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EMPLOYEE QUESTIONNAIRE: H-1B, L-1 VISAS

I. INFORMATION ABOUT APPLICANT

1. Last Name: _____ First Name: _____ M.I. _____
2. Present Address: _____

3. Telephone Number: _____
4. Date of Birth (month/day/year) _____
5. City, Country of Birth _____
6. Social Security # _____
7. Consulate at which you will apply for visa _____
8. PASSPORT: Do you have a valid Passport? _____
Country of Issue: _____, Expiration Date: _____

If in the United States, complete the following:

- a. Date of Last Arrival: _____
 - b. Port of Last Entry: _____
 - c. I-94 Number: _____
 - d. Current Nonimmigrant Status: _____
 - e. Status Expiration: _____
 - f. Receipt Number of Petition: _____
9. Please list any prior periods of stay in other nonimmigrant categories _____

II. IMMIGRATION HISTORY

1. Foreign Address: _____

2. Is any person in this petition in exclusion or deportation proceedings? _____
Name: _____
3. Have you ever been given the classification you are now requesting? _____
(If yes, enclose copy of previous approval notice.)
4. Have you ever been denied the classification you are now requesting? _____
Date: _____ Employer: _____
5. Have you ever submitted a petition for permanent residence? _____
6. If yes to #5, please detail: _____

III. EDUCATION AND EXPERIENCE: Enclose the following documentation (in English)- Copies of degrees, transcripts, secondary school certificates, and affidavit signed by you certifying that the documents are “true copies” of the originals.

1. Enter the following information:

(MAKE SURE TO ANSWER ENTER ALL DATA. DO NOT GIVE ONLY YEARS, DO NOT WRITE SIMPLY “BS”, DO NOT JUST WRITE NAME OF SCHOOL ONLY. MAKE SURE TO GIVE ME MONTHS, TYPE OF DEGREE, AND FULL ADDRESS OF SCHOOL.)

Name & Address of School	Major	From (mo/yr)	To (mo/yr)	Degree & Date Received
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How many years of experience in this field do you have? _____

2. Do you possess any special qualifications? _____
3. Does your position require a license? _____ If yes, do you possess such? _____
4. Please list all jobs held related to the occupation for which the alien is seeking classification.

(DO NOT WRITE “SEE RESUME”. GIVE DETAILS ON THIS FORM. PLEASE WRITE LEGIBLY.)

a. Name and Address of Employer _____

Name of Job: _____

Date Started (MONTH & YEAR) : _____ Date Left (MONTH & YEAR): _____

Kind of Business: _____

Describe in Detail the Duties performed, including the use of Tools, Machines, and Equipment:

b. Name and Address of Employer _____

Name of Job: _____

Date Started: _____ Date Left: _____

Kind of Business: _____

Describe in Detail the Duties performed, including the use of Tools, Machines, and Equipment:

c. Name and Address of Employer _____

Name of Job: _____

Date Started: _____ Date Left: _____

Kind of Business: _____

Describe in Detail the Duties performed, including the use of Tools, Machines, and Equipment:

d. Name and Address of Employer _____

Name of Job: _____

Date Started: _____ Date Left: _____

Kind of Business: _____

Describe in Detail the Duties performed, including the use of Tools, Machines, and Equipment:

IV. DEPENDENT APPLICATIONS

A. Spouse (Documents: Marriage Certificate, birth cert., passport, and visa)

1. Name _____
2. Date of Birth _____ Country of Birth _____
3. Date of Marriage _____
4. Prior periods of stay in the U.S. in H-4 Class _____
5. Date and Port of Last Entry in U.S. _____
6. Social Security Number _____
7. I-94 Number and Expiration Date _____
8. Passport: Country of Issue _____ Expiration Date _____

B. Children (Birth certificate, passport, visa)

1. Name _____
2. Date of Birth _____ Country of Birth _____
3. Prior periods of stay in the U.S. in H-4 Class _____
4. Date and Port of Last Entry in U.S. _____
5. Social Security Number _____
6. I-94 Number and Expiration Date _____
7. Passport: Country of Issue _____ Expiration Date _____

V. REQUIRED DOCUMENTS, CHECKLIST

- Completed questionnaire**
- Copy of alien's passport**
- Copy of alien's degrees and transcripts**
- Copy of alien's secondary school diploma or certificate**
- Copy of alien's resume**
- Copy of offer letter and contract signed by company and alien**
- Copy of I-94 Card (if alien was ever present in U.S.)**
- Copy of Social Security Card, if applicable**
- Copy of any previous nonimmigrant or immigrant visas issued to alien**
- Copy of most recent pay stubs (last 30 days) from current employer if in U.S.**

**ALL documents must be submitted. No petition will be submitted until all documents provided.*

CIS Filing Fees are as follows:

- \$185 for all aliens.
- \$1000 premium processing fee optional.