



BHAGWATI & BHAGWATI P.C.

ATTORNEY AND COUNSELORS-AT-LAW

Checklist for filing petitions with USCIS/DOL

List of documents required for processing your application.

1. Bio-form
2. Copies of all pages of passport.
3. Copies of all degrees (10th onwards).
4. Copy of all mark sheets for all degrees (10th onwards).
5. Copy of all experience letters (NO OFFER LETTERS).
6. Copy of the latest resume.
7. Copy of your SSN card
8. Copy of the most recent three pay stubs
9. Copy of I-94 the most recent and both sides with legible print of your arrival date/stamp on it.
10. Copies of H1B1/L1/F1 approvals for any stay in the USA.
11. If you have a spouse and children please provide a copy of H4/L2 etc, marriage cert., birth certificate, their I-94 and passport copy.

From Employer:

1. Job position (such as Systems Analyst, Chemist, Physician, HR Manager etc).
2. Work address (Street, City, County and State) to enable us to file LCA.
3. Employer's Tax ID and address with telephone and fax #.
4. Name, email ID and designation of person signing the petition.
5. Financial Statements of Employer.
6. If the beneficiary would perform work from Client location, letter from end client confirming the work for applicant.
7. Statement of work and Purchase Order for assignment.
8. If beneficiary would work in-house, details of in-house job assignment that should include work location, Project details (such as name of project, product/application name etc), Skills needed to work on project, investments incurred and to be incurred on project in the current fiscal year, potential clients for product to be developed etc).
9. Employment Agreement and Offer.

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5 Penn Plaza, 23rd Floor
New York, NY 10001

NJ Office (1)
168 Franklin Corner Road, Building 2, Suite 240
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ALL THE ABOVE COPIES SHOULD BE CLEAR AND LEGIBLE.
(In the event, we need any additional documentation; we may request you for the same)

INSTRUCTIONS TO FILL THE BIO-FORM.

The enclosed document is an extremely important document which will enable us to apply for your immigration relating matters in the USA. The entire process can be expedited if the following form is completed thoroughly.

Be prepared to spend a few hours of concentrated effort on this form. Follow the step-by-step directions as listed below :

Before starting keep ready :

- A Blue Micro-Tip Pen
- Your Passport
- Degree Certificates / Marksheets
- Any experience letters / appreciation letters you may have received
- All documents as shown in check list above

A few things to keep in mind before starting:-

- A complete application form (along with all copies, attachments and certificates) is needed for our effective representation on your application/petition.
- The certificates and/or experience letters may need to be sent for equivalence verification to the concerned Credential evaluation agency. Once evaluation of credentials is obtained (known as Degree Equivalence), the application is then filed with US Citizenship and Immigration Services (USCIS). USCIS is the issuing authority of the work permits and Green Cards.
- USCIS would then evaluate the individual application against USCIS's rigid guidelines and process it accordingly.

Therefore it is crucial at all times to be able to impress upon USCIS that:-

1. Your qualifications / skills are commensurate with the job you are to do.

That you are in some way above average and the skills that you possess are not easily available in the USA. Hence, you deserve temporary/permanent status and will be able to fill a vacancy that is not easy to fill by other Americans.

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Quote from USCIS documentation :-

For all non immigrant petitions (work permits-H1/L1) Evidence that will establish to this service that the equivalent of college level training in the profession has been acquired through a combination of specialized training and progressively responsible work experience in areas related to the profession and that the alien has achieved professional standing and recognition as a result of such training and experience. For the purpose of determining equivalence to a Baccalaureate or Higher Degree in the profession, three years of specialized training and / or work experience must demonstrate for each year of college level training the alien lacks. For equivalence to an advanced (or Masters) Degree, the alien must have a Baccalaureate Degree followed by at least 05 years of experience including the theoretical and practical application or specialized knowledge required at the professional level of the occupation, that the alien's experience was gained while working with peers, supervisors, or subordinates who are themselves professionals and that the alien has professional standing and recognition evidenced by at least one type of documentation such as :

- Recognition of professional standing by at least two recognized authorities in the professional field.
- Membership in a recognized foreign or United States Association or society in the professional field.
- Published material by or about the alien in professional publications, books or major newspapers.
- License or registration to practice the profession in a foreign country, or
- Professional achievements which a recognized authority has determined to be significant contributions to the professional field.

The equivalency requirements for Perm and immigrant petitions (I-140) are stricter and different than those stated for H1/L1 petitions that are stated above.

Step I

Read through the entire 4 pages of the application form.

The entire form should be filled in capitals and with a black Micro-Tip Pen only.

1. *NAME*

Please clearly write out your entire name as exactly given in your Passport.

2. *ALIEN REGISTRATION NO.*

Not Applicable

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3. *TYPE OF VISA*

H1 /L1A/L1B/ B etc as applicable

4. *SOCIAL SECURITY NO.*

Only if you have received one before, mention the number

5. *I-94 No*

Leave it blank

6. *PRESENT MAILING ADDRESS*
(Give your present location)

ADDRESS TO WHICH YOU WILL RETURN
(Give your permanent address)

7. - 11. *Are self explanatory*

12. *Leave it blank*

13. *Is self explanatory*

14. *OCCUPATION IN WHICH YOU ARE SEEKING WORK*
e.g., Systems Consultants, Computer Professional, Systems Analyst, etc.

15. *EDUCATION & TRAINING*

Starting from the 10th standard, mention all qualifications obtained by you, including any kind of training programs attended or diploma course completed.

16. *SPECIAL QUALIFICATIONS & SKILLS*

e.g., If you are an Oracle DBA, you could mention in brief years spent on Oracle, version used, etc. (The idea is to project yourself as an extremely competent and qualified person.)

17. *DOCUMENTS*

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Please submit the photocopy of your Class 10, 12, Bachelors, Masters and Post Graduate Diplomas / Degrees.

18. *WORK EXPERIENCE*

Mention all job employment held starting from your present employer. You may photocopy an additional blank page if necessary to complete your work experience.

19. - 21. Are self explanatory

We would require you to submit the following to us along with this completed form :

1. Photocopies of mark-sheets and degree certificates of last degree done.
Copies of all other mark-sheets and certificates obtained.
Copies of any reference letters / application letters / work certificates you may have.
Your passport is original.
Signed copy of the Employee Agreement (enclosed herewith).
Copies of any publication (including synopsis of thesis work submitted in any standard forum.)

If you are married, before leaving for the USA please arrange to have the following :-

1. A Civil Marriage Certificate in original.
Passport for your spouse.
Date of Birth certificate of your spouse
Passport for each of your children, if any.
Date of birth certificate of all your children

If you have been to the USA before on any visa, e.g., H1, L1, J1, B1, and you have extended your stay through I-94 form, then a copy of I-94 extended should be available. If you do not have it, try and collect proper evidence or paperwork from the company where you worked earlier to prove that you were never out of status during your stay in the USA.

BIOGRAPHIC FORM

Kindly complete this form and return it to our office at your earliest convenience.

Your complete answers to all items will help expedite the processing of your application

Should there be any items which are not applicable to you, please write 'Not Applicable' or 'None'. If you do not know the answer to any item, please indicate that you do not know, If you need additional space add extra sheets.

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PLEASE DO NOT LEAVE ANY ITEMS BLANK
(Use a Blue Pen to complete this form)

READ ABOVE INSTRUCTIONS BEFORE COMPLETING FORM

1. NAME
First : LALITHARAJESWARI
Middle : _____
Surname : BARGUNAN
(Last name/Family name)

2. ALIEN REGISTRATION NO. (A #)
Not Applicable

3. TYPE OF VISA, if in US (B1, B2 etc.)
H4

4. SOCIAL SECURITY NO. : 154-23-6720

5. I-94 NO. : _____

6. PRESENT MAILING ADDRESS
In case of (if Applicable) : _____
Apartment No.(If any) : Floor 1

Number & Street : 35 Alan Terr
City : Jersey City State/Province : New Jersey Zip : 07306
Country: USA

Tel: (H): _____ (M): 551 261 2795 (W): _____
ADDRESS TO WHICH YOU WILL RETURN (if different from above. Note that this is your address in your home country, if applying for a non-immigrant visa e.g. H or L)

7. SEX : MALE ☒ FEMALE

8. MARITAL STATUS : ☒ MARRIED SINGLE

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9. DATE OF BIRTH : (mm/dd/yyyy) 03/05/1984
10. PLACE OF BIRTH : City/Town : Coimbatore
Province/State : Tamil Nadu
Country : India
11. PRESENT NATIONALITY OR CITIZENSHIP (Country) : India
12. ADDRESS IN US WHERE YOU WILL RESIDE (Including Telephone #)
-

13. SPOUSE AND CHILDREN

Number of your living children : 2

Names, date and place of birth of spouse and all unmarried children under age 21.

NAME	DATE OF BIRTH	PLACE OF BIRTH (City/Town, State & Country)
<u>Yarab Shajahan</u>	<u>02/04/1987</u>	<u>Salem, Tamil Nadu, India</u>
<u>Irfan Yarab</u>	<u>12/22/2016</u>	<u>Coimbatore, Tamil Nadu, India</u>
<u>Ihaan Yarab</u>	<u>08/08/2021</u>	<u>Jersey City, New Jersey, USA</u>

TYPE OF VISA A#, Social Security # and I-94 # if in the USA as applicable :
Do not leave blank. Use None or Not Applicable.

Name	Type of Visa	Social Security #	I-94	A#
<u>Yarab Shajahan</u>	<u>H1B</u>	<u>857-86-2583</u>	<u>041093187A3</u>	
<u>Irfan Yarab</u>	<u>H4</u>		<u>041093068A3</u>	

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14. OCCUPATION IN WHICH YOU ARE SEEKING WORK (Please give the specific job title, e.g. "Systems Analyst" or "Programmer or Chemist etc.)

[Full Stack Developer \(Computer Professional\)](#)

15. EDUCATION AND TRAINING (Please give the following, including all schools, universities, colleges, as well as trade and vocational training facilities, you have attended. Complete the column "RECEIVED" by indicating the specific title or the name of the degree received, if any-for example B.S, M.S, Ph.D.. If a license, certificate or diploma was issued upon completion of the course, so indicate. If the course was not completed, so indicate. Start from high school and add additional sheets if necessary.

School, College, University or other Entity (Name & Address)	Field of Study (Major/Specialization)	FROM Mth/Yr	TO Mth/Yr.	Received
S.B.O.A M HSS		06/1999	03/2000	Class 10
S.B.O.A M HSS		06/2001	03/2002	Class 12
Sri Krishna College Of Engg & Tech	Information Technology	06/2002	05/2006	B.Tech

Did you acquire any skill or abilities in the above mentioned educational or training programs which helped you to qualify for the occupation you listed in Item #14 ?

✓

YES/NO

If you checked "YES", please list the specific skills or abilities below :

[Training programme to study and build the neural network in JAVA to predict share values.](#)

16. SPECIAL QUALIFICATIONS AND SKILLS (Please give any additional qualifications and skills that you possess which would help to establish that you meet the requirements for the occupation listed in Item #14. Include here any unusual occupational abilities, such as language

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skills, computer language skills, experience with specialized hardware, etc. PLEASE BE SPECIFIC)

What tools, machines or equipment, if any, are you qualified to operate, in connection with your job ?

What licenses or memberships (professional/journeyman, etc..) do you possess, if any ?

17. DOCUMENTS (List documents which can be submitted as evidence that you possess the education, training, skills, abilities, or work experience represented in this application and which would qualify you for the occupation stated in Item #14.

A. Diplomas, Certificates, Degrees

[Degree Certificate - B.Tech Information Technology \(June 2002 - May 2006\)](#)

[Service Certificate - BNYMellon Technology. \(Sep 2006 - April 2019\)](#)

B. School Records (Please list by name of school and period of attendance)

[S.B.O.A M HSS - Class 10 - From 06/1999 to 03/2000](#)

[S.B.O.A M HSS - Class 12 - From 06/2001 to 03/2002](#)

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C. Affidavits or Reference Letters of Former Employers, Colleagues, Clients (Please list by name)

		Employer	Client	Colleague
Aff/Ltr of _____	Former	*	*	*
Aff/Ltr of _____	Former	*	*	*
Aff/Ltr of _____	Former	*	*	*
Aff/Ltr of _____	Former	*	*	*

D. Licenses, Professional or Trade Memberships

Type text here

E. Published Materials, Awards or Prizes

18. Work Experience (List jobs which you have held during the past Three (03) years including your present job. Also, list any other job you have held prior to the past three years, which are related to the occupation listed in item #14. Also provide a Resume that lists all jobs held, dates of employment, job title and job description.)

1. NAME AND ADDRESS OF THE EMPLOYER

[BNY Mellon Technology, 10th Floor, Tidel Park, No.4, Canal Bank Road, Taramani, Chennai - 600 113.](#)

Name of Job Held by you : [Project Lead App Dev](#)

Date Started: [September](#) (month) [2006](#) (year) Date Left : [April](#) (month) [2019](#) (year)

Kind/Nature of Business: [Full Stack Developer \(Computer Professional\)](#)

No. of hours you worked per week: [40 hours](#)

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Describe in detail the duties performed by you and tools, machines or equipment used by you in the performance of the job (be specific) :

Duties

Duties - Application Design & Development, Technical Solution / Design, Project Management, Requirement Gathering & / Analysis, Client Relationship Management, Team Building & Leadership, Full Stack Development .

Programming Languages - Core Java 8, J2EE, Angular 6/8, Spring MVC, SpringBoot, JDBC, JSP, Javascript, Servlet, REST APIs.

Tools, Equipment, etc..

IDE/Development TOols - Eclipse, IntelliJ, Postman, Enterprise Architect, Maven, PL/SQL Developer, Dynatrace, AppDynamics, JIRA, HP Quality Center, Visual Studio, SonarQube, Win Merge, SOAP UI.

Version Control Tools - GIT, SVN, CVS, Rational Rose.

2. NAME AND ADDRESS OF THE EMPLOYER

Name of Job Held by you : _____

Date Started: _____(month)_____(year) Date Left : _____(month)_____(year)

Kind/Nature of Business: _____

No. of hours you worked per week: _____

Describe in detail the duties performed by you and tools, machines or equipment used by you in the performance of the job (be specific) :

Duties

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Tools, Equipment, etc..

3. NAME AND ADDRESS OF THE EMPLOYER

Name of Job Held by you : _____

Date Started: _____(month)_____(year) Date Left : _____(month)_____(year)

Kind/Nature of Business: _____

No. of hours you worked per week: _____

Describe in detail the duties performed by you and tools, machines or equipment used by you in the performance of the job (be specific):

Duties

Tools, Equipment, etc..

4. NAME AND ADDRESS OF THE EMPLOYER

Name of Job Held by you : _____

Date Started: _____(month)_____(year) Date Left : _____(month)_____(year)

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Kind/Nature of Business: _____

No. of hours you worked per week: _____

Describe in detail the duties performed by you and tools, machines or equipment used by you in the performance of the job (be specific) :

Duties

Tools, Equipment, etc..

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(USE ADDITIONAL SHEETS AS MAY BE NECESSARY)

19. ENTRIES INTO THE USA (List the following details for all trips to the US for Self, Spouse and all Children) :

S.No.	Dates (dd/mm/yy) (From To)	Employer, Location if for Self other wise state spouse or child	Visa (B,F,H,L etc..)
1	29/06/2013 - 10/08/2013	BNY Mellon Technology	L1B
2	27/06/2015 - 07/12/2015	BNY Mellon Technology	L1B
3	18/04/2019 - 26/04/2022	Self	L2
4	30/04/2016 - 11/06/2016	Spouse	L1B
5	24/11/2018 - 26/04/2022	Spouse	L1B
6	04/06/2022 - 25/08/2022	Spouse	H1B
7	18/04/2019 - 26/04/2022	Child	L2

20. ENTRIES INTO THE USA (Cont'd)

* Date last entered into the USA (date should be on I-94 as well as in passport.)

Entry Data (dd/mm/yy)	Passport Number	Passport Issue date (dd/mm/yy)	Passport Expiration date(dd/mm/yy)
Self 11/09/2022	S6210011	15/10/2018	14/10/2028
Spouse 11/09/2022	S2950824	12/06/2018	11/06/2028
Child 11/09/2022	S6215843	22/10/2018	21/10/2023
Child			

21. OTHER INFORMATION (provide any other information that you feel is relevant to this petition). Use an additional sheet, if required.

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