EMPLOYMENT AUTHORIZATION FOR H-4 DERIVATIVE QUESTIONNAIRE

Please complete the sections as marked. The U.S. Citizenship and Immigration Services (USCIS) requires that each of the following questions be answered in order to apply for employment authorization and/or advance parole. Therefore, do not leave any questions blank; if a question does not apply, please write "N/A" or "none," as appropriate.

PLEASE NOTE: <u>THIS IS A FILLABLE FORM</u>. PLACE YOUR CURSOR ANYWHERE IN THE GRAY BOX NEXT TO THE ITEM YOU ARE COMPLETING AND LEFT CLICK; THIS WILL HIGHLIGHT THE BOX AND ALLOW YOU TO TYPE IN YOUR INFORMATION.

<u>EMPLOYER:</u>　　　　　　　　　　　　　**<u>EMPLOYEE ID:</u>**

(Note: If applying for EAD for "H-4 Spouses," provide your H-1B spouse's Employer Name and ID.)

<u>Biographic Data</u>

LAST NAME:　　　　　　　　First Name:　　　　　　　Middle Name:

Email Address:

U.S. Home Address (if currently in the U.S.):

U.S. Home Telephone:

Country of Citizenship:

Date of Birth (mm/dd/yy):　　　　　Place of Birth (city, state/province, country):

Sex: ☐ Male ☐ Female

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated

Social Security Number (if any):　　　　　Alien Registration Number (if any):

If you do not have a social security number, do you wish to apply for a social security number? Yes　　　　No

You may apply for a social security number through the EAD application.

Your Father's Name (Given Name, Surname):

Your Mother's <u>Birth</u> Name (Given Name, Surname):

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Date of Last Arrival (mm/dd/yyyy):　　　　Place of Last Entry (city/state):

I-94 Number:　　　　　　　　　I-94 Expiration Date (mm/dd/yyyy):

Manner of Last Entry (Student, H-1B, H-4, Parolee, etc):

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Have you ever before applied for employment authorization from the USCIS? ☐ Yes

☐ No

If yes, at which USCIS office? ☐ Vermont ☐ Nebraska ☐ Texas ☐ California

Validity dates: _____ to _____

Supporting Documentation

Please provide <u>clear</u> copies of the following documents via email:

> One copy each of your passport data page, current visa, and most recent Form I-94 Arrival/Departure Record (from passport)
> Copies of all previously issued employment authorization documents, if applicable
> For an EAD application based on H-4 derivative status, please provide copies of the following for your **H-1B Spouse**:
>   ▪ Marriage Certificate
>   ▪ Current I-797 and I-94 for H-1B spouse;
>   ▪ I-94 Travel History (available online at https://i94.cbp.dhs.gov/I94/request.html);
>   ▪ Valid Visa for H-1B Spouse
>   ▪ H-1B Spouse's 3 most recent pay statements.

Please ship the following documents:

> Two photographs taken in accordance with the USCIS photograph specifications on Page 3 of this document
> Legal Fee (made payable to "Goel & Anderson, LLC")
> USCIS filing fee (made payable to "U.S. Department of Homeland Security"): $520.00

Please forward all of the requested information to:

ATTN: TCS Admin /# [Employee ID]
Goel & Anderson, LLC.
1775 Wiehle Avenue, Suite 200
Reston, Virginia 20190

Photograph Requirements

Two Samples of Acceptable Photographs

General Requirements:
- The photograph must be a full-face photo
- The photograph(s) must be no more than 30 days old when you file your application
- All photos must be of just the person
- Where more than one photo is required, all photos of the person must be identical
- All photos must meet the specifications for full-frontal/passport photos

Photo Size:
- 2 by 2 inches (roughly 50 mm square) with the head centered in the frame
- The head (measured from the top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25 mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo

Photo Appearance:
- The photograph must be a full-face view in which the visa applicant is facing the camera directly
- The applicant should not look down or to either side, and the face should cover about 50 percent of the photo area.
- Side or angled views are NOT accepted
- The photograph must be in color with a white or off-white background. Photos with dark, busy or patterned backgrounds will not be accepted
- In general, the applicant's head, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom and from hairline side-to-side (it is preferable that ears be exposed)
- Head coverings and hats are only acceptable due to religious beliefs, however, they may not cover any portion of the applicant's face
- Sunglasses or other wear which detracts from the face are not acceptable unless required for medical reasons (an eye patch, for example)

- A photograph depicting a person wearing a traditional facemask or veil that does not permit adequate identification is not acceptable

Head Position & Background

- Head should be positioned directly facing the camera
- Photo should capture from slightly above top of hair to middle of chest
- Eyes should be open and looking at the camera
- Background should be plain white or off-white
- Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or any other part of the face