

**H-1B PETITION
CREATION
SCENARIO ONE**

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What is a H-1B Petition?

a H-1B is a temporary visa

it is a type of visa that aims to enable foreign nationals who have specialized knowledge to enter the U.S. for a period of three years with the possibility of extending that time an additional three years for a total of six years within the US

specialty occupations requires the application of a body of highly specialized knowledge and the attainment of at least a bachelor's degree or its equivalent

Contents of a H-1B Petition

A H-1B visa is employment-based, the documents you will be collecting will be from both the client and the company who is sponsoring the client

Specific Documents for Client Include

- Passport
- Previous I-94 Entry Card
- Previous Employment Authorization Card
- Previous H-1B Visa Approvals
- Current Address

Specific Documents for Sponsoring Company Include

- Offer Letter of Position
- Current Address of Company
- Proposed Duties of Client
- Proposed Salary of Client
- Proposed Job Title of Client
- Proposed Employment Dates of Client
- Information About History of Company

These documents help establish the validity and proof of existence for the company to USCIS

compiling h-1b steps

the steps to put together a h-1b petition

step 1	pull together the required documents
step 2	draft a support letter for the sponsoring company
step 3	creat a USCIS cover letter
step 4	organize the h-1b petition

required h-1b documents

support letter from sponsoring company
USCIS cover letter
offer letter of position
current address of company
proposed duties of client
proposed salary of client
proposed job title of client
proposed employment dates of client
information about history of company

Organizing the H-1B Petition

The final step in this procedure is organizing the petition for your reviewing attorney.

1. organize your compiled documents and exhibits into the order that your USCIS cover letter mandates
2. place your support letter on top of the compiled exhibits
3. place your USCIS Cover Letter on top of the support letter
4. review for any spelling, grammatical, or regulatory errors
5. deliver draft to reviewing attorney