

**Michigan Technological University**  
**Human Resources – Immigration & Visa Services**

**H1B Employee Information & Required Documents**

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Please provide us with clean copies of all the following documents listed that applies to you and your dependents. The sections below are reproduced from the USCIS Form I-129.

- Diploma (including translation if necessary – highest degree only) or if you are expecting your PhD but do not yet have it, a letter from your University certifying when you are expected to receive your PhD
- Current curriculum vitae or resume
- If currently on J-1 visa, all IAP66 forms including I-612 approval notice granting waiver of 2 year residency requirement (if applicable)
- If currently on a F-1 visa, all I-20 forms
- If currently on H1B visa, all I-797 approval forms
- If currently on H1B visa, copies of last three months of check stubs
- Most recent I-94
- Passport page that indicates validity dates
- Current visa stamp

**Form I-129 Information Request**

**1. Information about the person(s) you are filing for.** *Complete the blocks below.*

Family Name (*Last Name*)

Given Name (*First Name*)

Full Middle Name

All Other Names Used (*include maiden name and names from all previous marriages*)

Date of Birth (*mm/dd/yyyy*)

Social Security # (*if any*)

A # (*if any*)

Country of Birth

Province of Birth

Country of Citizenship

**2. If in the United States, complete the following:**

Date of Last Arrival (mm/dd/yyyy)	I-94 #	Current Nonimmigrant Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Status Expires	Passport Number	Date Passport Issued	Date Passport Expires
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current U.S. Address

**3. Processing Information:**

If the person named in Part 3 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 you want notified if this petition is approved.

Type of Office (Check One)  Consulate  Pre-flight inspection  Port of Entry

Office Address (City)	U.S. State or Foreign Country
<input type="text"/>	<input type="text"/>

Person's Foreign Address

Does each person in this petition have a valid passport?

Not required to have passport  No – explain on separate paper  Yes

Are applications by dependents being filed with this petition?

No  Yes

Is any person in this petition in removal proceedings?

No  Yes

**4. Numerical Limitation Exemption Information:**

Yes  No Is the beneficiary of this petition a J-1 nonimmigrant alien who received a waiver of the 2-year foreign residency requirement described in section 214(1)(1)(B) or (C) of the Act?

- Yes     No    Has the beneficiary of this petition been previously granted status as an H-1B nonimmigrant in the past 6 years and not left the United States for more than one year after attaining such status?
- Yes     No    Has the beneficiary of this petition earned a master's or higher degree from a U.S. institution of higher education, as defined in the Higher Education Act of 1965, section 101 (a), 20 U.S.C. section 1001 (a)?

Beneficiary's highest level of education (attach copy of diploma):

- Bachelor's degree                       Master's degrees
- Doctorate degree                         Professional degree

Major/Primary Field of Study: \_\_\_\_\_

**5. H Classification Supplement to Form I-129**

List the alien's and any dependent family member's prior periods of stay in H classification in the United States for the last six years. Be sure to list only those periods in which the alien and/or family members were actually in the United States in an H classification.

NOTE: Submit photocopies of Forms I-94, I-797 and/or other USCIS issued documents noting these periods of stay in the H classification. If more space is needed, attach an additional sheet.

Subject's Name	Period of Stay (mm/dd/yyyy)	Subject's Name	Period of Stay (mm/dd/yyyy)
	From: To:		From: To:
	From: To:		From: To:

If you would like to see the Form I-129 in its entirety, please visit the link below:  
<http://www.uscis.gov/files/form/i-129.pdf>

**6. H4 (for Spouse and Children) Document Request:**

- Most recent I-94
- Passport page that indicates biographical info validity dates
- Proof of Marriage/Parentage (marriage and birth certificates) with translation if needed

Thank you! If you have any questions, please call (906) 487-2280 – Fax Number (906) 487-3220