

# CHIU & CHIU

LLP

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## EMPLOYEE INFORMATION

### 1. Personal Information

<b><u>Full Legal Name</u></b>			
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>U.S. Social Security Number (if any)</b>		<b>Date of Birth (mm/dd/yyyy)</b>	
<b>Alien Number (if any)</b>		<b>Gender</b>	
		Male	Female
<b>I-94#</b>		<b>Last Date of Arrival</b>	
<b>Location of Birth (city, state, and country)</b>		<b>Country of Citizenship</b>	
<b>Daytime Phone Number</b>		<b>Cell Phone Number</b>	
<b>Email Address:</b>			
<b>Current Nonimmigrant Status</b>		<b>Expiration Date of Current Status (mm/dd/yyyy)</b>	

### 2. Address History

<b><u>Current Address</u></b>			
Street Address			
City	State	Zip Code	
<b><u>Foreign Address</u></b>			
Street Address			
City	State/Province	Country	Postal Code

### 3. Educational Background

<b><u>College/University 1</u></b>			
<b>School Name:</b>		<b>Degree:</b>	
<b>Field of Study:</b>		<b>From (mm/dd/yy)</b>	<b>To (mm/dd/yy)</b>
<b>School Address:</b>			
<b><u>College/University 2</u></b>			
<b>School Name:</b>		<b>Degree:</b>	
<b>Field of Study:</b>		<b>From (mm/dd/yy)</b>	<b>To (mm/dd/yy)</b>
<b>School Address:</b>			

**4. H-4 Beneficiary Information (if applicable)**

<b>Dependent 1 Full Legal Name</b>				
<b>Last Name</b>	<b>First Name</b>		<b>Middle Name</b>	
<b>U.S. Social Security Number (if any)</b>		<b>Date of Birth (mm/dd/yyyy)</b>		
<b>Alien Number (if any)</b>		<b>Gender</b>		
		Male		Female
<b>I-94#</b>		<b>Last Date of Arrival</b>		
<b>Location of Birth (city, state, and country)</b>		<b>Country of Citizenship</b>		
<b>Current Nonimmigrant Status</b>		<b>Expiration Date of Current Status (mm/dd/yyyy)</b>		
<b>Daytime Phone Number</b>		<b>Cell Phone Number</b>		
<b>Email Address:</b>				

<b>Dependent 2 Full Legal Name</b>				
<b>Last Name</b>	<b>First Name</b>		<b>Middle Name</b>	
<b>U.S. Social Security Number (if any)</b>		<b>Date of Birth (mm/dd/yyyy)</b>		
<b>Alien Number (if any)</b>		<b>Gender</b>		
		Male		Female
<b>I-94#</b>		<b>Last Date of Arrival</b>		
<b>Location of Birth (city, state, and country)</b>		<b>Country of Citizenship</b>		
<b>Current Nonimmigrant Status</b>		<b>Expiration Date of Current Status (mm/dd/yyyy)</b>		

<b>Dependent 3 Full Legal Name</b>				
<b>Last Name</b>	<b>First Name</b>		<b>Middle Name</b>	
<b>U.S. Social Security Number (if any)</b>		<b>Date of Birth (mm/dd/yyyy)</b>		
<b>Alien Number (if any)</b>		<b>Gender</b>		
		Male		Female
<b>I-94#</b>		<b>Last Date of Arrival</b>		
<b>Location of Birth (city, state, and country)</b>		<b>Country of Citizenship</b>		
<b>Current Nonimmigrant Status</b>		<b>Expiration Date of Current Status (mm/dd/yyyy)</b>		

**Documents needed from H-1B Candidate:**

- Detailed resume
- Academic credentials (including diplomas, training certificates, transcripts of college or higher)
  - If you are an Indian national, please provide intermediate and secondary certificates and transcripts
- Copies of licenses/certifications
- Education evaluation (if diplomas were obtained outside of the US)
- Job verification letters from previous employers (detailed description of job duties with start and end date)
- Copies of all I-20s (if applicable)
- Copies of all I-94s (if applicable)
- Copy of J-1 waiver (if applicable)
- Copy of previous approval notices from the USCIS (if applicable)
- Copy of 3 most recent pay stubs (if applicable)
- Copy of employment authorization card (if applicable)
- Copy of initial entry stamp
- Copy of passport ID page (with the expiration date) and US visa stamp (if applicable)

**Documents needed from H-4 Dependent:**

- Copies of all I-20s
- Copies of all I-94s
- Copy of previous approval notices from the USCIS (if applicable)
- Copy of employment authorization card (if applicable)
- Copy of initial entry stamp
- Copy of passport ID page (with the expiration date) and US visa stamp (if applicable)