**EMPLOYEE WORKSHEET – (H-1B)**

**Please complete FULLY all that is applicable. Incomplete worksheets will cause delays and errors!**

**CHECK ALL APPLICABLE BOXES:**

**Premium Processing (additional fees apply – need authorization from employer)**

**Regular Processing**

**New H-1B – Consular Notification**

**New H-1B – Change of Status (if you are Lawfully in US on a different visa)**

**H-1B Transfer to a new Employer - Currently on H-1B visa and in the US**

**First H-1B Extension with Same Employer- Currently on H-1B visa and in the US (2nd H-1B Filing)**

**Second H-1B Extension with Same Employer- Currently on H-1B visa and in the US (3rd H-1B Filing)**

**104c AC-21 - 3-year H-1B Extension - Beyond 6 years – Need I-140 Approval**

**106a AC-21 - 1-year H-1B Extension - Beyond 6 years – Need proof of PERM filed/pending/I-140 Receipt (before 5 years of H-1B)**

**H-1B Amendment – Due to Change in Work Location – NO EXTENSION OF STAY**

**H-1B Amendment – Due to Change in Work Location – WITH EXTENSION OF STAY**

**ARE WE FILING H-4 FOR DEPENDENTS?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **H-1B BENEFICIARY DETAILS:** | | | | | | | | | | | | | | | | | | | | |
|  | | **US Consulate to be notified (where H1b visa will be issued) – Required even if we are filing for Change of Status** | | | | | | | | | | | | |  | | | | | |
|  | | **Name** | | First Name | | | | | |  | Middle Name (or initial) | | | | | | |  | Family (LAST) Name | |
| Other name or aliases (if married - maiden name) | | | | | | | | | | | | | | | | |
|  | | **Social Security Number** | |  | | | | | **A #**  **(Found on EAD card or I-140 approval) – 9 digit number** | | | | | | |  | | | | |
|  | | **EAD Number, found on EAD card (starts with SRC/EAC/WAC/LIN)** | |  | | | Expiration Date of EAD | | | | |  | | | | **SEVIS Number**  (found on I-20 – starts w N00) – for those on F-1 visa | | | |  |
|  | | **Gender** | | | Male  Female | | | | **Marital Status** | | | | | Married  Single (never married)  Divorced | | | | | | |
|  | | **Foreign Address (Outside US)** | | | Street Address | | | | | | | | | | | | | | | |
| City, State, Country & Zip Code | | | | | | | | | | | | | | | |
|  | | **US Address and Phone/email Information** | | | Street Address | | | | | | | | | | | | | | | |
| City, State, Country & Zip Code | | | | | | | | | | | | | | | |
| Phone (cell) and email address: | | | | | | | | | | | | | | | |
|  | | **Place of Birth**  **(City, State & Country)** | | |  | | | | | | **Date of birth**  **(in MM/DD/YYYY format)** | | | | | |  | | | |
|  | | **Highest Degree Obtained (e.g. MS, MBA, BE etc.)** | | |  | | | | | | **Major field of Study** | | | | | |  | | | |
| **If US Degree (Bachelors, Masters or Ph.D.) – Provide these details**  **Name of University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date Degree Awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address of University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | |
| **JOB OFFER DETAILS:** | | | | | | | | | | | | | | | | | | | | |
|  | | **Job OFFER Information (about the Employer) who is SPONSORING your H-1B** | Name of the employer (sponsoring H-1B):  Job Title:  Salary Offered ($/Year):  Job Duties (you may attach a separate document): | | | | | | | | | | | | | | | | | |
|  | **Address where Beneficiary Will Work (if different from company location)**: Please list the full address including City and State of third party work site location (end-client site). | | | | | | |  | | | | | | | | | | | | |
|  | **Vendor Details**: Name of the Vendor (**List all Vendors**) and **explain contractual path from Petitioner to End-Client** | | | | | | |  | | | | | | | | | | | | |
| **PASSPORT AND VISA DETAILS:** | | | | | | | | | | | | | | | | | | | | |
|  | | Passport Number and  **Country** of Issuance | |  | | | | | | | | | | | Date Passport **Issued**:  and  Date Passport **Expires**: | |  | | | |
|  | | Visa Type and Date you **FIRST** entered US (MM, DD, YYYY) | |  | | | | | | | | | | | Visa Type and Date when you most **RECENTLY** entered US (MM, DD, YYYY) | |  | | | |
|  | | Current Visa Status (H-1B, L-1, F-1, H-4, L-2 etc.) | |  | | Latest I-94 NUMBER  (print I-94 at www.cbp.gov/I94) | | | | | | |  | | | I-94 EXPIRATION date (MM, DD, YYYY) | | | |  |
|  | | Start Date of H-1B or L-1 Status in US (MM, DD, YYYY) | |  | | **How much time TOTAL have you spent in the US on H-1B and/or L-1 COMBINED** | | | | | | |  | | | H-1Bs have a TOTAL of 6 years – Explain how much time you have remaining? | | | |  |
|  | | **Are we recapturing Time Spent Outside?**  **If so, provide exit from US and entry into US dates,**  **(from your first entry) – while on H-1B or L-1 status,**  **use separate sheet of paper if necessary.** | | | | | | | | | | | | |  | | | | | |
|  | | Details of current/previous H-1B and/or L-1 Approvals, (starting with the most recent): Start Date \_\_\_ End Date \_\_\_Company Name\_\_\_\_\_\_\_\_\_ H-1B Approval Number OR L-1 Approval Number    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |
| **H-4 DETAILS (SPOUSE AND CHILD) – NEED DETAILS OF ALL CHILDREN TO BE INCLUDED ON THE H-4** | | | | | | | | | | | | | | | | | | | | |
|  | | Name of Spouse: Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle:\_\_\_\_\_\_\_\_  Maiden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;  SSN#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City /Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Country of Citizenship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Passport issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Passport expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Last Arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Immigration Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I-94 No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Status expiry date: (as on I-94 card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Foreign address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Tel. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | Name of Child: Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle:\_\_\_  SSN#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City /Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Country of Citizenship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Passport issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Passport expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Last Arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Immigration Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I-94 No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Status expiry date: (as on I-94 card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Foreign address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Tel. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

# H-1B DOCUMENTS CHECKLIST (IF A DOCUMENT REQUESTED IS UNFAMILIAR OR INAPPLICABLE - IGNORE IT!)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Document Description** | **New H-1B**  **(Consulate)** | **New H-1B (Change of Status in US)** | **H-1B Transfer** | **H-1B Extension** |
|  | Copy of passport(s) – Relevant pages – do not sent blank pages or cut it to passport size |  |  |  |  |
|  | Copy of latest resume (list title/dates by employer/company not client/project names) |  |  |  |  |
|  | Copy of Foreign Credential Evaluation – if available (otherwise we will order) |  |  |  |  |
|  | Copy of OPT (EAD card), copy of I-20– as applicable |  |  |  |  |
|  | Copy of all educational docs and certifications (with degree certificates/ transcripts/ mark sheets) |  |  |  |  |
|  | Copies of experience letters from current/previous employers (if available) |  |  |  |  |
|  | For work at third party client site, - Need MSA, Work Order, Purchase Order, Statement of Work, Vendor letter and Client letter (**MOST IMPORTANT – get from Employer**) |  |  |  |  |
|  | Copy of Employment Offer letter from H-1B SPONSORING Company |  |  |  |  |
|  | Employee Handbook ( **MOST IMPORTANT – get from Employer**) |  |  |  |  |
|  | Signed Employment Agreement with H-1B SPONSORING company |  |  |  |  |
|  | Copy of I-94 card(s) – front and back (print at www.cbp.gov/I94) |  |  |  |  |
|  | Copy of ALL previous and current H-1B/L1 approval notices |  |  |  |  |
|  | If in on US on a valid work visa – provide copy of most recent pay stubs from current employer (3 paystubs) |  |  |  |
|  | Copy of previous year’s W2 |  |  |  |  |
|  | Copy of previous year’s performance review |  |  |  |  |
|  | Copies of time sheets, project progress status reports or emails (prior 3 months) |  |  |  |  |
|  | Organizational Chart (clearly showing Employee’s position in the organization as well as details of his/her manager) |  |  |  |  |
|  | If currently on H-4 or L2 and in the US send copies of following: marriage certificate, spouse’s H-1/L1 approval, spouse’s I-94 and spouse’s latest three paystubs. |  |  |  |  |
|  | If requesting H4 processing for spouse/children - copies of their passport, visa stamp, I-94 cards, date last entered into US, marriage/birth certificate |  |  |  |  |