In order for us to help you with the premium processing H-1B filing process, please use the link provided below to complete the H-1B Employee Questionnaire and upload the following documents in any available field:

**DO NOT SELECT “SUBMIT” OPTION AFTER DOCUMENT UPLOAD IS COMPLETE AS THIS WILL REMOVE ACCESS TO THE PORTAL.**Please confirm once the submission is complete via e-mail.

URL: [https://global.inszoom.com/Corpdocs/dcqtext.aspx?QOrgId=Oftw&q=9rA%2fwmzbqz22yQNwjjB11XxlSm4Yg06Ywrns5x%2bu71Q%3d&QQstInd=AdvStKt](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fglobal.inszoom.com%2FCorpdocs%2Fdcqtext.aspx%3FQOrgId%3DOftw%26q%3D9rA%252fwmzbqz22yQNwjjB11XxlSm4Yg06Ywrns5x%252bu71Q%253d%26QQstInd%3DAdvStKt&data=02%7C01%7Crshabo%40virtusa.com%7Cca1d593cb9024cdebf8508d572601786%7C0d85160c589944caacc8db1501b993b6%7C0%7C0%7C636540679424319816&sdata=zFhYOMInWX03F9QvSAF0%2FzY7GRQACnOpKGOgjkUXQu8%3D&reserved=0)  
Access Code: **AACE618212132142228**

         Latest resume in Word format. **Clearly state employer name above each project name.**

         Complete attached Check list

         Complete attached Visa listing showing ALL entries to/from the US

         Employment Summary Grid (template attached)

         Copy of your passport (all pages except blanks)

         Most recent I-94 from CBP website

         Copy of ALL previous I-797

         Most recent 3 pay stubs

         Education Equivalency Evaluation comparing foreign degree to a US degree (see attached example - confirm whether you have one)

         Approved PERM/I-140 (please confirm if applicable, and if so, please provide a copy)

Please confirm whether H-4 visas are needed for any dependents and confirm whether each dependent is currently in the US. If both answers are “yes”, please upload the following documents for each dependent in any available field:

         Copy of previous I-797

         Dependent’s most recent I-94

         Dependent’s passport (all pages except blanks)

         Copy of marriage certificate (if filing for spouse)

         Copy of birth certificate (if filing for children)

         Has your spouse worked in the US? Please confirm.

**Note**: Processing time is between 3-4 weeks. Time line starts from the date the attorney receives complete documents. Please ensure that all requested documents are uploaded to the portal using any available fields. Please do not upload .zip files as they are not supported by the system.

**\*\*\*\*You cannot travel out of the US once your petition is filed, please notify us if you have any travel plans during the process. \*\*\*\***

Regards,

Reema Shabo

**Paralegal**

**Americas Talent Mobility**

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