



## H-1B BENEFICIARY INTAKE QUESTIONS & CHECKLIST

OFFICE OF THE  
GENERAL COUNSEL

DATE: \_\_\_\_\_

Beneficiary's Name: \_\_\_\_\_

Department: \_\_\_\_\_

1. Have you ever been in J1 and/or J2 status? *If YES, Please provide the DATES of J1 and/or J2:* YES NO

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

2. Address of Home Country/Country of Permanent Residence/citizenship:

Street Address: \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

3. Please provide your CURRENT TITLE and a summary of your CURRENT job description:

4. Do you have any plans to travel outside of the US between now and the start date of this petition?

*If YES, please provide intended DEPARTURE and RETURN dates.*

☐ YES ☐ NO

5. Do any dependents (spouse and/or children) have plans to travel abroad between now and the start date of this petition? *If YES, please list intended DEPARTURE and RETURN dates.*

☐ YES ☐ NO

6. Are you currently outside the U.S., or would you like to apply for a visa while taking your trip outside the U.S. indicated in the question above?

☐ YES ☐ NO

*If YES, specify the CITY and COUNTRY of the U.S. Embassy/Consulate or inspection facility you want notified when the petition is approved.*

7. Have you been granted H-1B status during the last 7 years?

☐ YES ☐ NO

*If YES, please list your prior periods of stay in H classification in the U.S. for the last six years.*

8. Have you been denied H-1B status during the last 7 years? *If YES, please explain.*

☐ YES ☐ NO

9. Have you ever been granted any other H status? *If YES, please explain.*

☐ YES ☐ NO

**Please upload this document and those indicated on the checklist  
below to the UConn Scholar/Employee Portal.**

## H-1B REQUEST ITEM CHECKLIST FOR BENEFICIARY

Please upload each document as indicated below to the  
[UConn Scholar/Employee Portal](#).

Note: Additional information may be requested.

Beneficiary's Name: \_\_\_\_\_

Department: \_\_\_\_\_

### A. All Beneficiaries:

1. Copy of current curriculum vitae.
2. Copy of diploma/certificate in English for highest degree and/or the degree in the field of study directly related to the offered position. If the degree is from abroad and the educational institution cannot issue the required document in English, attach ORIGINAL certified English translation.
3. Copy of transcripts if your field of study is not indicated on diploma/certificate, and certified English translation if applicable.
4. Copy of official foreign degree equivalency/credential evaluation if the degree above is from abroad.
5. [Certification of Translation](#) for Translation of Foreign Language Document(s), use *IF* you attach an English translation completed by a private party that does not contain its own certification.
6. Copy of I-94 (front & back) from the most recent official entry into the U.S.
7. Copy of entry visa in passport.
8. Copy of passport identification page including the expiration date (must be valid for more than 6 months).
9. If you are currently employed in the U.S., submit copies of the most recent pay stubs for the past three months from your current U.S. employer.
10. List of your former employers, positions, employment period (mm/dd/yyyy) and visa status while being with each employer and each position.

### B. Personal check for associated filing fees for the H-1B petition (optional Premium Processing fee):

*Optional: \$2500 Premium Processing Fee: Premium Processing service provides an opportunity to obtain faster processing of the petition. The USCIS will respond within 15 calendar days to those who choose to use this service (payable by department or beneficiary). The check must be no more than 6 months old. (Check should be U.S. dollars payable to Department of Homeland Security (DHS). Please deliver check to the Office of the General Counsel)*

### IN ADDITION, any beneficiary currently in the U.S. must submit the following:

#### C. If in F-1 or F-2 status:

1. Copies of all previous I-20s (all pages).
2. If currently on F-1 Optional Practical Training (OPT), copy of Employment Authorization Document (EAD).
3. If currently in F-2 status, copy of F-1 principal's I-94 (front and back).

#### D. If you are currently or have ever previously been in J-1 or J-2 status:

1. Copies of all previous IAP-66/DS-2019 (all pages).
2. Copies of all previous J-1 or J-2 visa stamps from your passport.

3. If you have been subject to the 212(e) 2-year home residency requirement,
  - a. Copies of “No Objection” letter issued by U.S. Dept. of State and/or USCIS I-797 Approval Notice or I-797 Receipt Notice (if received) for 212(e) waiver, **OR**
  - b. Copy of proof that you have completed the 212(e) requirement (e.g. entry and departure stamps in your passport given by your country’s immigration).
4. If in J-2 status, copy of J-1 principal’s I-94 (front and back).
5. Copy of Employment Authorization Document (EAD), if applicable.

**E. If in H-1B or H-4 status:**

1. Copies of all previous I-797 Approval Notice(s).
2. If applying for an H-1B extension with UConn, submit copies of the most recent pay stubs for the past three months from UConn.
3. If currently in H-1B status with another employer, submit an original letter from current employer stating you are currently employed and copies of the most recent pay stubs for the past three months.
4. If in H-4 status, submit copies of H-1B principal’s I-94 (front and back) and evidence of H-1B principal’s maintenance of status (letter from current employer and/or most recent pay stubs from current employment).

**F. If dependent(s) are in the U.S. and need to apply for H-4 status, the dependents must submit the following *(Please upload all documents and deliver an original I-539 & I-539A’s to the OGC):***

1. Form I-539, available at the USCIS Website at <https://www.uscis.gov/i-539> completed by the spouse (if no spouse, then oldest child). Parents sign for children under the age of 14.
2. Additional Form I-539A Supplement for each additional family member requiring H-4 status in addition to the spouse or oldest child listed as the filer on the Form I-539, available at the USCIS Website at <https://www.uscis.gov/i-539>. Parents sign for children under the age of 14.
3. Copies of all dependents’ previous I-797 Approval Notices, if applicable.
4. Copies of all dependents’ I-94(s), entry visa(s), and passport identification page(s) with the expiration date (must be valid more than 6 months into the future) and any other evidence of entering legally and maintaining status.
5. \$370 I-539 filing fee must be paid by personal check or money order in U.S. dollars payable to “U.S. Department of Homeland Security”; the check must be no more than 6 months old. All fees can be combined on one check or money order.
6. Copies of the document certifying the relationships between the H-1B beneficiary and all dependents (e.g. marriage certificate for a spouse and birth certificate for a child). Attach a certified English translation if not in English.
7. Employment Authorization Document (EAD) and/or all previously issued I-20s/DS-2019s, if applicable.

**G. If in TN or TD status:**

1. Copies of all previous I-797 Approval Notices, if applicable.
2. If currently in TN status with UConn, submit copies of the most recent pay stubs from UConn for the past three months.
3. If currently in TN status with another employer, submit an original letter from your current employer stating you are currently employed and copies of the most recent pay stubs for the past three months.
4. If in TD status, submit copies of TN principal’s I-94 (front and back), I-797 approval notice (if applicable), and evidence of TN principal’s maintenance of status (letter from current employer and/or most recent pay stubs from current employment).

**H. If you have a pending or approved Immigrant Petition with USCIS:**

1. Copies of I-797 Receipt and/or Approval Notice(s) for any I-140 Immigrant Petition for Alien Worker or I-130 Petition for Alien Relative.