

IT IS THE RESPONSIBILITY OF THE EMPLOYER TO FILE A PETITION FOR AN H-1B TEMPORARY WORKER FOR A PROSPECTIVE EMPLOYEE. IF YOU WILL BE SPONSORED FOR H-1B STATUS BY UCI, THE EMPLOYING ACADEMIC DEPARTMENT WILL NEED THE FOLLOWING INFORMATION FROM YOU:

- COPY OF YOUR HIGHEST DEGREE/DIPLOMA (WITH AN ATTACHED ENGLISH TRANSLATION, IF NECESSARY).
 - **EDUCATIONAL CREDENTIALS EQUIVALENCY EVALUATION, IF DEGREE WAS OBTAINED OUTSIDE THE U.S.**
- COPY OF YOUR CURRENT CURRICULUM VITAE OR RESUME WITH A LIST OF PUBLICATIONS, IF APPLICABLE.
- COPY OF YOUR PASSPORT IDENTIFICATION PAGES (SHOWING VALIDITY OF AT LEAST 6 MONTHS)
- ADDRESS IN YOUR HOME COUNTRY AND THE NAME OF THE CITY WHERE YOU WILL APPLY AT A U.S. EMBASSY OR CONSULATE FOR THE H VISA(S). PROVIDE THIS EVEN IF YOU WILL CHANGE STATUS INSIDE THE UNITED STATES.

IF YOU AND FAMILY MEMBERS ARE CURRENTLY OUTSIDE THE UNITED STATES:

IT CURRENTLY TAKES APPROXIMATELY THREE TO FOUR MONTHS TO **SUBMIT AN H-1B PETITION TO USCIS**. PLEASE DO NOT ENTER THE U.S. IN ANOTHER VISA STATUS PRIOR TO THE H-1B APPROVAL FOR UCI EMPLOYMENT, AS THIS MAY NECESSITATE EITHER ANOTHER APPLICATION TO CHANGE YOUR STATUS, OR DEPARTURE FROM THE U.S. TO RE-ENTER IN THE APPROPRIATE H-1B STATUS. WHEN THE H-1B PETITION HAS BEEN APPROVED, THE IC WILL FORWARD THE APPROVAL NOTICE AND ADDITIONAL INFORMATION TO YOU. AT THAT TIME, YOU, AND ELIGIBLE FAMILY MEMBERS WHO WILL ACCOMPANY YOU, CAN APPLY AT THE U.S. EMBASSY OR CONSULATE IN YOUR HOME COUNTRY FOR THE NON-IMMIGRANT VISAS: H-1B FOR YOU AND H-4 FOR YOUR SPOUSE OR CHILDREN UNDER 21 YEARS OF AGE.

IF YOU AND FAMILY MEMBERS ARE CURRENTLY IN THE UNITED STATES, OR YOU HAVE PREVIOUSLY BEEN IN A NONIMMIGRANT VISA STATUS IN THE UNITED STATES, PLEASE PROVIDE THE FOLLOWING ADDITIONAL MATERIALS:

- COPY OF YOUR CURRENT I-94 (ELECTRONIC) RECORD FOR YOURSELF AND ACCOMPANYING FAMILY MEMBERS
- COPY DOCUMENTING YOUR IMMIGRATION HISTORY AS APPLICABLE:
- ALL FORMS I-20 IF YOU HOLD OR HAVE HELD F STUDENT STATUS**
- ALL FORMS IAP-66 OR DS-2019 IF YOU HOLD OR HAVE HELD J EXCHANGE VISITOR STATUS PLUS (IF APPLICABLE) A COPY OF YOUR USCIS WAIVER OF THE TWO-YEAR HOME COUNTRY RESIDENCE REQUIREMENT (I-612) OR WAIVER RECOMMENDATION LETTER FROM THE U.S. DEPARTMENT OF STATE**
- FORM(S) I-797 FOR H-1B OR H-4 STATUS IF YOU HOLD OR HAVE HELD H STATUS. PLEASE NOTE THAT REGULATIONS ALLOW FOR INDIVIDUALS WHO HOLD VALID H-1B STATUS TO BEGIN NEW UCI EMPLOYMENT UPON RECEIPT OF THE UCI H-1B PETITION FILED AT USCIS.

IF H-1B BENEFICIARY OR DEPENDENTS HAVE FILED FOR PERMANENT RESIDENCY:

- COPY OF I-140 RECEIPT/APPROVAL NOTICE
- COPY OF I-485 RECEIPT/APPROVAL NOTICE
- COPY OF ADVANCE PAROLE DOCUMENT
- COPY OF EMPLOYMENT AUTHORIZATION DOCUMENT

IF SCHOLAR IS IN H-1B STATUS WITH ANOTHER EMPLOYER OR APPLYING FOR EXTENSION OF CURRENT H-1B STATUS:

- COPY OF 3 MOST RECENT PAY STATEMENTS

FAMILY MEMBERS (NOT INCLUDING H-1B BENEFICIARY) CAN APPLY FOR AN EXTENSION OR CHANGE OF STATUS IF NECESSARY ON ONE FORM I-539 WHICH CAN BE DOWNLOADED AT: <http://www.uscis.gov/files/form/i-539.pdf>,

- FEE FOR I-539: \$370.00 CHECK (FOR ENTIRE FAMILY), MADE OUT TO U.S. DEPARTMENT OF HOMELAND SECURITY
- COPY OF PREVIOUS IMMIGRATION RECORDS
- COPY OF I-94 (ELECTRONIC) RECORD OF EACH FAMILY MEMBER
- COPY OF VISA
- COPY OF ID PAGES IN PASSPORT
- COPY OF EVIDENCE OF MARITAL OR BIRTH RELATIONSHIP TO H-1B BENEFICIARY, WITH ENGLISH TRANSLATION IF APPLICABLE
- COPY OF H-4 APPROVAL NOTICES OR DS2019S FOR DEPENDENTS IN J-2 STATUS
- COPY OF J-2S EMPLOYMENT AUTHORIZATION DOCUMENT, IF APPLICABLE
- 1 SINGLE-SIDED COPY OF ALL I-20 FORMS

IT CURRENTLY TAKES APPROXIMATELY THREE TO FOUR MONTHS TO SUBMIT AN H-1B PETITION TO USCIS. TRAVEL OUTSIDE THE U.S. IS NOT ALLOWED DURING THE CHANGE OF STATUS PROCEDURE AS THE IMMIGRATION SERVICE VIEWS THIS AS ABANDONING THE PETITION.

FOR INFORMATION ON EDUCATIONAL EVALUATIONS/TRANSLATIONS:

SILVERGATE EVALUATIONS INC., (410) 358-3588, [HTTP://WWW.SILVERGATEWEB.COM](http://www.silvergateweb.com)

TRUSTFORTE CORPORATION, (212) 481-4870 [HTTP://WWW.TRUSTFORTECORP.COM](http://www.trustfortecorp.com)

EDUCATION EVALUATORS INTERNATIONAL INC., (401) 521-5340, eval@educei.com,
<http://www.educei.com/contactus.html>

INTERNATIONAL EVALUATION SERVICE, (714) 237-9272, eval_caree@yahoo.com,
<http://www.iescaree.com/contact.php>

INTERNATIONAL EDUCATION RESEARCH FOUNDATION (IERF), (310) 258-9451,
info@ierf.org, <http://ierf.org/>

GLOBAL LANGUAGE COMMUNICATIONS, (404) 373-7276, info@glc-translation.com,
<http://glc-translation.com/>

IMPORTANT WEBSITES

U.S. DEPARTMENT OF LABOR: [HTTP://WWW.DOL.GOV](http://www.dol.gov)

U.S. DEPARTMENT OF STATE EMBASSIES AND WEBSITES: [HTTP://WWW.STATE.GOV](http://www.state.gov)

U.S. CITIZENSHIP & IMMIGRATION SERVICES: [HTTP://WWW.USCIS.GOV/GRAPHICS/INDEX.HTM](http://www.uscis.gov/graphics/index.htm)

U.S. CUSTOMS AND BORDER PROTECTION: [HTTP://WWW.CBP.GOV](http://www.cbp.gov)