



Berkeley Lab H-1B Temporary Worker Application

PART 1 (To be completed by Division)

NAME		Division		
		Dept.		
		Group		
TITLE/ Job Classification		Current Visa / Immigration Classification		Appointment From To
Profession/Occupation and number of years of experience in this Profession/Occupation				
Supervisor	Supervisor Title (LBNL/UCB)	Supervisor's Email	Telephone	Account #

Name of the project in which the employee will/does work?	
Total number of employees in this position at this work site in this group?	

I. Lawrence Berkeley National Laboratory Documents (attach)/Information

Complete technical description of the position listed above. Be sure to describe all aspects of technical employment. In addition, if there is a generic description of this employment opportunity, please provide a photocopy.				
Describe minimum requirements for entry into this position in terms of education, experience and specialized skills.				
Salary (copy of hire request may be submitted).				
Salary Range (HR)	Low Mid Max	Salary Survey (completed by HR)		Year (HR)
Salary range paid to all employees for this position: (This range must include within it the salaries of all similarly employed employees in this position within the same commuting/ metropolitan area (MSA=Metropolitan Statistical Area - in our case, this is Sacramento to Santa Clara.)				
Address/work location for Employee				



Berkeley Lab H-1B Temporary Worker Application

PART 2 (To be completed by Applicant)

II. Employee Information and Documents

Full legal name (as it appears on passport)			
Date of Birth Mo. Day. Year.		Place of Birth City, Province, Country	
Address in U.S. where you will reside.			
Current Home Phone:		Current Work Phone:	
Current Home Fax		Current Work Fax	
Email Address		Html Address	LBNL Employee I.D. #
Social Security #		Citizenship	Perm. Res. Country
If outside the U.S., Consulate/Embassy where you will apply for your H-1B visa?			
Address abroad (<u>required</u>): your permanent residence abroad and date you began residence there. If none, give address abroad of parents or other family.			

III. Education - Name, City, State and Country of University from Highest Degree Awarded

**Provide copies of all college/post-secondary degrees. Provide English translation of all diplomas (sign and date translations and provide original signed copy). Provide date degree conferred / date of certifiable completion of all degree requirements if diploma not yet in hand. Provide certification letter from degree institution.		
Ph.D. -	University	
	Location	
Ph.D. -	University	
	Location	
Masters of Science -	University	
	Location	
Masters of Science -	University	
	Location	
Laurea	University	
	Location	
Bachelors of Science -	University	
	Location	
Bachelors of Science -	University	
	Location	



Berkeley Lab H-1B Temporary Worker Application

IV. **Current Resume/Curriculum Vitae** – List all publications. Attach.
(Clear and legible copy must be provided. Scans are acceptable – one sided ONLY)

V. If you are on a **J-1 visa**:

Are you subject to 212(e) (two year home residency physical presence requirement)? **YES or NO** (please circle ONE)

Does your current or any DS-2019 from this J1 exchange visitor program indicate that you are subject? **YES or NO**

Does your U.S. Visa Stamp in your passport indicate that you are subject? **YES or NO**

Have you requested an Advisory Opinion from the State Department as to whether or not you are subject? If so, please attach copy of Advisory Opinion received or indicate date of request if no opinion is yet received. **YES or NO**

Have you requested a No Objection Letter from your country's Embassy? Please attach copy or indicate date of request if no letter is yet received. **YES or NO**

Have you submitted application documents to the State Department for a Waiver of the two year physical presence requirement? Please attach copy of documents. **YES or NO**

Has the State Department recommended a waiver to the USCIS? If yes, please attach a copy of said document. **YES or NO**

Have you received a waiver from the USCIS? Please attach a copy. **YES or NO**

If you have received a waiver, or letter from the Department of State indicating they recommend Waiver to the USCIS, what is the end date reflected on your current DS-2019? (no extensions in J1 status may be requested after date the Department of State notifies the Exchange Visitor Program Sponsor that a Waiver has been recommended to the USCIS).

VI. **Public Charge** Questions: All Changes of Status or Extensions of Stay Requests Must Answer for yourself and any H-4 Dependent Family Members. H-1B Amendment ONLY requests do not require this information.

Have you (or your Dependent(s) received, since obtaining the nonimmigrant status that you seek to extend or that you seek to change on behalf of the beneficiary, received, or is the beneficiary currently certified to receive, the following public benefits?

YES or NO (circle one). If YES, please indicate below by checking the box(es) that apply:

- Any Federal, State, local or tribal cash assistance for income maintenance
- Supplemental Security Income (SSI)
- Temporary Assistance for Needy Families (TANF)
- General Assistance (GA)
- Supplemental Nutrition Assistance Program (SNAP, formerly called "Food Stamps")
- Section 8 Housing Assistance under the Housing Choice Voucher Program
- Section 8 Project-Based Rental Assistance (including Moderate Rehabilitation)
- Public Housing under the Housing Act of 1937, 42 U.S.C. 1437 et seq.
- Federally-Funded Medicaid

If you did answer YES to any of the above, please indicate below which type of Benefit, the Agency that granted the Benefit to you, the Dates of Benefits Receipt, for EACH:

Benefit Type	Granting Agency	Date(s) you Began/Ended Benefits



Berkeley Lab H-1B Temporary Worker Application

VI, Continued:

If you answered YES to the Public Charge question, do any of the following apply to you:

- The beneficiary is enlisted in the Armed Forces, or is serving in active duty or in the Ready Reserve Component of the U.S. Armed Forces.
- The beneficiary is the spouse or the child of an individual who has enlisted in the Armed Forces, or who is serving in active duty or in the Ready Reserve Component of the U.S. Armed Forces.
- At the time the beneficiary received the public benefits, the beneficiary (or the beneficiary's spouse or parent) was enlisted in the Armed Forces, or was serving in active duty or in the Ready Reserve Component of the U.S. Armed Forces.
- At time the beneficiary received the public benefits, the beneficiary was present in the United States in a status exempt from the public charge ground of inadmissibility.
- At time the beneficiary received the public benefits, the beneficiary was present in the United States after being granted a waiver of the public charge grounds for inadmissibility.
- The beneficiary is a child currently residing abroad who entered the United States with a nonimmigrant visa to attend an N-600K, Application for Citizenship and Issuance of Certificate Under INA Section 322 interview
- None of the above statements apply to the beneficiary

Has the beneficiary received, applied for, or has been certified to receive federally-funded Medicaid in connection with any of the following (select all that apply): Submit evidence to IRSO if you did receive one of the following:

- An emergency medical condition
- For a service under the Individuals with Disabilities Education Act (IDEA)
- Other school-based benefits or services available up to the oldest age available for secondary education under State law
- While under the age of 21
- While pregnant or during the 60-day period following the last day of pregnancy

Applicable Dates (if any): From _____ To _____

VII. **Non-Immigrant Information** — ***Copies of all documents are required. Attach. PROVIDE HERE the dates of prior periods of stay in the U. S. for the past 6 years and immigration status:

Passport No.		Date Issued		Expiration		Issued by:	
Date of Last Entry to the U. S.			Place of Entry			End Date D/S	Duration of Study
F1	I-20	From:	To:	Institution			
F1	I-20	From:	To:	Institution			
J1	DS-2019	From:	To:	Program			
J1	DS-2019	From:	To:	Program			
J1	DS-2019	From:	To:	Program			
H1B	I797	From:	To:	Employer			
H1B	I797	From:	To:	Employer			

***Passport – Copy of passport(s) - this includes current passport and passport used for last entry to the U. S. - Provide readable photocopies of all pages with writing on them (copies of ID pages, expiration page, U. S. visa pages, and pages



Berkeley Lab H-1B Temporary Worker Application

with admission stamps to the U. S.) Photocopy must be of sufficient quality so that every date stamp is clear and legible, including admission stamps to the U.S. (if red ink, darken the copier setting, as red does not photocopy easily).

I-94 – Copy of both sides of I-94 - arrival/departure card completed en route to Port of Entry/at Port of Entry, stamped by USCIS and placed in passport. Photocopy must be of sufficient quality so that all information, including date of entry stamp, is clear and able to be read.

F1 – If currently an F-1 student, copy of Form I-20 (school document) and practical training employment authorization card, EAD (Form I-688 B) The Form I-20 must be provided front and back with optional practical training authorized by the designated school official.

J-1 – If currently or previously in J-1 status, copies of all current and previous Forms DS-2019 forms issued by the U.S. Department of State) Note: Photocopies of the DS-2019 must be completely legible.

H-1B – Copies of approval notices issued in connection with any previous H-1B employment either with Lawrence Berkeley National Laboratory or with another employer and copy of previous petition and supporting documentation, if available.

Have you, your spouse (if applicable) ever applied for an immigrant visa or for adjustment of status to lawful permanent residence? If the answer is yes, please provide details.

VIII. Family Information for those dependents for whom you are requesting Visas (H4 for H1B derivatives). - Attach copies of all non-immigrant documents - I-94 forms, passports, and all USCIS approval notices which pertain to their current or previous immigration status. Child must be single under 21 years of age.

If in the U.S., indicate most recent date of entry and port of entry, from passport. Provide photocopies of all passport pages with writing on them.

Spouse full legal name	Social Security #	Place of birth	Date of birth	Date of Entry	Included in H-1B petition? Y or N
Child full legal name	Social Security #	Place of birth	Date of birth	Date of Entry	Included in H-1B petition? Y or N

*H1B Derivatives = Spouse and dependent children under 21. These family members are accorded H4 immigration classification, and are not entitled to employment authorization in the United States.

Note: Fax copies of documents are acceptable ONLY if they are clear and legible. EVERY ITEM OF INFORMATION MUST BE CLEARLY LEGIBLE.

Employee signature Date Name (printed) _____

CAUTION: Leaving the U.S. while an H1B petition is pending with the USCIS may render the application null and void.



Berkeley Lab H-1B Temporary Worker Application

Instructions for Translating Degrees

If your degrees are in a language other than English, you must submit translations in addition to copies of the original documents with your application for an H1B visa. If you perform the translation please complete the certificate below. Or, you may have another individual perform the translation and complete the certificate. The original certificate should be included with the translations.

Certification of Translation from _____ (foreign language) _____ to English

I certify that I, _____, am fluent in both English and (foreign language), and that the above is an accurate translation of the original certified documents attached.

Signed: _____ Date: _____

Print name: _____



Berkeley Lab H-1B Temporary Worker Application

Checklist of documents needed for H-1B petition submission to INS (all copies should be clear, 8.5X11" paper, original size, legible, single-sided and NO staples)

For Beneficiary:

1. Copy of Resume/CV
2. Copies of educational documentation (diplomas or degree confirmation letters, with English translations if applicable)
3. Copies of all I-20 forms (front and back) --- if in F-1 status at any time
4. Copies of all DS-2019 forms (front and back) --- if in J-1 status at any time
5. Copies of all I-797 approval notices --- if in H-1 status
6. Copy of passport (except blank pages)
7. Copy of most current I-94 form (front and back)
8. Copies of all visa stamp
- 9*. If an Immigrant Visa Petition (I-140 petition), has been submitted to USCIS on your behalf, please provide a copy of the USCIS receipt notice or approval notice.**

For Family (H-4 petition):

1. Copy of passports for all family members (except blank pages)
2. Copy of most current I-94 forms for all family members (front and back)
3. Copy of marriage certificate (with English translations if applicable) --- not required but strongly recommended
4. Copy of birth certificates for children (with English translations if applicable) --- not required, but strongly recommended
5. Copy of EAD card (for J-2 visa holders, if applicable).

***** If child is a U.S. Citizen, the above documents are not needed.**