

*Office of International Students & Scholars*  
**H-1B Request**  
**(Completed by H -1B Worker)**

[oiiss@stthomas.edu](mailto:oiiss@stthomas.edu), Tel: 651-962-6650, Fax: 651-962-6655

## H-1B Request Form

Please complete this form and return it to your department with all required supporting documents. Please see the checklist for more information regarding the additional documents required for this petition.

| Personal Information :                              |
|---|
| Name (Surname, First, Middle as in your passport):  |
| All Other Names U sed (maiden name, aliases, etc.): |
| Date of Birth (mm                                   |



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**Previous F Status:**

SEVIS Number: \_\_\_\_\_ **OPT Card Number:** \_\_\_\_\_

Employment Authorization (OPT/STEM OPT) Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**Previous J-1/ J-2 Status?**

Have you ever been granted J -1 or J-2 status in the U.S.? Yes      No

*If you answered yes to the above question please*



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**Academic :**

Highest Academic Degree Earned:

Name of University that granted the degree:

C

Major Field of Study:

## **USCIS U.S. Public Charge Determination**

For all petitions seeking an extension or change of immigration status, Form I -129 includes several questions regarding U.S. public assistance funds. These questions ask whether you have, (1) ever applied for, (2) received, and/or (3) been certified to rec

**H-1 Conditions Acceptance:**

I understand that:

- An individual in H -1B status may not receive payment from any source other than the St. Thomas department that sponsored the H -1 status or another H-1 concurrent sponsor except reimbursement for travel expenses for lecturing.
- If my St. Thomas employment ends, my H -1 petition becomes invalid.
- Any changes in employment, change in time, title, salary, responsibility , etc. may require a new H-1 petition to be filed with USCIS and I must contact OISS immediately.
- If I am dismissed from employment before the end date of my H -1 status, St. Thomas is responsible for paying the reasonable costs of return transportation to my last place of foreign residence.
- The hiring department is required to notify OISS when I terminate employment with St. Thomas.

All of the above information on these forms is complete and accurate.

## **H-1B Worker Checklist**

Please submit one copy (no staples) of the items below to OISS:

### **All applicants:**

- ' Copy of diploma AND English translation, if applicable
- ' **Copy of official transcript (plus English translation, if applicable) A credential evaluation is required if degree is from a non-U.S. institution.**
- ' Current resume/ CV
- ' Unaltered original document form and translation form, if applicable
- ' Passport identity page and expiration page

If currently in the UBT 0.3n64.56 Tmo (t)-3 (e) (a)43 (, p1 (m)3 ( (iv)-7. (d)d)-7.1 (T 0.3 Q q 0 0 612 79

# Unaltered Original Documents

To the United States Citizenship and Immigration Services

Copies of documents submitted are exact copies of unaltered original documents. I understand that I may be required to submit original documents to an immigration or consular official at a later date.

\_\_\_\_\_  
Print Name of H-1B Worker

\_\_\_\_\_  
Signature of H -1B Worker

\_\_\_\_\_  
Date Signed

# Translation of Foreign Language Documents

I, \_\_\_\_\_ hereby certify that I am competent to translate from the \_\_\_\_\_ language into English and that the attached is the accurate translation of the original document.

\_\_\_\_\_  
Print Name & Title of Translator

\_\_\_\_\_  
Signature of H -1B Worker

\_\_\_\_\_  
Date Signed