



**H-1B BENEFICIARY INFORMATION SHEET – CLINICAL NEW HIRE**

**BIOGRAPHICAL INFORMATION**

Name \_\_\_\_\_  
Last/Family Names First/Given Names

Married Single If married, please complete the additional Dependents section on page 2, and ISSS will send you additional information for your dependent(s) to obtain or extend H-4 status.

City of birth \_\_\_\_\_ State/province of birth \_\_\_\_\_

Country of birth Country of citizenship \_\_\_\_\_

**Current residential address in the US:**

Street name and number Apartment Number (if any)

City State ZIP Code

Phone \_\_\_\_\_ Non-work email address \_\_\_\_\_

**Residential address abroad:**

Street name and number Apartment Number (if any)

City State/Province Country Postal Code

**IMMIGRATION HISTORY**

Are you currently in H-1B status?	Yes	No
Have you ever held H-4 status?	Yes	No
Have you ever held F-1 or F-2 status?	Yes	No
Have you ever held J-1 or J-2 status?	Yes	No
If yes, were/are you subject to the J-1 two-year home residency requirement?	Yes	No
If yes, have you applied for a waiver of the J-1 two-year home residency requirement?	Yes	No
Have you ever been issued an Employment Authorization Document?	Yes	No
Do you have an approved Form I-140? If so, what category? _____	Yes	No
Does your spouse have an approved Form I-140? If so, what category? _____	Yes	No
Do you have a pending adjustment of status (“green card”) application?	Yes	No
Are you working with an outside attorney on a “green card” application?	Yes	No
Do you have a pending asylum application?	Yes	No
Have you ever held TPS status?	Yes	No
When you apply for a visa abroad, which US embassy/consulate do you use? (Please list the city. Example: Hyderabad, India) _____		

## DEPENDENTS

Will your spouse need H-4 status? Yes No

If no, what immigration status does your spouse currently hold? \_\_\_\_\_

Does your spouse need an H-4 EAD? Yes No

Will your children born outside the US need H-4 status? Yes No

If you answer yes to any of the above questions, ISSS will send additional information and links for your dependent(s) to apply to obtain or extend H-4 status with USCIS.

## REQUIRED DOCUMENTS

Please complete and email this form to [iss@uab.edu](mailto:iss@uab.edu) along with pdf copies of **ALL** of the following documents. Please do not send pictures or screen shots. We cannot file the H-1B petition without **ALL** necessary documents. Please send all attachments in **one** email or via Dropbox/Box.

Biographical/identification page of your valid passport and all expired passports

All US visas in valid passport and all expired passports

By returning this form, you consent to ISSS printing your most recent Form I-94

Current CV

Diploma and transcript for medical degree

Education equivalency evaluation for medical degree earned outside the US

The federal immigration regulations governing the H-1B process [8 CFR § 212.4(h)(4)(iii)(C)(2)] require an education equivalency evaluation for all degrees earned outside the US. Education *equivalency* (confirmation that your international degree is *equivalent* to obtaining a certain degree as awarded by a US institution) is not the same as education *verification* (which merely confirms that you *received* a certain degree). It is ISSS policy and best practice to include an education equivalency evaluation with every H-1B petition in order to avoid a delay in adjudication in the event that USCIS issues a Request for Evidence (RFE) asking for the evaluation. USCIS routinely accepts evaluations provided by members of [NACES](#) and [Lisano International](#). Please begin the process of obtaining an education equivalency evaluation as soon as possible to avoid delays in filing your petition. If you do not want to incur the financial and/or time cost of obtaining an educational equivalency evaluation, **please sign here indicating that you have been advised of this requirement and are willing to accept the risk of delaying your UAB/HSF start date by filing without the evaluation.**

Step 1, 2 CS, 2 CK, and 3 USMLE Score Reports (OR USMLE Transcript of Scores)

ECFMG Certificate (unless you attended a Canadian medical school)

Certificates of completion of residency and any fellowship(s)

Alabama medical license (if received) or letter from ABME stating that your application has been filed, if you do not yet have an Alabama medical license

**All prior immigration documents covering entire period of stay and work authorization in the US in any immigration status** (e.g., Forms I-20, DS-2019, I-797, I-612 waiver approval, I-140 approval notice, I-485 receipt notice, and all EAD cards for OPT, H-4, J-2, DACA, TPS, etc.)

Three most recent pay statements from current employer (if currently employed in the US)



## INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

### **EXPECTATIONS AND ISSS SERVICES: WORK AUTHORIZATION AND PERMANENT RESIDENCE (EMPLOYEES)**

Welcome to UAB! UAB's Office of International Student and Scholar Services (ISSS) looks forward to supporting you and your department with future employment-based immigration needs. Specifically, ISSS is responsible for assisting your employer with securing United States Citizenship & Immigration Services (USCIS) work authorization for international employees. Institutional immigration compliance is an active, three-way partnership requiring the engagement of ISSS, department administrators, and the international employee (you). Departments and international employees are expected to take an active role in the immigration process and follow checklists, packet information, and other instructions designed to maximize efficiency during the process. *ISSS directly supports the institution and does not serve as your personal immigration attorney.* There will be times when we cannot advise beyond the scope of what is necessary to secure your work authorization, such as with purely personal travel decisions and family-based immigration scenarios. Please review the below in anticipation of beginning a work authorization process.

#### **ISSS Responsibilities**

- Collect from departments and international employees all information necessary to draft and file the following specific types of non-immigrant work authorization petitions with USCIS: H-1B, O-1, E-3, and TN
- Provide automated reminders and notifications when petitions have been approved, including instructions that the department and the international employee must follow for next steps to complete the I-9 process
- Send automated reminders and notifications to department administrators when employees' work authorization can be renewed
- Hold weekly "Office Hours" via Zoom to discuss work authorization questions not answered elsewhere on the ISSS website or in checklists provided
- Collaborate with outside counsel during the transition from J-1 to H-1B status required for incoming clinical faculty who are currently completing their final year of medical training
- Publish extensive information about common processes and procedures on [our website](#)
- Determine the timing and category of potential permanent residence sponsorship in consultation with department administrators

#### **International Employee Responsibilities**

- Provide complete, accurate, and timely information on ISSS beneficiary information forms, including submitting documents of the type and format requested in an organized fashion
- Watch for automated updates on the petition and refrain from directly contacting staff for additional intervening updates, especially during periods of high volume
- Read the weekly *Globetrotter* e-newsletter for important updates related to federal immigration policy and ISSS procedures before reaching out with questions

- Respect ISSS templated processes and experience and provide documents as and when requested, regardless of what your colleagues at other institutions might be asked; we process a couple *hundred* H-1B petitions each year; every case will be accurately and timely filed, even if you do not receive communication from ISSS for some time
- Timely (within a week) pick up original federal government immigration documents from the international office when notified via email—these are vital to document your lawful presence in the US, and you must have them in your possession
- Download and review electronic Form I-94 after international travel to make sure CBP admission was entered in the correct status and for the correct period
- If you have work authorization independent of employer sponsorship (such as an EAD card), notify department administrator every time a new immigration document or extension is received to make sure that Oracle is updated with the new information
- Review and refer to ISSS website for FAQs and common processes available 24/7
- Take advantage of weekly ISSS “Office Hours” on Zoom from 3-5PM (Zoom link included in weekly *Globetrotter* e-newsletter)
- Read explanatory information on ISSS forms to learn answers to FAQs before reaching out with questions
- Review information about use of outside attorneys for permanent residence processes on our website here: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/permanent-residence>
- Notify ISSS when retaining outside attorney to assist with any permanent residence process (we will immediately withdraw any EB-1B petition filed without ISSS assistance or knowledge)
- Inform outside attorney to address all immigration-related questions to [iss@uab.edu](mailto:iss@uab.edu)
- Revise CV to include all relevant, immigration-specific information after reviewing EB-1B criteria on our website here <https://www.uab.edu/global/employees-scholars/international-faculty-staff/permanent-residence> before requesting review for permanent residence purposes
- Understand that different institutions have different policies, procedures, and timelines, therefore you cannot expect your experience to be the same as a colleague elsewhere; ISSS will proceed on a timeline that works for the institution *to preserve your work authorization*, which may differ from your ideal personal or professional immigration timeline

### **Additional Resources for Questions Outside the Scope of ISSS**

ISSS exists to advise your employer about the steps and documentation necessary to file a successful petition for your work authorization with USCIS. Our responsibility is to the institution, and the H-1B process is employer-driven. Departments and international employees are expected to take an active role in the immigration process and follow checklists, packet information, and other instructions designed to maximize efficiency during the process. ISSS staff are not personal attorneys, have no expertise in family-based immigration matters, and cannot assist with matters other than those directly related to processes connected with work authorization petitions filed by your employer. More information about common questions can be found below:

- Documents necessary to apply for a visa stamp abroad: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/international-travel-and-visas>

- Social Security number applications: <https://www.uab.edu/global/employees-scholars/international-exchange-visitors/current/social-security-number-and-driver-license>
- Obtaining or renewing an Alabama driver license: <https://www.uab.edu/global/employees-scholars/international-exchange-visitors/current/social-security-number-and-driver-license>
- Dependents: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/bringing-dependents>
- Questions about permanent residence processes that do *not* require employer sponsorship (such as EB-1A, EB-2 NIW, and EB-2 PNIW): refer to a local immigration attorney; ISSS assists only with employment-based, employer-sponsored work authorization processes and proceeds only with approval from institutional administrators.

**ACKNOWLEDGMENT OF RESPONSIBILITY**

By signing below, I acknowledge that I have read the above information and understand the scope of my responsibility during the work authorization process. I understand that the primary role of ISSS is to liaise with my department administrator to file a work authorization petition on my behalf. I understand that a delay in my part in providing any information requested by ISSS—especially including final pay statements and/or education equivalency evaluation—can result in a delay in filing the institution’s work authorization petition on my behalf and a consequent delay in the date I can begin work. I understand that I will receive an email when the H-1B petition on my behalf is filed with USCIS and a second email when the USCIS approval notice has arrived in the mail. I will not receive a response to emails asking for updates in the interim. I understand that there are some employer-sponsored routes to permanent residence and other routes that do not require express employer sponsorship, and I understand that ISSS will work with my department to determine the timing and category of potential employer-sponsored permanent residence. I understand that if I wish to pursue alternative permanent residence methods not requiring express employer sponsorship, it is my responsibility to retain my own attorney to do so. I understand that ISSS regularly publishes information relevant to work authorization in a weekly e-newsletter, on social media, and on the ISSS website, and that I must review that information to remain informed before contacting ISSS staff with questions. I understand that ISSS staff are not my personal attorneys or assistants and that their primary channel of communication about my work authorization and potential permanent residence process will be with my department administrators. I understand that ISSS staff cannot advise me on non-work authorization matters affecting my personal or family decisions to travel internationally or apply for family-based immigration benefits, including how to answer questions on USCIS Form I-539 or other personal immigration applications.

\_\_\_\_\_

Typed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature