

H-1B Employee Information

Employee Last Name:	First and Middle Names (as appears in passport):
City of Birth :	Province, state, department, region, canton, etc. of Birth:
<p>Required for all applicants: If the employee is outside of the U.S., or if any extension or change of status cannot be granted, at which American Consulate would s/he apply for a visa? We recommend applying for a visa in home country if possible.</p> <p>City: _____ Country: _____</p>	
<p>If the employee has ever applied for permanent residence, explain the petition type and current status:</p>	
<p>Has the employee ever been denied H-1B status? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please explain below:</p>	
<p>Is the employee in removal (deportation) proceedings? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please explain below:</p>	
<p>Travel can have a serious impact on H-1B cases. If you plan to leave and re-enter the U.S. <u>at any time</u> before the receipt of the H-1B approval notice, consult with an adviser and provide the following information:</p> <p>Do you have international travel plans in the next 6 months? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please provide travel dates:</p> <p>Departure Date (mm/dd/yyyy): _____ Return Date (mm/dd/yyyy): _____ Destination(s): _____</p>	

Scholars currently in H-1B Status or with family in the U.S.

<p>If any family members are in the U.S. and are not requesting change to or extending H-4 status (e.g. my son is a U.S. citizen), please explain:</p>			
<p>Are any family members currently in the U.S. changing or extending H-4 status? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please answer the question below and refer to the Dependent Checklist for additional documentation.</p> <p>Do they have international travel plans in the next 6 months? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please provide travel dates:</p> <p>Departure Date (mm/dd/yyyy): _____ Return Date (mm/dd/yyyy): _____ Destination(s): _____</p>			
<p>Since obtaining H-1B status, list in chronological order, <u>only</u> those periods when the employee was physically present in the U.S.</p>	H-1B Employer	Dates of Stay in the U.S. (mm/dd/yyyy)	
		First day in H-1B status	Exit
		Entry	Exit
		Entry	Exit
	Entry	Exit	

H-1B Employee Responsibilities

(Please read and sign this agreement, and retain one copy for your personal records)

- **The H-1B status is employer and job specific.**
You may not accept employment with a different employer or change jobs within UC Berkeley without having a separate or amended petition filed on your behalf.
- **There may be a 10-day grace period at the end of the H-1B petition validity dates.**
Up to a 10 day grace period before and after petition validity dates may be granted by the Port of Entry or USCIS. The grace period is not automatic, but may be granted on the I-94 record upon entry or on the I-797 approval notice for a change of status or extension of status. You are not eligible to work during the grace period.
- **Notify BIO at h1b@berkeley.edu immediately of the early termination of your UC Berkeley employment.**
If the employment is terminated prior to the end date on the approval notice by the hiring department, you are entitled to reimbursement of the reasonable cost for return transportation back home. Your department is not liable for travel expenses if you voluntarily resign. Once the employment is terminated, the employee who is otherwise maintaining status may be given a grace period of up to 60 days, or until the end of the authorized validity period, whichever is shorter, once during each authorized validity period. Employment is not authorized during this grace period unless the non-immigrant has other work authorization.
- **Notify BIO at h1b@berkeley.edu of any material change in employment, such as change in job title, duties, location, or significant salary increase beyond the normal yearly merit or step increase.**
BIO will evaluate if a new or amended petition is necessary before the change occurs.
- **Remind your department to initiate an H-1B extension in a timely manner.**
Extensions should be submitted as early as six months before the expiration of your current H-1B status and at least two months before the same date.
- **If you have H-4 dependents, their status is contingent upon the validity of your H-1B employment status.**
Loss of legal status by the employee automatically affects the H-4 dependents status. H-4 dependent status affects spouses and children under 21. Children who turn 21 or who marry are no longer eligible for H-4 status. H-4 dependents can study but are not authorized to work in the U.S. with very limited exceptions.
- **Maintain a valid passport for at least 6 months into the future, beyond the end date of the H-1B status.**
- **Report change of address to USCIS within 10 days of moving by submitting Form AR-11 available at www.uscis.gov/forms.**
- **Consult with BIO before making travel arrangements or departing the U.S.**
Petitions for change of status or extension of status require that the employee is physically present in the U.S. and travel plans can impact other petitions as well.
- **Provide BIO a copy of your new I-94 record after every re-entry into the U.S.**
Email H1B@berkeley.edu with a copy of the front and back of your I-94 or your electronic I-94 after each re-entry. Your most recent I-94 record (rather than your H-1B petition) determines the dates of your H-1B status.
- **Part-time H-1B employees are required to document hours worked per day and per week.**
Submit a weekly time sheet to your department.

Signature of Agreement

I understand the above-mentioned rights and responsibilities and hereby affirm the information provided on this form are true, to the best of my knowledge, information, and belief.

Name of H-1 Employee:	
Signature:	Date: