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# LAW OFFICE OF MARISA A. DeFRANCO

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## Labour Certification & I-140 Employee Questionnaire

### Information About Applicant

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Birth (month/day/year) \_\_\_\_\_

City and Country of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Consulate at which you will apply for visa \_\_\_\_\_

PASSPORT: Do you have a valid Passport? \_\_\_\_\_

Country of Issue: \_\_\_\_\_, Expiration Date: \_\_\_\_\_

### If in the United States, complete the following:

Date of Last Arrival: \_\_\_\_\_

Port of Last Entry: \_\_\_\_\_

I-94 Number: \_\_\_\_\_

Current Nonimmigrant Status: \_\_\_\_\_

Status Expiration: \_\_\_\_\_

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## Immigration History

Foreign Address: \_\_\_\_\_

\_\_\_\_\_

Is any person in this petition in exclusion or deportation proceedings? \_\_\_\_\_

Name: \_\_\_\_\_

Have you ever been given the classification you are now requesting? \_\_\_\_\_  
(If yes, enclose copy of previous approval notice.)

Have you ever been denied the classification you are now requesting? \_\_\_\_\_

Date: \_\_\_\_\_ Employer: \_\_\_\_\_

**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**

### Enter the following information:

Name & Address of School: \_\_\_\_\_

Major: \_\_\_\_\_ From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Degree & Date Received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many years of experience do you have in this field? \_\_\_\_\_

Do you possess any special qualifications? \_\_\_\_\_

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marisa@yourimmigrationcenter.com • www.yourimmigrationcenter.com

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**Please list all jobs held related to the occupation for which the alien is seeking classification.**

a. 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Dependent Applications

### A. SPOUSE (Documents: Marriage Certificate, birth certificate., 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. 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 \_\_\_\_\_

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## Required Documents, Checklist

- Degrees and Transcripts
- Experience Letters from previous employers
- Copy of Passport
- Copies of all previous visas and I-94 card
- Most current payroll records