

**LAW OFFICE
OF
LORNE M. FIENBERG P.L.L.C.**

H-1B CHECKLIST

To start an H-1B visa case, we will need the following documents/information:

From the Employer:

- 1. Descriptive information about the employer's business (Annual Report/Business Plan)
- 2. Employer US tax ID number, annual gross and net income figures, # of employees
- 3. Job description, including minimum requirements for the position (i.e. BS+2yrs.)
- 4. Proposed salary
- 5. Listing of all physical locations where the prospective employee will work
- 6. Product information or brochures, if applicable

From the Employee:

- 7. Copy of prospective employee's passport, including I-94 card (if in U.S.)
- 8. Copies of prospective employee's educational credentials (diplomas & translations), including previously issued credentials/degree evaluation, if applicable
- 9. Copy of prospective employee's resume
- 10. Copies of any visa documents pertaining to prospective employee, including, where applicable, Form I-20; Form IAP-66; Form I-797; EAD card; etc.
- 11. Copies of all petition materials previously filed with INS on behalf of prospective employee, if they have ever applied to the INS
- 12. List of **all** periods of stay in the U.S. in H or L

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classification

13. Copy of most recent paystub if currently employed in US in H-1B status

Please note: Where prospective employee has spouse and/or children accompanying him/her, copies of passport and I-94 card are required for each, as is a list of previous periods of stay in the U.S. in H or L classification, U.S. address, social security #. We will also need a copy of your marriage certificate.