

# Navigating the Immigration Tracker Questionnaire

If you are a foreign national who is new to UAMS, or if you are changing or extending your non-immigrant status, you will need to submit an Employee Questionnaire in our [Immigration Tracker portal](#).

## [Immigration Tracker Quick Reference Guide for Foreign Nationals](#)

*In order to successfully submit your Employee Questionnaire in Tracker, there are a few things we would like for you to keep in mind during the process.*

1. All boxes with an asterisk (\*) beside them require answers in order for your application to successfully be submitted.
2. Please fill out all information in the **Most Recent U.S. Status and I-94 Information** section in order for us to document your current status (if you are currently in the United States).
3. Please include **all time spent on any type of visa** in the **History of Visits/Stays in the U.S.** This information is VERY important when calculating authorized time available to you.
4. If you have a spouse or dependent that will need to be included on this petition request, please make sure to provide all information requested in the **Spouse** and **Children** sections of the questionnaire.
5. **If you will be traveling at any point in the next 5-8 months outside of the U.S. please include this information in the first question listed under the “Planning Questions” section of the questionnaire.** This is very important for our office to know as it can affect the filing time of your petition if you will be coming to UAMS on an H-1B visa.
6. **If you plan on traveling and applying for your H-1B visa stamp abroad please notify us.** This will allow us to properly file your H-1B petition with consular processing.

If you have questions while filling out the questionnaire please do not hesitate to contact us at [askimmigration@uams.edu](mailto:askimmigration@uams.edu).