

H-1B Change of Employer Petition Information

A. Beneficiary Information

Family Name (<i>Last Name</i>)		Given Name (<i>First Name</i>)		Full Middle Name	
All Other Names Used (<i>include aliases, maiden name and names from all previous marriages</i>)					Gender
E-mail Address		U.S. Social Security Number (<i>if any</i>)		A-Number (<i>if any</i>)	
Date of Birth (<i>mm/dd/yyyy</i>)	Country of Birth	Province of Birth		County of Citizenship	

If in the United States, complete the following: (*Note: You can retrieve your current I-94 [here](#)*)

Date of Last Arrival (<i>mm/dd/yyyy</i>)	I-94 Number	Current Nonimmigrant Status	
Date Status Expires (<i>mm/dd/yyyy</i>)	SEVIS Number (<i>if any</i>)	EAD Number (<i>if any</i>)	
Passport Number	Date Passport Issued (<i>mm/dd/yyyy</i>)	Date Passport Expires (<i>mm/dd/yyyy</i>)	
Current U.S. Address (<i>if applicable</i>)			
Home Phone Number		Mobile Phone Number	

If currently outside the United States or will be at the time of an approval, state the U.S. consulate you want notified if the new petition is approved:

Consulate Address (<i>City</i>)	Foreign Country
Your Foreign Address	

B. Academic Credentials. List all earned or anticipated college and/or university degrees.

Type of Degree (<i>e.g., PhD, MS, BS</i>)	Field of Study (<i>e.g., Computer Science</i>)		
School Name	City, Country	Date Completed (<i>mm/dd/yyyy</i>)	

Type of Degree	Field of Study		
School Name	City, Country	Date Completed (<i>mm/dd/yyyy</i>)	

Type of Degree	Field of Study		
School Name	City, Country	Date Completed (<i>mm/dd/yyyy</i>)	

- C. H-1B History** – The H-1B visa is valid only for six years unless you have an approved I-140. Below please list each H-1B approval you have received (starting with your initial H-1B approval) along with the valid to and from dates list on the I-797 H-1B approval.

Initial/Amend/Extend	Valid From (mm/dd/yyyy)	Valid To (mm/dd/yyyy)	Receipt Number
(Example) Initial	(Example) 1/1/2018	(Example) 12/31/2020	(Example) WAC123456789
	10/01/2016		

- D. Immigration History.** List any U.S. visa status you have held and exact dates you have ever entered and departed the U.S. Please start from the beginning and work your way down to the present. (Provide attachment if necessary.)

Visa Status	Valid From (mm/dd/yyyy)	Valid To (mm/dd/yyyy)	Date Entered U.S.	Date Departed U.S.

- E. Travel Information** - If you intend on travelling internationally within the next 6 months please provide an approximate departure and return date. Please note international travel while your petition is pending with USCIS is not advised.

Departure	Return

F. Green Card Information

Has your current employer, or any former employer, ever filed a PERM (Form 9089) application for you?		
Has your current employer, or any former employer, ever filed an I-140 application for you?		
I-140 Receipt Number	Priority Date	EB Preference Category

G. Dependent Information. If you are married and/or have unmarried, dependent children under the age of 21, who are currently inside the U.S., who need visa sponsorship for H-4 status, please provide the following information:

Family Name (<i>Last Name</i>)	Given Name (<i>First Name</i>)	Full Middle Name	Relation to Beneficiary
Current U.S. Address (<i>if different from your own</i>)			
Foreign Address (<i>if different from your own</i>)			
Date of Birth (<i>mm/dd/yyyy</i>)	Country Where Passport Issued	Expiration Date (<i>mm/dd/yyyy</i>)	
Country of Birth	Country of Citizenship	U.S. Social Security Number (<i>if any</i>)	A-Number (<i>if any</i>)
Date of Last Arrival (<i>mm/dd/yyyy</i>)	I-94 Number	Current Nonimmigrant Status	Expires on (<i>mm/dd/yyyy</i>)
E-mail Address		Daytime Phone Number	

Family Name (<i>Last Name</i>)	Given Name (<i>First Name</i>)	Full Middle Name	Relation to Beneficiary
Date of Birth (<i>mm/dd/yyyy</i>)	Country Where Passport Issued	Expiration Date (<i>mm/dd/yyyy</i>)	
Country of Birth	Country of Citizenship	U.S. Social Security Number (<i>if any</i>)	A-Number (<i>if any</i>)
Date of Last Arrival (<i>mm/dd/yyyy</i>)	I-94 Number	Current Nonimmigrant Status	Expires on (<i>mm/dd/yyyy</i>)

Family Name (<i>Last Name</i>)	Given Name (<i>First Name</i>)	Full Middle Name	Relation to Beneficiary
Date of Birth (<i>mm/dd/yyyy</i>)	Country Where Passport Issued	Expiration Date (<i>mm/dd/yyyy</i>)	
Country of Birth	Country of Citizenship	U.S. Social Security Number (<i>if any</i>)	A-Number (<i>if any</i>)
Date of Last Arrival (<i>mm/dd/yyyy</i>)	I-94 Number	Current Nonimmigrant Status	Expires on (<i>mm/dd/yyyy</i>)

Family Name (<i>Last Name</i>)	Given Name (<i>First Name</i>)	Full Middle Name	Relation to Beneficiary
Date of Birth (<i>mm/dd/yyyy</i>)	Country Where Passport Issued	Expiration Date (<i>mm/dd/yyyy</i>)	
Country of Birth	Country of Citizenship	U.S. Social Security Number (<i>if any</i>)	A-Number (<i>if any</i>)
Date of Last Arrival (<i>mm/dd/yyyy</i>)	I-94 Number	Current Nonimmigrant Status	Expires on (<i>mm/dd/yyyy</i>)

H. Position Information

Perficient Job Title (e.g., <i>Technical Consultant</i>)	Business Unit (e.g., <i>IBM BPMS</i>)	Annual Salary	
General Manager:	Perficient Supervisor Name and Job Title	Remote or Onsite Supervision?	
Client's Legal Name (e.g., <i>Urban Outfitters, Inc.</i>)			
<p>Anticipated Date to Join Project:</p> <p>1. Please confirm the start date of your current project: _____</p> <p>Worksite Location(s) (e.g., <i>EVERY</i> physical street address where work will be performed – client site, Perficient office, home, etc.). Please also indicate the approximate number of day(s) per month expected to be at each worksite address.</p>			
1.			
2.			
3.			
4.			
5.			
Job Description – Please be as detailed as possible			
Project Team Members (e.g., list of <u>all</u> Perficient employees assigned to this project – provide attachment if more than 10 project team members).			
Name	Perficient Job Title	Immigration Status	Project Manager

Will this petition be filed with Premium Processing? (Immigration Team Use Only)

Immigration Case Manager

Date



H-1B CHECKLIST

Change of Employer

Employee Name: _____

1. DOCUMENTS FROM THE EMPLOYEE

- ☐ H-1B worksheet Sent to Employee: _____ Sent to Attorney: _____
- ☐ Project itinerary Sent to Employee: _____ Sent to Attorney: _____
- ☐ Address from worksheet and itinerary match
- ☐ Most recent resume Sent to Attorney: _____
- ☐ Job Offer Sent to Attorney: _____
- ☐ I-797A Sent to Attorney: _____

2. DOCUMENTS FROM BUSINESS COORDINATOR

- ☐ Copy of fully executed SOW Requested: _____ Sent to Attorney: _____
- ☐ Copy of MSA Requested: _____ Sent to Attorney: _____
- ☐ Invoice history with Client Requested: _____ Sent to Attorney: _____
- ☐ Copies of most recent invoices to Client Requested: _____ Sent to Attorney: _____
- ☐ Name of all EEs working on the project Requested: _____ Sent to Attorney: _____
- ☐ Copies of approved timesheets for EE and all other team members on the project.
Requested: _____ Sent to Attorney: _____

3. MISC.

- ☐ Premium Processing Yes: _____ No: _____
- ☐ LCA Filed: _____ LCA Posted: _____ LCA Posting Removed: _____ Signature Page Received: _____
- ☐ Supervisor Letter Requested: _____ Sent to Attorney: _____
- ☐ Employee List Sent to Attorney: _____
- ☐ Employee paystubs Sent to Attorney: _____
- ☐ Payroll Summary Sent to Attorney: _____

Notes