information. The form can be obtained from <http://uscis.gov/graphics/formsfee/forms/index.htm>. **If dependents are not in the U.S.,** the I-539 form is unnecessary.

Instruction for I-539: Part I

Please use the following for the address: University of Texas at Dallas, PO Box 830688, MS: HR 10, Richardson, TX 75083-0688

PART 3 – To be completed by Hiring Department

Completed form with all required support data should be returned to the Office of Human Resources in the Human Resources Annex. MS: HR 10

UTD Job Title: [Redacted] Compensation per year: [Redacted]

Is this a full-time position?: Yes No If no, give number of hours per week. [Redacted]

Non-technical description of UTD job:

[Redacted]

Dates of intended employment: From [Redacted] To [Redacted]

Is the position eligible for benefits? Yes No

I request the Office of Human Resources begin the H-1B process for this foreign national. I have reviewed the information on the HR Web related to employing foreign nationals in H-1 B status. I agree to the salary and return transportation financial obligations. I agree to pay the **\$500 Anti Fraud Fee** payable to the **Department of Homeland Security** for an initial H-1 petition or an H-1 petition for a change of employer.

Signature of Dean/Director: _____ Printed Name of Dean/Director: _____ Date _____

Department: [Redacted]

Department Contact Name: [Redacted] Phone: [Redacted]

Department Contact Email: [Redacted]