

**DEPAUL UNIVERSITY
PERSONAL INFORMATION QUESTIONNAIRE
FOR TEMPORARY NON-IMMIGRANT VISA**

To be completed by the candidate for whom the status or extension of stay is sought.

Please provide all the information requested below. Should you have any questions regarding the information requested, feel free to contact Shalyn Ganellen at s.ganellen@depaul.edu or (312) 362-6372.

In addition to completing and returning this form along with the requested documents, please also contact Human Resources to verify your work authorization.

INFORMATION ABOUT YOU, THE EMPLOYEE OR POTENTIAL EMPLOYEE:

- 1) Your FULL name, including middle: _____
Any other names by which you have been known: _____
- 2) Your place of birth
(Town/City, PROVINCE and Country): _____
- 3) Country of Citizenship: _____
If naturalized, date of Naturalization: _____
- 4) Your date of birth: Month: _____ Day: _____ Year: _____
- 5) Current address (either in the U.S. or in the home country if not living in U.S.):

- 6) Permanent foreign address:

7) Current immigration status: Check one: F-1/OPT TN H-1B
 J-1/2 O-1

Other: _____

None (Not in the U. S. at the present time): _____

IF YOU ARE NOT IN THE U.S., Location of consular post where you will secure your visa:

City _____ Country _____

8) Date that status expires: _____

9) Have you ever been in J status? Yes No

If "yes", were you subject to the two-year return to home country provision? Yes No

If "yes", have you secured a waiver or served the two years in your home country? Yes No

10) Social Security Number (if applicable): _____

11) Date and place of most recent entry into U.S.:

Date: _____

Place: _____

12) Passport number: _____ Date issued: _____

13) Expiration date of current passport: _____

14) Number from most recent I-94: _____

15) Name and address of current employer: _____

16) Date you plan to end employment with that company: _____

17) Have you or anyone else filed a petition or application for permanent residency on your behalf?

_____ Yes _____ No

If so, what is your Alien Registration Number ("A Number"): A _____

18) Has any non-immigrant or immigrant petition filed on your behalf ever been denied?

_____ Yes _____ No

If yes, please provide details AND RECEIPT NUMBER: _____

19) **IF YOU ARE CURRENTLY EMPLOYED BY DEPAUL UNIVERSITY AND THIS IS A RENEWAL OF STATUS, PLEASE INDICATE ANY UPCOMING TRAVEL THAT MUST BE TAKEN FOR BUSINESS PURPOSES AND THE DATE OF DEPARTURE:**

INFORMATION ABOUT YOUR SPOUSE AND CHILDREN

A. Full name of spouse: _____

B. Spouse's birth place:
(Town/City, PROVINCE, Country) _____

C. Country of Citizenship: _____

D. Spouse's date of birth: Month: _____ Day: _____ Year: _____

E. Spouse's current immigration status: _____

F. Date of expiration: _____

G. If your spouse has ever been in H status of any kind, please indicate all periods that he/she has been in that status:

H. Is your spouse's immigration status dependent upon yours? _____ Yes _____ No

NOTE: If "yes" and you are currently in the United States, your spouse (and any dependent children) must complete and submit to The Office of General Counsel USCIS Form I-539 to accompany the University's petition on your behalf. The form must be accompanied by a certified check or money order in the amount of \$300 made payable to U. S. Citizenship & Immigration Service.

INFORMATION ABOUT YOUR CHILDREN:

Child's Name:	_____	Date of Birth:	_____
Place of Birth:	_____	Citizenship:	_____
Child's Name:	_____	Date of Birth:	_____
Place of Birth:	_____	Citizenship:	_____
Child's Name:	_____	Date of Birth:	_____
Place of Birth:	_____	Citizenship:	_____

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS:

- For yourself:**
- _____ All pages from your **current passport**.
 - _____ Your most recent **I-94**.
 - _____ All past I-20s and IAP-66, forms DS2019 from student (F) or scholar (J) status.
 - _____ Any current or expired Employment Authorization Documents (EAD cards).
 - _____ Any and all approval notices for past employment authorization.
 - _____ **Diplomas** and **class transcripts** for all degrees awarded (with English translation, if applicable).
 - _____ Evidence of any awards received, patents given, or other distinguishing materials.
 - _____ An up-to-date resume or curricula vitae listing all employment.

- For your spouse:**
- _____ **Marriage certificate** (translated if necessary).
 - _____ **Passport**.
 - _____ Most recent **I-94**.
 - _____ *If prior H status*, evidence of approval for any & all H periods.
 - _____ **Completed I-539**.

- For your children:**
- _____ For any and all children who are not U. S. Citizens:
 - _____ Birth certificate (translated).
 - _____ Passport.
 - _____ If you are not filing for your spouse but are including your children on your petition, provide a **completed I-539**.

**** Note:** If this is an **H-1B transfer**, please see accompanying list for additional documents needed. **

Please complete the following information giving a complete history of your non-immigrant status in the United States. If you have been in the United States on several visas, please indicate the dates as accurately as possible. Begin by listing the most recent status held. Indicate the beginning and ending date of that status. If you were in school, give the name and address of the school(s) attended. Provide the same information for all employment.

Attach copies of all immigration documents to prove you held the respective visa statuses.

Do the same for your employment history, documenting all work authorizations under the various visa statuses that you may have held. Begin with the most recent employment held. Please indicate whether full or part-time and the beginning and ending dates of each employment period. Please attach copies of all work authorizations. If you did not work for the entire period of a work authorization, please indicate that in your work history.

YOUR STUDENT STATUS HISTORY IN THE UNITED STATES:

Name & Address of School: (most recent first) _____

Dates of Study: From _____ To _____ Status: _____

Name & Address of School: (most recent first) _____

Dates of Study: From _____ To _____ Status: _____

Name & Address of School: (most recent first) _____

Dates of Study: From _____ To _____ Status: _____

YOUR EMPLOYMENT HISTORY IN THE UNITED STATES:

Name and Address of Employer: (current or most recent first)

Position Held: _____

Beginning date: _____ End date: _____ Status: _____

Name and Address of Employer: (current or most recent first)

Position Held: _____

Beginning date: _____ End date: _____ Status: _____

Name and Address of Employer: (current or most recent first)

Position Held: _____

Beginning date: _____ End date: _____ Status: _____

Name and Address of Employer: (current or most recent first)

Position Held: _____

Beginning date: _____ End date: _____ Status: _____

I attest that all information provided on this form, and all documents submitted with this form, are true and correct to the best of my knowledge and belief. I further swear that I have disclosed all relevant information to allow DePaul University to prepare the appropriate visa for my employment.

[Signature]

[Printed name]

Date