



PERSONAL INFORMATION QUESTIONNAIRE

To be completed by the candidate for whom the status or extension of stay is sought.

Please provide all the information requested below. Should you have any questions regarding the information requested feel free to contact Jigisha Patel at (617) 373-7073. **Please return the completed personal information questionnaire along with your documents to your department administrator for processing.**

Date Questionnaire completed: _____

INFORMATION ABOUT YOU, THE EMPLOYEE OR POTENTIAL EMPLOYEE:

1) Your FULL name, including middle _____

Any other names by which you have been known _____

2) Your place of birth: Town/City: _____ Province:

Country: _____

3) Country of Citizenship: _____

If naturalized, date of Naturalization: _____

4) Your date of birth: Month: _____ Day: _____ Year: _____

5) Current address (either in the U.S. or in the home country if not living in U.S.):

6) Permanent foreign address:

7) Current immigration status: Circle one: F-1/OPT TN H1B J-1/2 O-1

Other: _____

None: Not in the U. S. at the present time _____

IF YOU ARE NOT IN THE U.S., Location of consular post where you will secure your visa:

City _____ Country _____

8) Date that status expires: _____

9) Have you ever been in J status? _____ yes _____ no

 If “yes”, were you subject to the two year return to home country provision? _____ yes
_____ no

 If “yes”, have you secured a waiver or served the two years in your home country? _____ yes
_____ no

10) Social Security Number (if applicable): _____

11) Alien Registration Number or “A Number” (if applicable): A _____

12) Date and place of most recent entry into U.S.:

 Date: _____

 Place: _____

13) Passport number: _____ Date issued: _____

14) Expiration date of current passport: _____

15) Number from most recent I-94: _____

16) Name and address of current employer:

17) Date you plan to end employment with that company: _____

18) Have you or anyone else filed a petition or application for permanent residency on your behalf?

 _____ yes _____ no

19) Has any non-immigrant or immigrant petition filed on your behalf ever been denied?

_____ yes _____ no If yes, please provide details AND RECEIPT NUMBER:

20) **IF YOU ARE CURRENTLY EMPLOYED BY NORTHEASTERN UNIVERSITY**
AND THIS IS A RENEWAL OF STATUS, PLEASE INDICATE ANY UPCOMING TRAVEL
THAT MUST BE TAKEN FOR BUSINESS PURPOSES AND THE DATE OF DEPARTURE:

INFORMATION ABOUT YOUR SPOUSE AND CHILDREN:

- A. Full name of spouse: _____
- B. Spouse's birth place: Town/City, PROVINCE, Country _____
- C. Country of Citizenship: _____
- D. Spouse's date of birth: Month _____ Day _____ Year _____
- E. Spouse's current immigration status: _____
- F. Date of expiration: _____
- G. If your spouse has ever been in H status of any kind, please indicate all periods that he/she has been in that status:
- H. Is your spouse's immigration status dependent upon yours? _____ yes _____ no
- I. Spouse's Alien Registration Number or "A Number" (if applicable): A _____

NOTE: If "yes" and you are currently in the United States, your spouse (and any dependent children) must complete and submit to the Office of the University Counsel USCIS Form I-539 to accompany the University's petition on your behalf. The immigration Form I-539 Application to Extend/Change Nonimmigrant Status is available at: www.uscis.gov.

The immigration form must be accompanied by a check in the amount of \$300 made payable to "U.S. Citizenship and Immigration Services."

INFORMATION ABOUT YOUR CHILDREN:

A. Child's Name: _____ Date of Birth: _____

Place of Birth: _____ Citizenship: _____

B. Child's Name: _____ Date of Birth: _____

Place of Birth: _____ Citizenship: _____

C. Child's Name: _____ Date of Birth: _____

Place of Birth: _____ Citizenship: _____

PLEASE PROVIDE THE FOLLOWING DOCUMENTS:

For yourself: _____ copy of all stamped pages from your **current passport**

_____ copy of your most recent **I-94 Arrival-Departure Record**

_____ copies of any and all prior immigration status documents (for example: SEVIS Forms I-20 for F student status; SEVIS Forms DS-2019 for J status; Form I-797 approval notices for H1B, O1, or other nonimmigrant statuses)

_____ copies of any current or expired Employment Authorization Documents (EAD cards)

_____ if currently in H1B status, provide copies of last 3 paystubs from current employer

_____ copies of **degree certificates/diplomas** and **transcripts** for all degrees awarded; if awarded by a non-U. S. institution, please make certain they are accompanied by an English translation if necessary.

_____ an up to date resume or curricula vitae listing all employment

For your spouse (only if dependent on your status and filing form I-539 in the U.S.):

_____ copy of **marriage certificate** (with English translation if necessary)

_____ copy of all stamped pages from current **passport**

_____ copy of most recent **I-94 Arrival-Departure Record**

_____ copies of any and all prior immigration status documents

_____ **completed Form I-539 Application to Extend/Change Nonimmigrant Status and a check for \$300 filing fee made payable to "U. S. Citizenship and Immigration Services"**

For your children (for any and all children who are not U.S. Citizens, are dependent on your status and are filing form I-539 in the U.S.):

_____ copy of **birth certificate** (with English translation if necessary)

- _____ copy of all stamped pages from current **passport**
- _____ copy of most recent **I-94 Arrival-Departure Record**
- _____ copies of any and all prior immigration status documents
- _____ **if you are not filing for your spouse but are including your children on your petition, provide a completed Form I-539 and a check for \$300 for your children**

NOTE: You only need one Form I-539 for your dependents. If you are filing for just your spouse, or your spouse and children, or just your children, all can be included on the same form and the filing fee is a single \$300.

Please complete the following information giving a complete history of your non-immigrant status in the United States. If you have been in the United States on several visas, please indicate the dates as accurately as possible. Begin by listing the most recent status held. Indicate the beginning and ending date of that status. If you were in school, give the name and address of the school(s) attended. Provide the same information for all employment.

Attach copies of all immigration documents to prove you held the respective visa statuses.

Do the same for your employment history, documenting all work authorizations under the various visa statuses that you may have held. Begin with the most recent employment held. Please indicate whether full or part-time and the beginning and ending dates of each employment period. Please attach copies of all work authorizations. If you did not work for the entire period of a work authorization, please indicate that in your work history.

If you are including your spouse in your visa application, also include copies of immigration documentation showing his/her visa status(es) held. Do the same for any work authorizations your spouse holds or has held.

YOUR STUDENT STATUS HISTORY IN THE UNITED STATES:

Name & Address of School: (most recent first)

Dates of Study: From _____ To _____ **Visa Status held:** _____

Name & Address of School:

Dates of Study: From _____ To _____ **Visa Status held:** _____

Name & Address of School:

Dates of Study: From _____ To _____ Visa Status held: _____

Name & Address of School:

Dates of Study: From _____ To _____ Visa Status held: _____

YOUR EMPLOYMENT HISTORY IN THE UNITED STATES:

Name and Address of Employer: (current or most recent first)

Title of Position Held: _____

Beginning date (mm/dd/yyyy): _____ **End date (mm/dd/yyyy):** _____

Visa Status Held: _____

Name and Address of Employer:

Title of Position Held: _____

Beginning date (mm/dd/yyyy): _____ **End date (mm/dd/yyyy):** _____

Visa Status Held: _____

Name and Address of Employer:

Title of Position Held: _____

Beginning date (mm/dd/yyyy): _____ **End date (mm/dd/yyyy):** _____

Visa Status Held: _____

Name and Address of Employer:

Title of Position Held: _____

Beginning date (mm/dd/yyyy): _____ **End date (mm/dd/yyyy):** _____

Visa Status Held: _____