

# H-1B Petition Request Form for Departments & Divisions



**Office of International Education**  
International Scholar & Student Services  
University of California, Santa Cruz  
Classroom Bldg, 107  
P: (831) 459-3550 F: (831) 459-3555  
Email: [hvisa@ucsc.edu](mailto:hvisa@ucsc.edu)  
Web: <http://oie.ucsc.edu/is3>

A copy of this form, along with the supporting documents listed on the “H-1B Application Checklists for Divisions & Departments” form should be **submitted at least 6 months** before the employment begin date for **new H-1B petitions** and at least **4 months in advance for extensions**.

Name of employee (as it appears on passport): \_\_\_\_\_  
(Last/Family Name) (First) (Middle)

Begin & end date of employment (mm/dd/yyyy): \_\_\_\_\_

New Petition      Extension of Existing Petition      Concurrent Employment      Portability

Is the scholar currently in the U.S.A.?      Yes      No

## Non-immigration Status History

Has scholar been denied an H-1 visa within the past 7 years?      Yes (please explain on separate sheet)      No  
Has scholar and/or spouse held J status?      Yes      No  
Is scholar and/or spouse subject to 212(e)?      Yes      No  
Does scholar have an approved 212(e) waiver?      Yes      No

## Biographical Information

Birthdate (mm/dd/yyyy): \_\_\_\_\_ Birth city: \_\_\_\_\_ Birth country: \_\_\_\_\_  
Country(ies) of Citizenship (please list dual citizenship) : \_\_\_\_\_  
Social security number: \_\_\_\_\_ Marital status:      Married      Single  
Dependents:      Yes      No      Scholar petitioning for H-4 status for dependents?      Yes      No

## Travel

**During the time that the H-1B petition is pending at the USCIS, travel for the scholar and dependents may be problematic. Please consult with ISSS before making definitive travel arrangements.**

Does the scholar plan on traveling before employment begin date?      Yes      No  
Please describe travel (dates, destination): \_\_\_\_\_

**Consular Notification**

If scholar is currently outside the U.S., please list the U.S. Consulate or Embassy at which the H-1B visa will be sought (City & Country): \_\_\_\_\_

**Contact Information in the U.S.A.**

Present Address: \_\_\_\_\_

Phone number(s): Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contact Information Abroad**

Permanent Address: \_\_\_\_\_

Phone number(s): Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

**We request that International Scholar & Student Services petition U.S. Citizenship and Immigration Services to classify this individual as an H-1B temporary worker to perform temporary duties at UCSC.**

Approved by: \_\_\_\_\_

Department Chair: \_\_\_\_\_  
(for all positions)                      Signature                      Print name                      Department

Principal Investigator: \_\_\_\_\_  
(for research positions)                      Signature                      Print name                      Department

Divisional Dean: \_\_\_\_\_  
(for all positions)                      Signature                      Print name                      Division