



Form B

Request for Immigration Processing Scholar/Employee Information

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215
 ♦ 617/353-3565 ♦ issosch@bu.edu ♦ www.bu.edu/isso ♦

A. Name (as it appears on your passport)		
Last Name / Family Name / Surname:	First Name / Given Name:	Middle Name(s), if any:
List all other names used (include maiden name and other names used on legal or academic documents, etc.):		

B. Permanent Non-US Address		Current Residential Address	
<i>Home address in country of citizenship or country of legal permanent residence.</i>		<i>If different than permanent address. Cannot be an office address or PO Box</i>	
Non US Address:		Residential Address:	
Street:		Street:	
City:	State/Province:	City:	State/Province:
Country:	Postal Code:	Country:	Postal Code:
Country Code:	Phone Number:	US Area Code or Country Code	Phone Number:
Email:		Address valid until (mm/dd/yyyy):	

C. General Information			
Date of Birth (mm/dd/yyyy):	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	
City of Birth:	Province of Birth:	Country of Birth:	
Country of Citizenship (Primary):	Other Countries of Citizenship (if applicable):	Country of Legal Permanent Residence:	

D. Education			
	Degree Level	Major Field	Degree Completion Date
US Degree Equivalent	<input type="checkbox"/> Bachelor's		<input type="checkbox"/> Completed <input type="checkbox"/> Anticipated
	<input type="checkbox"/> Master's		<input type="checkbox"/> Completed <input type="checkbox"/> Anticipated
	<input type="checkbox"/> Doctorate - Type: <input type="checkbox"/> Ph.D. <input type="checkbox"/> M.D. <input type="checkbox"/> Ed.D. <input type="checkbox"/> J.D. <input type="checkbox"/> DMD <input type="checkbox"/> Other:		<input type="checkbox"/> Completed <input type="checkbox"/> Anticipated
	<input type="checkbox"/> Other:		<input type="checkbox"/> Completed <input type="checkbox"/> Anticipated
Please list all professional licenses and certificates (not educational degrees) that you hold (e.g., medical or dental licenses). Use separate page if necessary. Attach copies if license of certification is a required minimum for your associated BU appointment:			Do you plan to take classes at BU? <input type="checkbox"/> No <input type="checkbox"/> Yes – Explain on separate page

E. U.S. Immigration History/Summary			
List your entire history of visits to the US (except for time spent in a visitor classification). Attach additional sheet if required.			
Dates in the US		Immigration Status (visa classification)	Employer or Host Institution
Date Status Began	Date Status Ended		

Current U.S. Presence and Lawful Status	
Are you currently in the US?	No <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> I am requesting a program transfer or extension of my current immigration status. <input type="checkbox"/> I am requesting a change of immigration status. <input type="checkbox"/> I will be leaving the US and returning before I begin my appointment at Boston University (complete Section H to indicate your travel plans).
	Please provide the following information about your current status:
	My current immigration status is
	The date of my last entry to the US is
	I-94 Number
If you are currently employed or affiliated with another employer/institution in the US, when do you expect this employment/activity to end?	

U.S. Lawful Permanent Residence					
Have you ever applied for lawful US permanent resident status (a "Green Card") or has anyone ever applied for you?			No <input type="checkbox"/>	Yes <input type="checkbox"/>	Attach all documentation pertaining to your US Permanent Residence petition (including USCIS receipt notices, approvals, employment authorizations, etc.)
If you checked "Yes" on question 2, please explain below:					
Has a Labor Certification ever been filed on your behalf?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Priority Date	By Whom (Petitioner)?	Status of Petition?
Has an Immigrant Petition (I-130/I-140) ever been filed on your behalf?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	When?	By Whom (Petitioner)?	Status of Petition?
Have you ever filed an I-485 Application to Adjust Status in the US?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	When?	Which USCIS Office?	Status of Petition?
Have you ever applied for an Employment Authorization Document (EAD) as a pending Lawful Permanent Resident?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	When?	Which USCIS Office?	Status of Petition?

Immigration History - General		
Have you ever been arrested or convicted of a crime in the US?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please explain on a separate sheet.
Have you ever been in removal ("deportation") proceedings in the US?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please explain on a separate sheet.
Have you ever been granted H-1B status?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please include dates in immigration history above
Have you ever been denied H-1B, E-3, O-1, J-1 or TN status?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please explain on a separate sheet.

Past J Program Participation

8. Have <u>you</u> have ever been granted J status (J-1 or J-2 dependent)?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Dates of J Program: From: _____ To: _____
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9. Has <u>your spouse</u> ever been granted J status (J-1 or J-2 dependent)?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Dates of J Program: From: _____ To: _____
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10. If you or your spouse held J status, where you (or they) subject to the two-year home residence requirement (212e)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – If you or your spouse were subject to the two-year home residence requirement based on participation in a J program, please check the appropriate box below:			
		<i>Me</i>	<i>My Spouse</i>	Two-Year Home Residence Requirement:	
		<input type="checkbox"/>	<input type="checkbox"/>	Still subject to the requirement.	
		<input type="checkbox"/>	<input type="checkbox"/>	Applied for a waiver of the requirement.	
		<input type="checkbox"/>	<input type="checkbox"/>	Application for a waiver of the requirement was approved (copy attached).	
<input type="checkbox"/>	<input type="checkbox"/>	Satisfied the requirement by living in home country for at least two years.			

Attach documentation related to any past period of sponsorship in J status for yourself or your spouse including Forms DS-2109 & visa stamps, as well as any documentation related to any requests for or receipt of an Advisory Opinion or Waiver of the Two-Year Home Residence Requirement.

F. Family Information

Your lawful spouse and unmarried children (under 21) are eligible to apply for dependent visas to accompany you to the US or to follow to join you at a later time. Please complete the information below about each dependent whether or not they will be included in your visa and/or immigration applications.

1. Do you have any dependents (as defined above)?	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many?
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2. Are your dependents currently in the US?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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3. Will your dependents join you in the US?	No <input type="checkbox"/>	Yes <input type="checkbox"/> They will travel with me. Yes <input type="checkbox"/> They will join me at a later time. Expected date of US arrival: _____
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	Spouse	Child 1	Child 2	Child 3
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	Spouse	Child 1	Child 2	Child 3
Family Name				
First Name(s)				
Middle Name(s)				
Date of Birth				
Gender				
City of Birth				
Country of Birth				
Country of Citizenship				
Country of Legal Permanent Residence				
If dependent is already in the US, please indicate his/her current immigration status				
For J Processing Requests Only: Do you need the ISSO to issue a Form DS-2019 for your dependent as part of this request?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

G. International Travel Plans

Do you have any international travel plans during the time your case will be in process with the ISSO or other government agency, where applicable (i.e. USCIS, DOL, DOS, etc.)? Yes No

IMPORTANT: International travel can have significantly impact your immigration status, the ISSO processing strategy and the ultimate outcome of this sponsorship request. Please list all scheduled or potential/tentative international travel plans for you and/or any dependents over the next 6-8 months. These details are necessary to determine the appropriate filing strategy to obtain an approval for this request. This is particularly important if you are currently in the US and plan to travel out of the US before this application or petition is approved; or if you are currently outside the US and plan to travel to the US before this application or petition is approved.

If your international travel plans change while your case is pending with the ISSO or other government agency, as applicable (USCIS, DOL, DOS, etc.), it is imperative that you inform the ISSO immediately. Failure to notify the ISSO of international travel plans and/or changes to the plans listed below may jeopardize or delay processing on this request. If there is not enough space here to list all of your potential travel dates and destinations, please attach a separate sheet.

Date of US Departure	Date of US Reentry	Destination

H. Visa Application Information

If you must apply for a visa prior to entering the US in order to begin (or continue) your academic activity or employment, to which US embassy or consulate will you apply?

Country: _____ City: _____

J. For J-1 Processing Requests ONLY - Last Position Held in Home Country

Please give the title and a brief description of the most recent (or current) position held in your country of citizenship or country of last legal permanent residence.

Please choose the category that best describes the employer of the above position:

- Government Academic Community Private Sector The Arts or Sports
 Labor Union/Organization Communications/Media Military

K. FOR J-1 SPONSORSHIP REQUESTS ONLY - Source of Financial Support

J-1 scholars as well as any accompanying dependents in J-2 status, must demonstrate full funding for the duration of the requested J-1 program. Refer to [Minimum Funding Requirements for Scholars in J-1 Status](http://www.bu.edu/isso/administrators/checklist/j1/minimum-funding/) [http://www.bu.edu/isso/administrators/checklist/j1/minimum-funding/] for details.

If you are not receiving funding from BU or if the BU funding does not meet the required minimums for sponsorship, please submit additional documentation to demonstrate sufficient financial support for the duration of the requested J-1 sponsorship period. All documents must be in English and converted to US currency. If you indicated on page 3 that you have dependents who will require J-2 sponsorship, you must provide documentation to meet the stated minimums indicated for J-2 dependent sponsorship.

Source of Financial Support (for duration of appointment)

Boston University salary (if any):	US \$
US Government Agency:	US \$
International Organization(s):	US \$
The exchange visitor's government:	US \$
The bi-national commission of the visitor's country:	US \$
All other organizations providing support (please specify):	US \$
Personal Funds:	US \$

Total Funding:	US \$
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Required certifications for international scholars/employees who are requesting immigration sponsorship

1. I have completed this form and have represented the biographical information, immigration history and academic credentials for myself and any accompanying family members (if applicable) completely and accurately, to the best of my knowledge.
2. I have submitted all requested supporting documentation listed in the Request for Immigration Processing instructions for the immigration classification I am requesting.
3. I understand that it is my responsibility to notify the ISSO immediately if there are any changes to the information I have provided on this form for the duration of time that this request is pending at the ISSO, U.S. Citizenship and Immigration Services (USCIS), and/or at other US government agencies as appropriate for my sponsorship request. I also understand that any changes to the information I have provided may significantly impact the immigration processing, timing and/or outcome of my request. I will communicate any changes to the details provided, including, but not limited to:
 - a. Changes in the biographical information for myself and/or accompanying family members (spouse and unmarried children under the age of 21),
 - b. Changes to my US immigration history,
 - c. Changes to my US legal status (including active US employment, or adjustment to lawful US permanent resident),
 - d. Changes to my academic credentials or
 - e. Changes to any international travel plans for myself or my accompanying family members (spouse and unmarried children under the age of 21)
4. I give my permission to the ISSO to access my US arrival/departure information through the US Customs and Border Protection (CBP) website (<https://i94.cbp.dhs.gov/i94>) if required for processing related to this sponsorship request.
5. I understand that the ISSO, in consultation with my host department will review the documentation provided in this sponsorship request and will determine the immigration classification that is appropriate for the requested BU appointment or employment. Based on the information submitted in this sponsorship request and any additional information that may be required, the ISSO will facilitate the issuance of documentation that will allow me to:
 - a. Apply for the appropriate visa classification at a US consulate (where appropriate) to request issuance of a US entry visa
 - b. Request admission to the US in the requested visa classification to commence the desired appointment/employment at BU and/or
 - c. If I am already in the US, the ISSO will take appropriate steps to update or change my current immigration or employment status to allow me to commence or continue the requested activity at Boston University.
6. I understand that the ISSO will do their best to obtain a positive outcome, but that ultimately my eligibility for a visa, admission to the US and/or employment authorization will be determined at the discretion of the appropriate US government agency. US immigration laws are complicated and eligibility for entry to the US can be affected by many factors including, but not limited to my US immigration history, prior arrests or convictions, unlawful employment in the US, acceptance of certain US public benefits or periods where I may have overstayed my authorized stay in the US.
7. I understand that in order to comply with US immigration laws, Boston University must obtain personal information from me, as explained in the Boston University Applicants to Boston University Jobs in the United States – Privacy Notice (<http://www.bu.edu/policies/information-security-home/employment-applicant-privacy-notice/>).
8. I understand that international travel, as well as my access to materials, technology, information, data and services in connection with my work for Boston University is governed by United States Export Control Laws. I have read the information concerning Export Control Laws provided by the University at <http://www.bu.edu/researchsupport/compliance/export-control/laws-and-exclusions/>.
9. I certify that I will not undertake any of the following activities without approval from my BU Host (as indicated on Form A of this request):
 - a. I will not agree – either formally or informally – to accept confidential materials, technology, information or data without approval from the Department Host/Supervisor.
 - b. I will not agree – either formally or informally – to limit or restrict my, the academic Department's or the University's right to disseminate and publish the results of our research freely.

 Signature of Scholar

Print Name

Today's Date (mm/dd/yyyy)