



Office of International
Programs
Cleveland Hall, 1st Floor
Tel: 568-6119 Fax: 568-8080
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BACKGROUND FORM FOR H-1B APPLICATIONS

<u>EMPLOYEE</u>	
Name: _____	Male _____ Female _____
Family First Middle	
Date of Birth: _____	Place of Birth: _____
Month Day Year	City Country
U.S. Social Security Number: _____	Email address: _____
Province and Country of Birth: _____	Country of citizenship (if different): _____
Current home address: _____	

<u>JOB INFORMATION</u>	
Position: _____	Department: _____
Salary: _____	Contract Dates: _____
Minimum Educational Qualifications Required: _____	
Department Head: _____	Email address: _____

REQUIRED EMPLOYEE DOCUMENTS

- Copy of most recent diploma and/or transcripts proving minimum required education
- Copy of all immigration documents since entering the U.S.
- Proof of current legal immigration status
- Copy of Passport
- Current resume or curriculum vitae
- Required Fees

Return completed form to JMU's International Student and Scholar Services (MSC 8003) as soon as possible after the hire date. Normal processing will be 2 – 5 months. Premium processing can be requested for an additional government fee of \$1,000. Premium processing guarantees a three week processing time.
