

PROSPECTIVE EMPLOYEE QUESTIONNAIRE

Please complete and sign this form and return it to your sponsoring department. In completing the form, your answers should be accurate and truthful, as the information you provide is required in preparing a petition, application, or related request to the U.S. Department of Labor, U.S. Citizenship and Immigration Services, or the U. S. Department of State, as applicable.

Should a question not apply to you, please enter "N/A," meaning non-applicable.

Sponsoring Department:

Prospective Position Being Considered:

Intended Start Date of Employment (mm/dd/yyyy):

Your Name

1. **First Name:**

2. **Middle Name:**

3. **Family (Last) Name:**

4. **All other names, including aliases, maiden name and names from all previous marriages:**

Biographical Information

1. **Date of Birth (mm/dd/yyyy):**

2. **Gender:** Male Female

3. **Country of Birth:**

4. **Province of Birth:**

5. **All Countries of Citizenship:**

6. **Current U.S. Home Address (street, city, state, zip code):**

7. **Address Outside the U.S. (street, post office box, city, state/province, postal code, country):**

Passport Information Note: You must maintain a current passport during your stay in the U.S.

- 1. **Name on Passport:**
- 2. **Passport Number:**
- 3. **Place of Issuance:**
- 4. **Date Passport Issued (mm/dd/yyyy):**
- 5. **Date Passport Expires (mm/dd/yyyy):**

Immigration Status Information

- 1. **Date of Last Arrival (mm/dd/yyyy):**
- 2. **Name on I-94:**
- 3. **I-94 Number:**
 Electronic Print
- 4. **Immigration Status Indicated on I-94:**
- 5. **Date Immigration Status Expires on I-94 (mm/dd/yyyy):**
- 6. **Current Immigration Status:**
- 7. **Date Current Immigration Status Expires (mm/dd/yyyy):**
- 8. **Have you ever been a J-1 or J-2 Exchange Visitor:** Yes No

If yes, please provide dates of J-1 and/or J-2 status:

If yes, are you subject to the 2 year foreign residence requirement? If so, have you obtained a waiver?

- 9. **Are you presently in removal/deportation proceedings?:** Yes No
- 10. **Have you ever been in H-1B Status?** Yes No

If yes, please provide dates of prior H-1B Status:

- 11. **If you are currently in H-1B status and intend to transfer to NCCU, are you presently employed:** Yes No
- 12. **Have You Ever Been Denied a Visa by a US Consulate/Embassy, denied admission at a U.S. port-of-entry, or been denied status by U.S. Citizenship and Immigration Services?** Yes No

If yes, please explain:

Dependents

1. Marital Status:

2. If your children (under age 21) and/or spouse, will be accompanying, please provide the following: (please complete on another page if needed)

Name	Spouse or Child	Age	Country of Birth	Country of Citizenship	Present Location	If in the US, Immigration Status

Please note that we do not assist in the preparation of any applications or petitions on behalf of your spouse or children; however, we will mail the application together with the H-1B petition if you wish. Please keep any copies of applications for dependents as OIA will not make or keep copies. Applications for dependents must come in a sealed envelope and only at the time when the H-1B petition is ready to be filed with USCIS. You will be notified by OIA once your H-1B petition is ready to be filed. Please visit www.uscis.gov with regard to the completion of a Form I-539 Application for Extend/Change Nonimmigrant Status for those family members that are in the U.S. or the website for the U.S. consulate where they will apply for a visa stamp. Please visit <http://www.usembassy.gov/>.

When you return this completed questionnaire to the NCCU department responsible for your prospective employment, please include the following documentation with certified translation, as needed:

- Complete copy of the biographic page of your Current Passport.
- Copy of most recent I-94 (print) or I-94 admissions document (electronic).
- Copies of the U.S. issued admission/entry stamps from your passport.
- Copies of most recently issued U.S. visa, if applicable.
- Copies of all USCIS issued approval notices or the like, such as Forms I-797 Notice of Action approval notices, as applicable. If an application or petition is pending, please provide a copy of the applicable Form I-797 Notice of Action receipt notice.
- If you ever held J-1 or J-2 status, copies of all Forms DS-2019 (or IAP-66).
- If you ever held F-1 or F-2 status, copies of all Forms I-20.
- Copies of all current and expired Employment Authorization Documents, as applicable.
- Copies of last three months paystubs from current employer, if currently in H-1B status.
- Copies of all diplomas/degrees. If no diploma was issued, please provide a copy of your transcript indicating issuance of the degree.
- Current Curriculum Vitae.
- Academic credential evaluation, if any, for any terminal foreign degrees.
- Any required professional licenses or certificates.
- If a physician, copies of USMLE Steps 1-3; ECFMG certificate; Residency and Fellowship completion certificates; and NC Medical License, as applicable.
- If a registered nurse, copies of CGFNS VisaScreen, NCLEX-RN results; NC Nursing License, as applicable.

*****PLEASE DO NOT PROVIDE YOUR SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER. IF PRESENT ON A DOCUMENT, PLEASE REDACT.*****

I attest that all photocopies that I have provided or will provide to the university are exact photocopies of unaltered, original documents. I understood that upon the university's request, I must provide immediately any and all original documents. Further, I authorize the release of any information by the university to the U.S. Citizenship and Immigration Services that is needed by that agency to determine my eligibility for the benefit being sought.

Print Name

Signature

Date

Please return the completed questionnaire and applicable documents to your sponsoring department.