

Contact Information Form for International Faculty/Staff

University of Hawaii Faculty & Scholar Immigration Services | PSB 105
signen@hawaii.edu | fax: 808-956-5030 | www.hawaii.edu/fsis

New international faculty and staff at the University of Hawaii should complete this form and send it to Faculty and Scholar Immigration Services (FSIS) by email, fax, or campus mail.

Entry from abroad: Please complete this form and attach the following documents as applicable:

- o Original top portion of I-797B approval notice (if H-1B/O-1)
- o Copy of your passport identification/expiration page(s) (if new/renewed)
- o Copy of your current H-1B / E-3 / TN / O-1 entry visa in your passport
- o Copy of both sides of your white I-94 card with entry date stamp and notations on it

Change of status/employer: Please complete and submit this form to FSIS. You do not need to send copies of your passport and I-94 card unless you have a new/renewed passport and/or a new I-94 card.

Dependents: If dependent family members accompanied you, please send us copies of their I-797 approval notices (if applicable), passport identification/expiration page(s), current visas in their passports, and I-94 cards for our records.

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Last name _____ First _____ Middle _____

UH college/school/unit _____ UH dept _____

US home address _____
provide street address, including apt #, if any _____ city _____ state _____ zip _____

Phone # _____ Email _____
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Immediate Family Members (please complete if family is present in the U.S.)

Spouse's name _____ Birth date _____ Visa type _____

Children (if more space is needed, continue on reverse side):

1. Name _____ Birth date _____ Visa type _____

2. Name _____ Birth date _____ Visa type _____

3. Name _____ Birth date _____ Visa type _____

4. Name _____ Birth date _____ Visa type _____
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Emergency Contact Information (in case of serious illness or accident)

Name _____ Relationship _____

Address _____

City _____ State/Province _____

Postal Code _____ Country _____

Phone # _____ Email _____