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Please answer the following questions to supply us with the necessary information to apply for a work visa. Feel free to attach a separate sheet to fully answer the questions. Kindly return it as soon as possible.

ABOUT THE BENEFICIARY:

1. Beneficiary's foreign address & address in the U.S.
2. What is the Beneficiary's offered job title?
3. What is the Beneficiary's offered salary?
4. Describe the Beneficiary's job duties **in detail**. (Very important)
5. Will the Beneficiary receive additional compensation (i.e., medical insurance, etc.)?
6. Will the Beneficiary supervise any employees?
7. How many hours a week will the Beneficiary work?
8. What is the Beneficiary's social security number, if any?
9. Please provide the worksite address(es).
10. What is the supervisor's name and title?
11. Has the Beneficiary ever been in an H1B visa status?
 - a. If yes, when?
 - b. Please provide a copy of the Beneficiary's previous H-1B Receipt and Approval Notices, as well as a copy of the H-1B visa stamp.
12. Does the Beneficiary have a Bachelor's degree, Master's degree, PhD, etc.?
 - a. Please provide information on each degree, and the field of education.
 - b. Please provide copies of all official diplomas and transcripts for each degree.
 - c. In what country was (each) degree obtained?
13. Do you wish to include any dependents?

DOCUMENTS (copies) REQUIRED FROM THE BENEFICIARY:

1. Passport (Identification page).
2. Form I-94 (to access this information, visit: <https://i94.cbp.dhs.gov/I94/#/home#section>).
3. F-1 visa stamp, Forms I-20, proof of OPT (EAD card), if applicable.
4. Current and prior visas, including Forms I-797 (Receipt and Approval Notices).
5. All official diplomas and transcripts for degree(s) received.