



**VCU** Global Education Office

**H-1B VISA  
Employee Questionnaire**

**Instructions**

Please complete this questionnaire, attach the requested document (see document list below), and email the questionnaire and documents to your department’s personnel administrator (PA or other administrator with PA duties).

**H-1B Visa Contact**

If you have questions or concerns about VCU’s H-1B visa process, please contact GEO:

Paul Babbitts, Ph.D.  
Associate Director, International Student & Scholar Programs  
Telephone (804) 828-9615  
Email [babbittsp@vcu.edu](mailto:babbittsp@vcu.edu)

**Information About You (the employee)**

Last name	
First name	
Middle name	
Maiden name	
Other name(s) used	
Preferred telephone number	
Email address	
Date of birth (month/day/year)	
City of birth	

Province or state of birth, if applicable	
Country of birth	
Country of citizenship	
Country of legal residence outside the US	
US Social Security Number, if any	
What is your address <u>outside</u> the US: street address, city, country, and postal code	
If you are currently <u>in</u> the US, what is your US current residential address: street address, city, state, and zip code	

**Information About Your Immigration Status**

Are you currently in the US?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what is your current visa?	
Have you ever had J-1 or J-2 status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you ever had J-1 or J-2 status, were you ever subject to the 2-year home country residence requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you were ever subject to the 2-year home country residency requirement of the J-1 regulations, please indicate whether you have: Satisfied the requirement by returning to your home country for at least 2 years <b>OR</b> Obtained a US government waiver from the requirement.	<input type="checkbox"/> Returned home for 2 years <input type="checkbox"/> Obtained a J-1 waiver
If you are now, or within the last 6 years have been, in H-1B or L-1 status, on what date did you first obtain H-1B or L-1 status?	
Have you ever filed a Labor Certification application or Form I-130, I-140, or I-485?	
Do you have an approved Labor Certification application or Form I-130 or I-140?	

**Travel Plans**

At this time, do you have any plans to travel outside the US within the next 6 months? If so, please provide information about your intended trip to us here:

---

### **Dependents**

Do you have a spouse or minor children (under age 21)?  Yes  No  
If Yes, do your dependents need H-4 visas connected to your H-1B visa?  Yes  No

If your dependents need H-4 visas connected to your H-1B visa, we will be in touch with you by email about the H-4 visa process.

### **Employee H-1B Visa Document Checklist**

Please provide 1 clear copy or scan of each of the following documents. Please do not send original documents.

1. Educational credentials. Please provide a clear copy of the diploma for your highest degree and/or a final transcript showing the degree was awarded. If the documents are not in English, please provide a translation. Please see Translations below.
2. Biographical data page of current passport
3. Visa used for most recent admission to the US
4. I-94 card or record reflecting most recent admission to the US
5. Current and expired US immigration documents: Form I-20, Form DS-2019, H-1B approval notice, any other USCIS approval notice, Employment Authorization Card (work card or EAD), etc.
6. J-1 waiver document (if applicable)
7. If currently working in the US, 3 most recent pay statements

### **Translations**

If a requested document is not already in English (or does not already include an English translation), please provide an English translation. You do not need to obtain a professional English translation. If you are fluent in the document's language and in English, you may provide your own English translation. If you will be providing your own English translation, please complete a Translation Certificate for each document you are translating. If you need a Translation Certificate, please contact GEO.