

## Nonimmigrant Visa Checklist

1. Resume describing education and experience (We do not file resumes with the USCIS);
2. Employer's Company Brochure or a brief [one page] description of the firm's background, area of specialization, clientele, and list of services;
3. Letters of Experience gained in past positions;
4. Copy of **both sides** of I-94 Arrival/Departure [White Card attached to Passport];
5. Copies of ALL pages of Passport [ALL] including U.S. Visa Page and blank pages;
6. Copies of all Educational Degrees, Transcripts, & oddslot training Certificates;
7. ECFMG & USMLE Certificates Parts 1,2, & 3 (For Medical Residents Only)
8. Copies of Certificates, Awards, Courses, Diplomas, etc.;<sup>1</sup>
9. Copy of **both sides** of Form I-20 AB and Copy of **both sides** of EAD Card [for F-1 Applicants], or Form IAP-66 [for J-1 Applicants];
10. Copies of three recent Pay Stubs/Salary Statement if legally employed at present;
11. Copy of Previous Nonimmigrant Visa Approval [Form I-797], if applicable;
12. Copy of Marriage Certificate for spouse [In the case of an extension of H-1B visa];
13. Copy of your Employment/Services Contract. For IT Consulting Companies, contracts or chain of contracts documenting the employment of the beneficiary at the client's site must be provided. In addition, Purchase Orders, or Work Orders documenting immediate employment for the duration of the H-1B period must be submitted<sup>2</sup>.
14. Copies of relevant documents for spouse and children.
  - Marriage Certificate
  - Birth Certificate [child(ren)]
  - I-94 (both sides)
  - Copies of all pages of passport (including blank pages)
  - Copies of all prior approvals

---

<sup>1</sup> All non-English documents must be accompanied by a certified English translation.

<sup>2</sup> Please be advised "reasonable expectation of work" is no longer adequate to secure an H-1B Approval. If you are unable to provide us with contracts, please see attached secondary checklist.

## EMPLOYER INFORMATION

1. Employer Name:
2. Street address:
3. Telephone number:
4. Fax No:
5. IRS Employer ID No:
6. Name & title of Official Signatory
7. Address where H-1 documents will be kept:
8. Date Organization was founded [month & year]:
9. Gross annual income of company [Anticipated if new company]:
10. Net annual income of company [Anticipated if new company]:
11. Number of employees:
12. Job title of beneficiary:
13. Salary offered:
14. Other Compensation:
15. Location where beneficiary will work [if different from Employer's Address]:
16. Number of hours of employment per week:
17. Number of employees under alien's supervision, if any:
18. Name of labor union, if one exists:
19. Date of commencement of Job:
20. **A detailed technical description of job duties to be performed** [One Page].

**ADDITIONAL INFORMATION REQUIRED FROM BENEFICIARY**

	Beneficiary	Spouse	Child 1	Child 2
1. Family Name:				
2. Given Name:				
3. Middle Initial:				
4. Date of birth:				
5. Country of birth:				
6. Social Security #:				
7. a) Date of first arrival in US on H-1B <b>or in the case of Change of Status, date first accorded H1B Status:</b>				
b) Date of most recent arrival in U.S. on H-1B				
8. I-94 Number:				
9. Current Non-immigration Status:				
10. Date of its expiry:				
11. Foreign address:				
12. Passport number:				
13. Date of expiry:				
14. Consulate to be notified:				
15. Details of previous H Visa, if any:				
16. Has an immigrant petition been filed for you?				
19. Current Address & Tel. Number:				

**Note:**

1. Please provide our Office with dates of any prior period of stay in the U.S. in H-1B status in the last six years.
2. Please notify this office of any stay in H-1B status where you cannot provide supporting documentation [pay stubs, etc.]
3. This office is not responsible for processing dependent petitions [H-4, etc.] automatically unless, properly notified of the existence of dependents either by you, or your Employer.
4. This Office is not responsible for the accuracy of the information provided to us. Your employer/you will be solely responsible for all statements made on the H-1B petition pursuant to 28 United States Code § 1746 under penalty of perjury.