

US Staffing Interview Questions & Answers

1) What is staffing?

Staffing is the process of hiring, positioning and overseeing employees in an organization. The selection and training of individuals for specific job functions, and charging them with the associated responsibilities is called Staffing.

2) How many states are there in us? 50 States are there in US

3) How many time zones are there in us?

There are 9 time zones by law in the USA and its dependencies, however, adding the time zones of 2 uninhabited US territories gives 11 time zones in total. The 4 Major US contiguous Time zones followed by EST, CST, MST and PST

4) On which time zone your company will work?

EST /CST/ MST/ PST (Depends upon your company location in the US)

5) What is the role of bench sales recruiter?

A 'Bench Marketer' or 'Bench Sales Recruiter' is a Sales, Account or Recruiting person at a staffing company that is responsible for marketing that company's 'bench' of consultants, that are not working on projects. They find requirements, propose their candidates and place them on projects with Clients or Tier 1 Staffing agencies in the US.

6) What is the role of US IT recruiter?

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The IT recruiter acts as a liaison between the client company and the candidates for the position throughout the entire recruitment process and is compensated by the hiring employer either directly or indirectly.

7) Where is your company located in India /& USA?

Check With your company address using company website.

8) How many submissions you do daily?

If it is a 1099 or W2 Requirement, then i used to submit 1-2 submissions per day, and if it is a C2C Requirement i used to submit 3-4 submissions per day.

9) How many submissions i can expect from you per day? Average of 2/3 Submissions u can expect from me..

10) What's the difference between a 'Sourcer' and a 'Recruiter'?

A recruiter is someone who actually talks to the candidates after filtering the info gathered by sourcers. ... A sourcer is someone who gathers potential candidates for a recruiter.

11) What are major portals you have used so far?

Monster, Dice, Techfetch, Jobdiva, LinkedIn and Careerbuilder etc.;

12) Did you worked with any non IT requirements?

Answer may be Yes/No Depends upon your exposure to knowledge and work experience on Non IT Requirements, If the answer is No, Then Please inform the interviewer in a good manner as follows “No, I didn’t get a chance to work on Non IT Requirements but I have good knowledge on them”

13) How many no of placements/pos/closures you did so far? Depends upon the experience.

14) Can you plz tell me the client names you worked?(or)

How many clients are there in your company?

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INFOSYS, TCS, IBM, Starbase, EMC, Encode, NTT Data, Fedex, Fidelity Investments, Recruiting Innovators and etc(Ans will be varied depends upon the candidate experience)

15) What are the requirements you worked on so far?

All the regular IT Technologies like, Java, .Net, QA, ERP Technologies like SAP, Peoplesoft and Datawarehouse technologies like ETL, Informatica, Datastage, Teradata and also database technologies like SQL, Oracle and DB2. worked with the operating systems Linux, Unix, Windows and also network admin and network engineer requirements too.

16) How many placements /pos/closures i can expect from you inmonth?
One placement you can expect from me in a month

17) Do you have any incentive structure in ur company?

For each and every placement we used to get 10000/- at a time (single payment)

18) How will you get ur salaries?Through check or bank account

19) How many consultants are there on us bench (or) on your company payroll?

50, Answer varies from company to company

20) How many requirements you get on daily basis? average of 4-5 requirements per day.

21) Did you involved in h1'B transfer?

no, i never get a chance to involved in H1'B Transfer we do have separate team for that.

22) On which type of requirements you used to work? Mostly IT Requirements and also covers NON IT as well.

23) Average of how many calls you do daily?Depends upon the type of

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requirements.

24) Average of how many submissions you do daily?2/3

25) How will you start your work?

- After entering into office i will start my computer.
- Once i start my computer i will get open requirements to my official id from my account manager
- After getting requirement from my account manager i will start analyzing the requirement clearly.
- If i will get any doubts regarding the requirement, i will directly ask myAccount manager to clear my doubts.
- After getting clear idea about the requirement, i will start working on therequirement.
- **If it is W2 requirement** i will prepare the Boolean search string according to the requirement and also according the skill set, then i will copy search string from my notepad and will paste it on the job boards like Monster and CareerBuilder.
- If I'm getting good profiles, then that will be fine i will pick up the best profile and i will try to reach that consultant, and i will communicate with that particular consultant through phone by explaining about the Job Description clearly,
- I will discuss about the JD with consultant. If he is comfortable with therequirement and i will send a mail to him to collect required details to do submission,
- After getting complete details, then i will forward that profile to client through my A/C Manager.
- **If it is a C2C Requirement**, I will send mails to my own thousands of employers database, if i won't get any profile from my own database, then i will try to find the profile using google groups / yahoo groups / LinkedIn / Facebook or by posting Job description in the portals, in final case i will prefer portals to find out the profiles, then i will screen that consultants then i will submit the best profile to my client through my A/C Manager. Most of the times, i won't use portals for a C2C Requirement, i can submit profile for C2C

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requirement without using any portal.

- After submitting profile, I will interact with my manager daily after submitting a profile & i will take feedback from him every time. i will do follow up, till candidate got placed.

26) Can you please tell me your official id and desk number? those are confidential, If you will release my offer letter then i will provide my official id and desk number too.

27) Can you please list out your placement details?

You have to explain clearly about your placement details along with client details, duration, type of requirement, and the rate we submitted. Example: I did total 8 Placements in my last company in the entire last year,

Give him a Example like below

My Last placement is on Java Developer Requirement, Client is Toyota through CTS Location is Plano, TX and it is a year long project

28) Why did you left your last company?

- Lack of direct clients
- Most of the positions through third party requirements
- We don't have strong Bench
- Looking for good career growth
- To get better working environment
- To improve my skills
- For a better salary

And also mention if you have any personal reasons and **do not blame your company in a bad manner**, That will impact you more in the interview

29) On which technologies you did your placements? List out the IT Technologies you know more strong

30) Why should I hire you?

Explain him clearly with your plus points

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31) What is RTR form? Right to Represent Form

Once you have agreed to be put forward for a particular role, you will be sent a 'Right to Represent' agreement. You must respond to this document agreeing to be represented. This is a 'job by job' confirmation.

that you have agreed to be represented for this particular job by our team. Once you have agreed to be represented by us for a particular job/opportunity you are unable to be represented by another agency for this particular job/opportunity.

32) What is NDA?

A non-disclosure agreement (NDA), also known as a confidentiality agreement (CA), confidential disclosure agreement (CDA), proprietary information agreement (PIA), or secrecy agreement, is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to or by third parties. It is a contract through which the parties agree not to disclose information covered by the agreement. An NDA creates a confidential relationship between the parties to protect any type of confidential and proprietary information or trade secrets. As such, an NDA protects non-public business information. NDAs are commonly signed when two companies, individuals, or other entities (such as partnerships, societies, etc.) are considering doing business and need to understand the processes used in each other's business for the purpose of evaluating the potential business relationship. NDAs can be "mutual", meaning both parties are restricted in their use of the materials provided, or they can restrict the use of material by a single party. It is also possible for an employee to sign an NDA or NDA-like agreement with an employer. In fact, some employment agreements will include a clause restricting employees' use and dissemination of company-owned confidential information.

33) What is the most difficult situations you have faced till now? Explain them the most difficult situation

34) How to screen a candidate /how to identify fake candidate?

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By asking few questions like about his DOB, when did he entered into US? And through which visa he entered in US, when did he got his h1, LinkedIn ID, and some questions related to his technology and also taking 2/3 official references from consultant

35) Tell me about your company?

Explain them about your company clearly.

36) How will you get the requirements? Through my A/C Manager

37) Who will send you the requirements? My A/C Manager

38) How many of employees are working in your company? Tell them a figure including you and your entire team.

39) What are the tax terms are in us? W2, 1099 and Corp-Corp

40) Tell me about yourself? As experienced person,

- My self Laxminarayana Bupathi
- I'm having total X+ years of experience
- My total experience into US Staffing only
- Currently working as a Team Lead for XXXXXXXX., Hyderabad, India from Jan 2013 to Till Date.
- My entire X+ Years of experience into US Recruitment and Bench sales.
- Managed full life cycle recruiting, and also end-end recruiting in bench sales and recruiting.
- Worked with Direct clients, Implementing partners and layers or third party requirements/clients for both Fulltime and contract positions.
- Worked with tax teams like W2, 1099 and C2C.
- Worked with different types of visa holders like H1b's, EADs, GCs, and US Citizens.
- Worked with the Clients like Infosys, TCS, PatnyIGate Computers, CTS, Starbase, EMC, NTT data, Encode, N Sight, Master card,

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Recruiting Innovators, Fedex, Cross USA, American Airlines, IPG, Fedility Investments & Wicresoft etc.,

- Worked with the US based Job boards like Dice, Monster, Corp-Corp(Tech Fetch), Career Builder and LinkedIn.
- Good experience in marketing of our own H1, OPT Consultants and placing them.
- In the entire my staffing career i did total number of 30 – 40 closures.

41) What is your strengths and weakness?

Tell them about your strengths and try to avoid weakness points.

42) Do you have your own DataBase?

Yes, i have thousands of employers/recruiters Database.

43) What is your day to day activities?

- After entering into office i will start my computer.
- Once i start my computer i will get open requirements to my official id from my account manager
- After getting requirement from my account manager i will start analysing the requirement clearly.
- If i will get any doubts regarding the requirement, i will directly ask my Account manager to clear my doubts.
- After getting clear idea about the requirement, i will start working on the requirement.
- **If it is W2 requirement** i will prepare the Boolean search string according to the requirement and also according the skill set, then i will copy search string from my notepad and will paste it on the job boards like Monster and CareerBuilder.
- If I'm getting good profiles, then that will be fine i will pick up the best profile and i will try to reach that consultant, and i will communicate with that particular consultant through phone by explaining about the Job Description clearly,
- I will discuss about the JD with consultant. If he is comfortable with the requirement and i will send a mail to him to collect required details

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to do submission,

- After getting complete details, then i will forward that profile to client through my A/C Manager.
- **If it is a C2C Requirement**, I will send mails to my own thousands of employers database, if i won't get any profile from my own database, then i will try to find the profile using google groups / yahoo groups / LinkedIn / Facebook or by posting Job description in the portals, in final case i will prefer portals to find out the profiles, then i will screen that consultants then i will submit the best profile to my client through my A/C Manager. Most of the times, i won't use portals for a C2C Requirement, i can submit profile for C2C requirement without using anyportal.
- After submitting profile, I will interact with my manager daily after submitting a profile & i will take feedback from him every time. i will do follow up, till candidate got placed.

44) Do you hold any offer right now? Yes, i do have one more offer in my hand.

45) How much salary you are expecting?

Say at least 15% to 20% Hike from your last CTC

46) How do you negotiate the salary/rate?

Before we can start to discuss the specifics of candidate rate negotiation, six rules for recruiters to live by, I think it is important that recruiters first understand exactly what is within Candidate rate negotiation, six rules for recruiters to live by their control and what is outside of their control. There are a number of things across the entire IT recruitment process that are outside of our control, but there are also several things in which recruiters can exert 100% control over including:

What candidates we submit

What we offer and are willing to pay our candidates Whether or not we establish a fair pay rate or salary history How we position our opportunity with our candidate. The questions we ask our candidates, It's important that recruiters focus their time and energy on the things

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they can control rather than worry about and complain about the things they can't control. How Smart, Savvy Candidates Think and Act
Recruiters also need to understand that there are three things that all smart, savvy candidates do:

Smart candidates are never first to reveal or share what their current salary or salary history is. Why? It weakens their negotiation position. How? What if they crush the interview, and the client decides they're now willing to pay whatever it takes, even above and beyond their budgeted salary to get the candidate, but the candidate has positioned him or herself at a lower rate? Smart candidates recognize this opportunity.

Here are some common scenarios in which recruiters will have to negotiate candidate rates:

Candidate completes interview and states he or she wants more money due to the role and responsibilities

Candidate claims he or she received a counter offer from his or her current employer

Candidate claims he or she received another offer for more money

Candidate changed his or her mind on how much money he or she needs to earn and is simply asking for more money

Candidate claims another vendor submitted his or her resume to the same job for a higher pay rate.

Whatever the candidate's reason is for wanting an increase in the pay rate or negotiating on other terms, I suggest you follow the pay rate objection and negotiation resolution model. This is a framework you can follow for effectively addressing and negotiating candidate pay rates in order to reach a win-win candidate rate negotiation model negotiation. As you will notice in the diagram, step three is for the recruiter to position the value of their offer. What this means is the recruiter needs to share with the candidate what he or she stands to gain by accepting their opportunity. This may include the pay rate or salary, health insurance and other benefits. The value the recruiter positions really comes down to how well the recruiter understands their candidate's compelling event

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and motivators for leaving his or her existing situation and considering your opportunity as well as their decision-making process. Perhaps the work environment, hours or commute is really important to your candidate. The point is you need to review your notes and make sure that you understand what is most important to your candidate that is equal to or greater than the additional amount of money he or she is asking for.

Going Silent in Negotiations

Silence can be an effective negotiating tactic. Going silent acts as a black hole, just waiting there for someone to fall into. Most people get uneasy with a long, uncomfortable pause and silence. When the recruiter goes silent when negotiating, candidates tend to want to speak to break the silence. The things they say to break the silence often are statements in which they make concessions or weaken their position. Recruiters need to recognize this and act on it. On the flip side, it is important that when recruiters go silent that they are not the first to speak. The idea with going silent is, after you make your offer or position the value your opportunity has to offer, you go silent and remain silent until the candidate responds. The key here is you can't speak before your candidate. If you speak before your candidate, then you effectively negate the offer you just put on the table, and the candidate will expect you to sweeten the offer you just made. So if you use this tactic, you must be comfortable in remaining silent.

Remember any increase in pay rate you offer represents a transfer of profit from your company and your commission to your candidate. To help you plan what you want to ask for, you can use a negotiation trade off sheet. Taking the time to complete a negotiation trade off sheet will significantly increase your effectiveness in trading equal profit for profit when negotiating candidate rates.

Six Rules to Running an Effective Candidate Negotiation

When it comes to candidate rate negotiation, there are six key rules to live by. Before you go into any candidate negotiation you need to understand and be prepared with the following.

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Never give anything without getting something in return. Always ask for something in return when you give or make a concession.

Only negotiate with those who have the power to say yes.

Only negotiate when the candidate is ready and able to commit and accept what it is you have to offer. Do NOT attempt to negotiate before the candidate can commit.

What concessions are you willing to accept? You need to think this through and make a decision before you go into your negotiation.

What do you want in return for what you are going to give?

You must be willing to walk away. If you are not ready and willing to walk away from a candidate and/or deal, then you are not ready to negotiate.

47) What information you will collect while doing a submission?

Depends upon the company this information will be changed.

For Example:

Full Name (As per SSN)	
SSN Number	
DOB	
Current Location	
Home Phone & Cell Phone	
E-mail address	
Current Employer	
Work Authorization	
Total yrs. of IT exp	
Skills	
Expected Salary/ Rate	

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Relocation (Yes or No)	
Availability/Notice period	
Preferable time for discussion	
Any bond/commitments with current employer	
Reason of looking out for change	

Sample Example of a submission:

Hi Mike,

Please find the profile of **Xyz M Abc** for the below

.Net Lead / Architect Position with the client **CTS** and End Client **APPLE**.

Full Name (As per SSN)	Xyz M Abc
SSN Last 4 digits	6789
DOB	11 th Sep 1980
Current Location	New Jersey
Home Phone & Cell Phone	732-xxx-xxxx
E-mail address	xyz@gmail.com
Current Employer	xyzabc solutions
Work Authorization	H1-B
Total yrs of IT exp	10+ Years
Skills	.Net Lead / Architect
Expected Salary/ Rate	\$68/hr on C2C
Relocation (Yes or No)	Yes
Availability/Notice period	2 Weeks
Preferable time for discussion	After 4PM EST
Any bond withcurrent employer	NO
Reason of looking out for change	Project will finish soon
Any vacation plans in first year	NO

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48) Did you get any chance to work with the client directly? or to communicate with client directly?

NO, I never get a chance to communicate with client.

49) What is the max validity of a H1'B?

A foreign worker with an H-1B visa can stay in the U.S. for a maximum of six years. The H-1B visa and status is initially valid for three years and can then be extended for another three years.

50) What is EAD?

EAD, or employment authorization document, is a document issued by USCIS that allows people who already hold a US visa to work legally in the US.

51) What are different types of VISAS are there in USA?

F1, CPT, OPT, EAD, H1B, L1, H4, L2, GC, GC-EAD, and US Citizen

52) On each requirement how many profiles you will submit? Average of 2 (Depends upon your capabilities)

53) What is meant by a requirement?

Detailed Job Description from the client point of view

54) Who is consultant?

Consultant is nothing but an Employee

55) After 5-10 yrs. Where would you like to see yourself?

Account Manager or BDM

56) If you will get a chance to work as team lead, how do you feel?

Great to hear, and I will feel proud myself., I will make sure to achieve targets set by company and my manager with the help of my team mates

57) What is meant by Boolean Search String?

Boolean Search String: It is nothing but, it is a type of search criteria to

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find out the resumes from job portals/job boards like Naukri, Monster, Career Builder, and Dice etc. with the help of Boolean operators like “AND”, “OR” and “NOT” and also with some special characters and symbols like “Asterisk/Star (*)”, “Open and Closed Braces ()”, Inverted Quotes (""), and space whenever we required.

58) Can we consider a H1'B consultant for a W2 requirement?

Generally, we can't consider a H1-B Candidate for a W2 Requirement, but if he is ready to transfer his H1-B to our Payroll, then we can consider him.

59) Do you have any idea about bench sales?

As a Bench Sales Recruiter was involved in selling the bench consultants, including searching, qualifying, scheduling interviews, rate negotiations, and closing. Involved in sales i.e., bench consultants to the Vendors and Clients for the requirements and The bench sales recruiter identifies contract (or C2C, or Corp-to-Corp) requirements from job boards, social media, and other online sources.

60) Can we consider a 'OPT' consultant for C2C/W2/1099?

We can't consider a 'OPT' consultant for 1099 but we can consider a OPT candidate for C2C and W2, That's all depends upon the client.

61) What is meant by Rate/Salary confirmation mail?

Rate / salary Confirmation mail is nothing but a mail confirmation between two parties regarding salary or rate

Sample Example of Rate Confirmation E-Mail:

HiShiva,

It was nice talking to you!!

Rate Confirmation:

As discussed earlier please confirm the rate as **\$58/hr on C2C (All**

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Inclusive) for your consultant “**AjithaVemula**” for the below **Java Developer** position at **Cupertino, CA** position with the client **COGNIZANT** and the end client **APPLE**

Thanks and Regards

Bupathi - Sr. IT Recruiter
XYZ Corp.

62) How to leave a voice mail?

Hi, this is **BUPATHI** From **XYZ Technologies** I have an urgent opening on Java Developer Position based out in Dallas, TX, regarding this position I have sent you detailed JD to your mail id, If you are interested, please revert me back on same e-mail or call me on my number i.e. **123-456-7890** I repeat **123-456-7890**.

(or)

Hi Rob, this is Laxmi calling from ABC Company, regarding a Job opportunity with my direct client BD for Manufacturing Engineer Role based out at Dallas, TX. I already shared an email with complete JD to rob@gmail.com, If you are interested, please revert back to my email with your updated resume or else please kindly call me back on my direct/desk number 123-456-7890, I repeat 123-456-7890

63) If i Have a rate of \$50/hr for a position, then what will be the best tax term among **W2/1099** and **C2C** for a consultant??

1099 and C2C are the best compare with W2

64) What is SSN?

In the United States, a **Social Security number (SSN)** is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act, codified as 42 U.S.C. § 405(c)(2). The number is issued to an individual by the Social Security Administration, an independent agency of the

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United States government. Its primary purpose is to track individuals for Security purposes.

A Social Security number may be obtained by applying on Form SS-5, "Application for A Social Security Number Card".

Example of SSN Number: 631-08-2435

65) What is W2?

W2: If the total taxes paid by the employer or company itself on behalf of candidate or consultant or employee, we could call that scenario as W2. In W2, we would be having two types, one is W2 Hourly Payroll for contract workers and second one is Annually for permanent employees. W2 is opposite to 1099. In W2 we can consider any visa consultant based on the inputs/instructions from the client.

66) What is 1099?

1099: If the total taxes paid by the consultant / individual contractor (employee) him/her self we can call that scenario as 1099. In 1099, we would be having only one method for contract workers only. 1099 is opposite to W2. In 1099 We cannot consider all the visa consultants; we will limit to few visa consultants like GC/USC.

67) What is C2C?

If the Taxes through one corporation to another corporation or If the Taxes varies from one corporation to another corporation, we can call it as a C2C. Generally, Employer Company will pay the taxes that means, the company who is holding the visa of consultant will pay the taxes., here taxes will be taken care by the parent company of the candidate.

68) How do u rate yourself out of 10?9/10

69) What is HOT LIST?

Hot List is nothing but a list of consultants on their own w2 in company with complete information

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EXAMPLE OF SAMPLE HOTLIST:

Hi Partners,

Hope you are doing well. Please find my below updated Hotlist and if you have any opportunity's please send me at Raju@abccompany.com or call me on +1 256-575-8845. [or]

Please find the Hotlist of my consultants looking for new projects.
I would appreciate if you could forward suitable requirements to my email

Dear Recruiter,

Please find the HOT LIST of Unidor Consulting, you can reach out to my fellow recruiters for any direct client positions

renuka.nikkala@unidorconsulting.com | akhil.chandu@unidorconsulting.com | rajiv.m@unidorconsulting.com

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Serial Number	Name	Technology	Experience	Visa status	Rate on C2C	Current Location	Relocation
1	Ali M	Electrical /Hardware Engineer	20+ Years	USC	\$80/hr	Bay Area, CA	CA or Remote
2	Basil	Mainframe / COBOL Developer	20+ Years	USC	\$90/hr	Texas	Remote
3	Bhasker	.Net Developer	15+ Years	USC	\$90/hr	Pittsburgh, PA	Remote
4	Rehana	MSBI Developer	15+ Years	USC	\$80/hr	Hoffman Estates, IL	Remote
5	Mendel	.Net Developer	15+ Years	USC	\$85/hr	Brooklyn, NY	Remote
6	Tilak	Power Apps Developer	15+ Years	GC	\$90/hr	Atlanta, GA	Remote
7	Deepak	Java Developer	15+ Years	GC	\$115/hr	Jacksonville, FL	Few Locations
8	Gumm	UX/UI Designer	12+ Years	USC	\$80/hr	California	Remote
9	Elakiya	Java Developer	12+ Years	H1B	\$90/hr	Texas	Remote
10	Faruk	Quality Engineer (Medical Devices)	12+ Years	USC	\$75/hr	Texas	Few Locations
11	John	Java Developer	10+ Years	USC	\$90/hr	Round Rock, TX	Few Locations
12	James	Embedded Firmware Engineer	10+ Years	USC	\$80/hr	Elyria, OH	Few Locations
13	Furkhan	Manufacturing Engineer (Medical Devices)	10+ Years	OPT	\$75/hr	Exton, PA	Few Locations
14	Kingsley	.Net Developer	10+ Years	GC	\$80/hr	Saint Louis, MO	Remote
15	James	Full Stack Java Developer	10+ Years	USC	\$80/hr	Jonesboro, GA	Remote
16	Hoang	Java Developer	10+ Years	GC	\$80/hr	Arizona	Few Locations
17	Subra	Java Developer	10+ Years	H1B	\$90/hr	Austin TX	Remote

EXAMPLE OF A SAMPLE REQUIREMENT:

Hi Professional,

Laxminarayana Bupathi - Senior US Recruitment Trainer
(15+ Years of experience in Recruitment & Training)

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LinkedIn: www.linkedin.com/in/laxminarayana-usrecruitmenttrainer-usstaffingtrainer/

This is **BUPATHI** From **ABCDEF Technologies** I have a urgent opening on below requirement, If you have any consultants, then please revert me backwith your consultant updated profile ASAP., Incase if you want any more details please reach me at **703-xxx-xxxx** or Mail me on at xxxxxxxx@xxxx.com

Requirement: UI/UX Consultant**Location: Cupertino, CA.**

Duration: 1 Year

Client: CTS, End Client: Apple

Candidate should have excellent working knowledge of the state-of-the art in the HTML5/CSS3/JS space and be able to apply it to develop the next- gen UI component framework for a large-scale business application.

- Core skills required: Javascript, HTML5, CSS3, JS MVC Frameworks, JS Component Frameworks
- Core skill: JavaScript:
 - Required: Should be a JS expert
 - Required: Experience with: jQuery
 - Required: Experience with: Backbone
 - Required: Working knowledge of state of the art in the JavaScript world
 - Required: Expertise in AJAX, XML handling, JSON handling

Types of VISAS for US Market

List of U.S. non-immigrant and temporary visas

A foreign national who enters into the United States to invest, work, train, or reside in the United States shall have a visa. Citizenship and Immigration Legal Services, Inc. will help you to define the most suitable visa for you according to the purpose of your trip as well as your academic and professional backgrounds.

A-1 Visa:

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Foreign Government Officials: Ambassador, Public Minister, Career Diplomat or Consular Officer, or Immediate Family.

A-2 Visa:

Foreign Government Officials: Other Foreign Government Official or Employee, or Immediate Family.

A-3 Visa:

Foreign Government Officials: Attendant, Servant, or Personal Employee of A-1 or A-2, or Immediate Family.

B-1 Visa:

Temporary Visa for Business Travelers and domestic servant.

B-2 Visa:

Visitors ("tourists"): Temporary Visitor for Pleasure or Medical Treatment.

C-1 Visa:

Alien in Transit.

C-1/D Visa:

Combined Transit and Crewman Visa.

C-2 Visa:

Alien in Transit to United Nations Headquarters District Under Sec. 11.(3), (4), or (5) of the Headquarters Agreement.

C-3 Visa:

Foreign Government Official, Immediate Family, Attendant, Servant or Personal Employee, in Transit.

C-4 Visa:

Transit without Visa, see ATP

D-1 Visa:

Crewmember departing on same vessel of arrival.

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D-2 Visa:

Crewmember departing by means other than vessel of arrival.

E-1 Visa:

Treaty Trader, Spouses and Children under the age of twenty-one (21).

E2 Visa:

Treaty Investor, Spouses and Children under the age of twenty-one (21).

E-2 Visa:

Employee Treaty Trader, Spouses and Children under the age of twenty-one (21).

E-3 Visa:

Special category for Australian nationals who will work in a Specialty Occupation (Profession), Spouses and Children under the age of twenty-one (21). It is called an "Australian H-1B".

EB-5 Visa:

Green Card for investors of \$1 million or \$500,000 in a "Pilot Program".

F-1 Visa:

Academic Student.

F-2 Visa:

Spouses and Children under the age of twenty-one (21).

G-1 Visa:

Principal Resident Representative of Recognized Foreign Government to International Organization, Staff, or Immediate Family.

G-2 Visa:

Other Representative of Recognized Foreign Member Government to International Organization, or Immediate Family.

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G-3 Visa:

Representative of Nonrecognized Nonmember Foreign Government to International Organization, or Immediate Family.

G-4 Visa:

International Organization Officer or Employee, or Immediate Family.

G-5 Visa:

Attendant, Servant, or Personal Employee of G-1 through G-4 or Immediate Family.

H-1B1 Visa:

Professionals who come temporarily to the U.S. to perform a specialty occupation.

H-1B2 Visa:

Aliens who come temporarily to the U.S. to perform cooperative research and development projects.

H-1B3 Visa:

Aliens who come temporarily to the U.S. as a fashion model.

H-1C Visa:

Nurse coming to areas of health professional shortage.

H-2A Visa:

Aliens who come to the U.S. to perform agricultural labor or services of temporary or seasonal nature.

H-2B Visa:

Aliens who come to the U.S. not to perform agricultural labor or services but to perform work in temporary nature.

H-2R Visa:

Special type of H-2B visa which was temporarily provided as a way to bypass the quotas for the H-2B for individuals who had been previously issued H-2B status (enacted in the Emergency Supplemental

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Appropriations Act for Defense, the Global War on Terror, and Tsunami Relief, 2005, P.L. 109-13, 119 Stat. 231, signed into law by the President on May 11, 2005).

H-3 Visa:

Aliens who come to the U.S. to participate in a training program.

H-4 Visa:

Spouses and children under the age of twenty-one (21).

I Visa:

Representative of Foreign Information Media, Spouses and Child.

J-1 Visa:

Exchange Visitor.

J-2 Visa:

Exchange Visitor.

K-1 Visa:

Fiance(e) of United States Citizen.

K-2 Visa:

Minor Child of Fiance(e) of U.S. Citizen.

K-3 Visa:

Spouses of a U.S. Citizen under LIFE Act.

K-4 Visa:

Children of K-3 under LIFE Act.

L-1A Visa:

Intracompany Transferee (Executive, Managerial) Continuing Employment with International Firm or Corporation.

L-1B Visa:

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Intracompany Transferee (Specialized Knowledge Personnel)
Continuing Employment with International Firm or Corporation.

L-2 Visa:

Spouses and Children under the age of twenty-one (21).

M-1 Visa:

Vocational Student or Other Nonacademic Student.

M-2 Visa:

Spouses and Children under the age of twenty-one (21).

N-8 Visa:

Parent of an Alien Classified SK-3 Special Immigrant.

N-9 Visa:

Children under the age of twenty-one (21) of N-8 or of an SK-1, SK-2, or SK-4 Special Immigrant.

NATO-1 Visa:

Principal Permanent Representative of Member State to NATO (including any of its Subsidiary Bodies) Resident in the U.S. and Resident Members of Official Staff; Secretary General, Assistant Secretary General, and Executive Secretary of NATO; Other Permanent NATO Officials of Similar Rank, or Immediate Family.

NATO-2 Visa:

Other Representative of member state to NATO (including any of Subsidiary Bodies) including Representatives, its Advisers and Technical Experts of Delegations, Members of Immediate Art. 3, 4 UST 1796 Family; Dependents of Member of a Force Entering in Accordance with the Provisions Status-of-Forces Agreement or in Accordance with the provisions of the Protocol on the Status of International Military Headquarters; Members of Such a Force if Issued Visas.

NATO-3 Visa:

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Official Clerical Staff Accompanying Representative of Member State to NATO (including any of its Subsidiary Bodies) or Immediate Family.

NATO-4 Visa:

Official of NATO (Other Than Those Classifiable as NATO- 1) or Immediate Family.

NATO-5 Visa:

Expert, Other Than NATO Officials Classifiable Under the NATO-4, Employed in Missions on Behalf of NATO, and their Dependents.

NATO-6 Visa:

Member of a Civilian Component Accompanying a Force Entering in Accordance with the Provisions of the NATO Status-of- Forces Agreement; Member of a Civilian Component Attached to or Employed by an Allied Headquarters Under the Protocol on the Status of International Military Headquarters Set Up Pursuant to the North Atlantic Treaty; and their Dependents.

NATO-7 Visa:

Attendant, Servant, or Personal Employee of NATO-1, NATO-2, NATO-3, NATO-4, NATO-5, and NATO-6 Classes, or Immediate Family.

O-1A Visa:

Aliens possessing extraordinary abilities in the sciences, arts, education, business, or athletics.

O-1B Visa:

Aliens of extraordinary ability in the arts or extraordinary achievement in the motion picture or television industry.

O-2 Visa:

Accompanying Alien.

O-3 Visa:

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Spouses or Children under the age of twenty-one (21).

P-1 Visa:

Athletes, Entertainment Groups and Support Personnel.

P-2 Visa:

Artistic Exchange (reciprocal exchange program).

P-3 Visa:

Artistic Exchange (culturally unique program).

P-4 Visa:

Spouses and Children under the age of twenty-one (21).

Q-1 Visa:

Participant in an International Cultural Exchange Program.

Q-2 Visa:

Irish Peace Process Cultural and Training Program (Walsh Visas).

Q-3 Visa:

Spouses and children under the age of twenty-one (21).

R-1 Visa:

Aliens in a religious occupation.

R-2 Visa:

Spouses or Children under the age of twenty-one (21).

S-5 Visa: Certain Aliens Supplying Critical Information Relating to a

Criminal Organization or Enterprise.

S-6 Visa:

Certain Aliens Supplying Critical Information Relating to Terrorism.

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S-7 Visa:
Qualified Family Member of S-5 or S-6.

T-1 Visa:
Victim of a severe form of trafficking in persons.

T-2 Visa:
Spouse of a victim of a severe form of trafficking in persons.

T-3 Visa:
Child of victim of a severe form of trafficking in persons.

T-4 Visa:
Parent of victim of a severe form of trafficking in persons (if T-1 victim if under twenty-one (21) years of age).

TN Visa:
Professional Workers under NAFTA.

TD Visa:
Spouses and children under the age of twenty-one (21).

TWOV Visa:
Transit Without Visa Program (Passenger and Crew) SUSPENDED: this program was SUSPENDED at 11:00 a.m., Saturday August 2, 2003 (EST).

U-1 Visa:
Victim of Certain Criminal Activity.

U-2 Visa:
Spouse of U-1.

U-3 Visa:
Child of U-1.

U-4 Visa:

Parent of U-1, if U-1 is under the age of twenty-one (21).

V-1 Visa:

Spouse of an LPR who is the principal beneficiary of a family-based petition (Form I-130) which was filed prior to December 21, 2000, and has been pending for at least three years.

V-2 Visa:

Child of an LPR who is the principal beneficiary of a family-based visa petition (Form I-130) that was filed prior to December 21, 2000, and has been pending for at least three years.

V-3 Visa:

The derivative children of a V-1 or V-2.

TPS Visa:

Temporary Protected Status.

US Citizenship

“All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the state wherein they reside. No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.” - XIV Amendment to the U.S. Constitution.

-Citizenship of children by birth

In the United States, nationality of children can derive from place of birth (i.e. jus soli) or ethnicity:

- Birth in the U.S.: all persons born in the U.S. are U.S. citizens regardless of the status of their parents (except for children of diplomats)
- Acquisition at birth: a child born outside the U.S. may be granted U.S. citizenship if one or both parents are U.S. citizen residents

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- Derivation through naturalization of Parents: In 2000, Congress passed the Child Citizenship Act (CCA) permitting any child under the age of eighteen

(18) who is adopted by a U.S. Citizen and immigrates to the United States to be granted immediate citizenship.

- Naturalization

Naturalization: Process by which U.S. citizenship is conferred upon a foreign national after complying with the requirements established by Congress in the Immigration and Nationality Act (INA).

What are the requirements for administrative naturalization?

- Be a lawful permanent resident
- Be eighteen (18) years of age or older
- Residence and physical presence: reside continuously in the U.S. for at least five years (or three years for permanent residence obtained through marriage to a U.S. citizen) prior to filing
- Be capable to speak, read and write in English
- A knowledge and understanding of the fundamentals of the U.S. History as well as the principles and form of the U.S. government
- Attachment to the principles of U.S. Constitution
- Good moral character (alien showing he/she has never been convicted of murder or aggravated felony for five years or three years for an applicant married to a U.S. citizen or one (1) year for an applicant serving in the U.S. Armed Forces prior filing)
- Oath of Allegiance: an applicant shall swear to:
Support the Constitution and obey the laws of the United States

Renounce any foreign allegiance and/or foreign title

Bear arms for the U.S. Armed Forces or perform services for the U.S. government when necessary.

After acquiring U.S. Citizenship, you are granted the following rights:

- The right to obtain a U.S. passport
- The right to vote in the U.S. elections
- The right to participate in federal programs like Social Security

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- The right to qualify for some security clearances.

Green Card

The Lawful Permanent Residence (“Green Card”) allows an immigrant, i.e. a foreign national, to live and work permanently in the United States.

A multi-step procedure

To become an immigrant, you must go through a multi-step process:

- An immigrant petition filed either by a relative or an employer must be approved by the USCIS (U.S. Citizenship and Immigration Services).

How to become an immigrant through a relative? Preference Categories:

Foreign nationals who want to become immigrants are classified into categories based on a preference system. Regarding the immediate relatives of U.S. citizens, i.e. spouses, parents, and unmarried children under the age of twenty-one (21), an immigrant visa number will become immediately available.

However, the relatives in the remaining categories must wait for an immigrant visa number to become available according to the following preferences:

- First preference: Unmarried sons and daughters (twenty-one (21) years old or older) of U.S. citizens.
- Second Preference: Spouses of lawful permanent residents, their unmarried children (under twenty-one), and the unmarried sons and daughters of lawful permanent residents.
- Third Preference: Married sons and daughters of U.S. Citizens.
- Fourth Preference: Brothers and sisters of adult U.S. Citizens.

Once the immigrant visa number is available, he/she may adjust status if in the U.S.

1) If the sponsor is a U.S. Citizen, he or she may petition for:

- Parent (immediate relative category)
- Husband or wife (immediate relative category)
- Unmarried child under 21 (immediate relative category)
- Unmarried son or daughter over 21
- Married son or daughter of any age

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- Brother or sister, if the sponsor is at least twenty-one (21) years old.
- 2) If the sponsor is a lawful permanent resident, he or she may petition for:
- Husband or wife
 - Unmarried son or daughter of any age.

How to become an immigrant through employment?

Five categories based upon employment allow foreign nationals to be granted lawful permanent residence.

EB-1: Priority Workers: Extraordinary Ability or Managers and Executives transferred to the U.S. branch:

- Aliens who possess extraordinary abilities (nationally or internationally recognized) in the sciences, arts, education, business, or athletics
- Aliens who are managers or executives of a U.S. branch
- Aliens who are exceptional researchers or professors.

EB-2: Professionals with advanced degrees or persons with exceptional abilities:

- Aliens "who because of their exceptional ability in the sciences, arts, or business and who are advanced will substantially benefit the national economy, cultural, or educational interests or welfare of the United States."
- Aliens who have advanced degrees.

EB-3: Professional, Skilled and Unskilled Workers:

- Professionals with a baccalaureate degree
- Skilled workers with at least two (2) years of experience
- Others workers with less than two (2) years of experience.

EB-4: Special Immigrants:

- Priest of a religious denomination
- Religious workers.

EB-5: Investors:

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Pursuant to the section 203(b)(5) of the Immigration and Nationality Act (INA), 8 U.S.C. § 1153(B)(5), ten thousand (10,000) immigrant visas are granted annually to qualified persons who are engaged in a new commercial company. Five thousand (5,000) visas out of the ten thousand(10,000) visas are granted to persons who apply under a pilot program involving a designed “Regional Centre”.

Purpose of Travel	Visa Category
Athlete, amateur or professional (competing for prize money only)	B-1
Au pair (exchange visitor)	J
Australian professional specialty	E-3
Border Crossing Card: Mexico	BCC
Business visitor	B-1
CNMI-only transitional worker	CW-1
Crewmember	D
Diplomat or foreign government official	A
Domestic employee or nanny	B-1
Employee of a designated international organization or NATO	G1-G5, NATO
Exchange visitor	J
Foreign military personnel stationed in the United States	A-2 NATO1-6
Foreign national with extraordinary ability in Sciences, Arts, Education, Business or Athletics	O
Free Trade Agreement (FTA) Professional: Chile, Singapore	H-1B1 – Chile H-1B1 – Singapore

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International cultural exchange visitor	Q
Intra-company transferee	L
Medical treatment (visitor for medical treatment)	B-2
Media, journalist	I
NAFTA professional worker: Mexico, Canada	TN/TD
Performing athlete, artist, entertainer	P
Physician	J , H-1B
Professor, scholar, teacher (exchange visitor)	J
Religious worker	R
Specialty occupations in fields requiring highly specialized knowledge	H-1B
Student: academic, vocational	F, M
Temporary agricultural worker	H-2A
Temporary worker performing other services or labor of a temporary or seasonal nature.	H-2B
Tourism, vacation, pleasure visitor	B-2
Training in a program not primarily for employment	H-3
Treaty trader/treaty investor	E
Transiting the United States	C
Victim of Criminal Activity	U
Victim of Human Trafficking	T
Nonimmigrant (V) Visa for Spouse and Children of a Lawful Permanent Resident (LPR)	V
Renewals in the U.S. – A, G, and NATO Visas	

The chart below contains different purposes for immigrating to the United States, and the related immigrant visa categories for which information is available.

Select a visa category below to learn more:

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Immediate Relative & Family Sponsored	Visa Category
Spouse of a U.S. Citizen	IR1, CR1
Spouse of a U.S. Citizen awaiting approval of an I-130 immigrant petition	K-3 *
Fiancé(e) to marry U.S. Citizen & live in U.S.	K-1 *
Intercountry Adoption of Orphan Children by U.S. Citizens	IR3, IH3, IR4, IH4
Certain Family Members of U.S. Citizens	IR2, CR2, IR5, F1, F3, F4
Certain Family Members of Lawful Permanent Residents	F2A, F2B
Employer Sponsored – Employment	
Employment-Based Immigrants, including their preference group number (in square brackets): Priority workers [First] Professionals Holding Advanced Degrees and Persons of Exceptional Ability [Second] Professionals and Other Workers [Third]	E1E2 E3, EW SD, SR, SE, SQ, SIT5, C5
Certain Special Immigrants: [Fourth] Employment Creation/Investors [Fifth]	
Religious Workers	SD, SR
Iraqi and Afghan Translators/Interpreters	SI
Iraqis Who Worked for/on Behalf of the U.S. Government	SQ

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Afghans Who Worked for/on Behalf of the U.S.Government	SQ
Other Immigrants	
Diversity Immigrant Visa	DV
Returning Resident	SB

States and Codes of America:

States	Codes	Capitals
Alabama	AL	Montgomery
Alaska	AK	Juneau
Arizona	AZ	Phoenix
Arkansas	AR	Little Rock
California	CA	Sacramento
Colorado	CO	Denver
Connecticut	CT	Hartford

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Delaware	DE	Dover
Florida	FL	Tallahassee
Georgia	GA	Atlanta
Hawaii	HI	Honolulu
Idaho	ID	Boise
Illinois	IL	Springfield
Indiana	IN	Indianapolis
Iowa	IA	Des Moines
Kansas	KS	Topeka
Kentucky	KY	Frankfort
Louisiana	LA	Baton Rouge
Maine	ME	Augusta
Maryland	MD	Annapolis
Massachusetts	MA	Boston
Michigan	MI	Lansing
Minnesota	MN	St. Paul
Mississippi	MS	Jackson
Missouri	MO	Jefferson City
Montana	MT	Helena

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Nebraska	NE	Lincoln
Nevada	NV	Carson City
New Hampshire	NH	Concord
New Jersey	NJ	Trenton
New Mexico	NM	Santa Fe
New York	NY	Albany
North Carolina	NC	Raleigh
North Dakota	ND	Bismarck
Ohio	OH	Columbus
Oklahoma	OK	Oklahoma City
Oregon	OR	Salem
Pennsylvania	PA	Harrisburg
Rhode Island	RI	Providence
South Carolina	SC	Columbia
South Dakota	SD	Pierre
Tennessee	TN	Nashville
Texas	TX	Austin
Utah	UT	Salt Lake City
Vermont	VT	Montpelier

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Virginia	VA	Richmond
Washington	WA	Olympia
West Virginia	WV	Charleston
Wisconsin	WI	Madison
Wyoming	WY	Cheyenne

**Thank
You**

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