

LAW OFFICES OF HEMANT R. HABBU, INC.

95 South Market Street, Suite 530

San Jose, California 95113

Telephone: (408) 993-9577

Facsimile: (408) 881-0456

Please note that we depend on the data provided in the following H-1B/L-1 Petition Information Checklist for correct and up-to-date information while preparing the forms etc. Hence your responses should be legible, accurate and current. If they are not, there will likely be a delay and generate confusion and excitement that is best avoided.

Some important provisions govern the work undertaken by this office. These provisions appear on the last page of the checklist. All concerned persons are encouraged to read them. It will be assumed that the Employer and Beneficiary(s) have reviewed them and have agreed to be bound by those terms and conditions.

Name of Sponsoring Employer: _____

Name of Beneficiary Candidate: _____

Type of Petition (*please circle one*): H-1B L-1A L-1B

Premium Category Petition: Yes _____ No (Regular) _____

Dependent Petition: Yes_____ No_____ If yes, type: H-4____ L-2____

While processing times of regular petitions vary (often between one month to four months), premium category petitions are to be adjudicated by the CIS within 15 days either from the date of receipt of the petition or from the date that any response is sent to a query, whichever is later.

Name of Candidate: _____

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Please respond to each question. Mark "N/A" if not applicable

H-1B/L-1 PETITION INFORMATION CHECKLIST

I. INFORMATION ABOUT SPONSORING EMPLOYER

1. Full Name and Address: _____

Telephone: (_____) _____
Facsimile: (_____) _____
Contact Email address: _____
2. IRS Tax Identification No. or FEIN: _____ - _____
3. Date of Establishment: _____
4. Total Number of Full-Time Employees in US: _____ (including for company and any affiliates and/or subsidiaries)
5. If H-1B Petition, Total Number of Current H-1B Status Employees: _____
6. Gross Annual Income: US\$ _____ Net Annual Income: US\$ _____
7. Describe company's products and/or services: _____

8. Name and title of Officer signing documents for INS: _____

(Please note that the person signing documents must be in a position to hire and fire employees)

II. INFORMATION ABOUT POSITION OFFERED

1. Name of Candidate: _____
2. Job Title: _____
3. Describe job duties briefly: _____

4. Minimum academic qualifications for position (i.e. Bachelor's, Master's, etc.): _____
5. Minimum related work experience (# years) for position: _____
6. Salary offered: US \$ _____ per year
7. Job site where candidate will work (if different from above, please note): _____
8. Is this position unionized? _____

Name of Candidate: _____

Petitioner: _____

III. INFORMATION ABOUT EMPLOYEE (for dates, always spell month)

1. Full Name (as in passport): First: _____ Middle: _____

Last (Surname): _____

2. Social Security Number: _____ - _____ - _____

3. Current Home Address: _____

4. Telephone: (_____) _____

5. Address outside the United States: _____

6. Country of current Citizenship: _____

7. Place of Birth (including province/state and country): _____

8. Date of Birth (mm/dd/yyyy): _____

9. Passport details (place of issuance): _____

(date of issuance): _____

(number of passport): _____

(valid until): _____

10. I-94 Number and validity: _____ - _____ valid till: _____

11. WAC/LIN/EAC/SRC Number (if applicable): _____ (please attach legible copy of latest Approval Notice)

12. Date and status of last arrival in the United States: _____ Status: _____

13. Dates when Employee (and each dependent) was/were physically present in the US in an **H or L visa classification** over the past **six** years (use separate sheets of paper if necessary):

14. If Employee is already in the US, is Employee applying for extension/change of status within the US? Yes ___ No ___

15. If Employee is outside the U.S., or if Employee wishes to apply for visa outside the US, indicate the city and country where Employee will apply for issuance of a U.S. visa (the US Embassy/Consulate abroad **must** have jurisdiction):

16. City: _____ Country: _____

17. Has Employee ever been denied H-1B/L-1 status? Yes ___ No ___.

If yes, please furnish relevant documents and provide reasons for denial on separate sheet of paper.

18. Are all documents in English or, if not, translated by a certified translator? Yes ___ No ___.

Name of Candidate: _____

Petitioner: _____

IV. INFORMATION ABOUT EMPLOYEE'S EDUCATION AND WORK EXPERIENCE (attach separate sheets if required)

| Names & Addresses of Schools/Colleges | Field of study | Dates Attended From & to (Mo. & yr.) | Degrees, Diplomas or Certificates Obtained |
|---------------------------------------|----------------|--------------------------------------|--|
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Describe past work experience (attach separate sheets if required): _____

V. INFORMATION ABOUT EMPLOYEE'S DEPENDENTS (attach separate sheets if required)

Should H-4 or L-2 applications be filed for dependents? Yes No

If yes:

1. Number of dependents: _____
2. Name(s), addresses etc. of dependents and relationship with Employee (attach separate sheets of paper as required):

| | |
|--------------------------------------|--------------------------------------|
| (1) _____ | (2) _____ |
| _____ | _____ |
| _____ | _____ |
| Relationship: _____ | Relationship: _____ |
| Tel.: (_____) _____ | Tel.: (_____) _____ |
| Soc. Sec. No.: _____ - _____ - _____ | Soc. Sec. No.: _____ - _____ - _____ |
3. Provide the following passport details and other information for each dependent (attach separate sheets if required):
 - (a) Place of Birth (including country): _____
 - (b) Date of Birth: _____
 - (c) Passport details (place and date of issuance): _____
 - (passport number and validity date): _____

Name of Candidate: _____

Petitioner: _____

4. I-94 Number (if in the United States): _____

5. WAC/LIN/EAC/SRC Number (if applicable): _____

6. Date of last arrival into the United States: _____

7. Address outside the United States: _____

8. Dates during which **each** dependent was physically present in the US on **an H or L visa** over the past six (6) years:

DOCUMENTS FOR H-1B PETITION TO BE ATTACHED WITH ABOVE CHECKLIST (Please check each item below that is being sent)

1. Company letterheads with customized continuation sheets if available: Five (5) to ten (10) pages.
2. Copy of every page of the passport (Employee and dependents).
3. If a dependent application is to be filed, copy of Marriage Certificate (for spouse) and Birth Certificate(s) for each child.
4. Copy of Employee's latest resume.
5. Transcripts/mark-sheets and copy and of all Diplomas/Degrees/Educational Certificates for Employee.
6. Copy of reference letters from previous employers on their letterheads indicating the period of employment (month and year), title/designation, and detailed job duties.
7. Copy of W-2s, payslips, Employment Authorization Card if on practical training, etc. evidencing continuous valid employment or other valid status in the US - it is preferable if these can be provided.
8. Copy of candidate's educational equivalence certificate if already obtained.
9. If candidate is in the US: (a) latest copy of US visa; (b) all Forms I-94; (c) all Approval Notices (if applicable) previously issued.

All document copies must be clear, legible and in English.

**PLEASE NOTE THAT FULL PAYMENT MUST BE RECEIVED BEFORE ANY WORK CAN BEGIN.
FEE INFORMATION CAN BE PROVIDED UPON REQUEST.**

PLEASE RETURN COMPLETED CHECKLIST TO THE FOLLOWING ADDRESS:

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hrhabbu@habbulaw.com –or– dtanaka@habbulaw.com

Name of Candidate: _____