Good afternoon,    
   
I am «Assigned\_TK» ,«Responsible\_TK»’s paralegal on your currently pending matter. Per attorney directives, please find questionnaires link below. We kindly ask that you complete the questionnaire in its entirety to obtain the necessary information for filing. If a question is not relevant, you can answer “N/A” or if you are not sure about a question, you can respond with “QQQQ” and we will review it and follow up with you by email.  
  
Once the questionnaire is complete, please notify us by email.  
   
Please find below the documents/information we require from the Applicant for the case:

1. Full Name of prospective employee(s),
2. E-mail address;
3. US Address;
4. Foreign Address;
5. Complete copy of the current passport or any expired passport holding any US visa.  Please copy every single page of the passport(s) including copy of visa(s)– even those pages which have not been stamped;
6. Copy of current Arrival/Departure Record - I-94 (front and back);
7. Copy of all Approval and Receipt Notices (I-797s), if applicable;
8. All I-20’s, if any;
9. All EAD’s if any;
10. Copy of Signed I-983, Training Plan for STEM OPT Students, if applicable;
11. Copy of all pay stubs received during Authorized Employment during F-1 status;
12. Copy of Current Resume;
13. Educational Documents: (Degree(s), Diploma(s),Foreign and U.S transcripts, Any Academic Evaluations);
14. Employment Verifications Letter, if any;
15. If available, please provide a copy of your previous Nonimmigrant Petition(s);
16. Copies of recent pay statements and evidence of current employment;
17. Will a petition be required for family members of the prospective employee?  If yes, we will require items 17 to 20 from the family members filing a petition;
18. Copy of family member’s current passport or expired passport containing any U.S. visa.  Please copy every single page of the passport(s) including copy of visa(s)– even those pages that have not been stamped;
19. Copy of family member/s Arrival/Departure Record(s)- I-94 – front and back;
20. Copy of Marriage Certificate, if applicable (if in foreign language, an English translation will need to be provided);
21. Copy of Family’s I-797 Approval Notice(s);
22. Copy of Child/ren’s birth certificate, if applicable (if in foreign language, an English translation will need to be provided);
23. If applicable, confirm whether spouse is employed.

Attached you may find a Dual representation document. It is necessary to sign and return with signature, this document may be scanned and emailed.   
  
If you have any questions, feel free to contact me at [713-637-4755](tel:(713)%20637-4755).   
  
Thank you,   
  
[«Assigned\_TK»],