

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

L-1 VISA PETITION CHECKLIST

Documents & Information Required for L-1 Petitions (Manager, Executive and Specialized Knowledge)

- 1. Complete copy of Beneficiary's (and dependent family member's) passport(s)
- 2. Complete copies of any petition materials filed previously with US Immigration on behalf of the Beneficiary
- 3. List of all periods of stay in the U.S. in H or L classification by Beneficiary and dependent family members (if applicable)
- 4. Updated Resume or C.V. of the Beneficiary
- 5. Detailed description of **current position** held by the Beneficiary at foreign company, including title and duties, and current salary
- 6. Detailed description of **proposed position** to be held by the Beneficiary in the U.S., including title and duties, and proposed salary
- 7. Evidence that the Beneficiary has been employed by the foreign entity for at least one of the past 3 years in the form of a letter from a representative of the foreign employer
- 8. Documents evidencing qualifying relationship between foreign entity and U.S. entity:
 - Large Company* - Statement from corporate officer detailing type of relationship (ownership and structure) and a copy of most recent Annual Report
 - Small Company* - Statement from corporate officer detailing type of relationship (ownership and structure), corporate papers, accountant reports, tax returns, and stock ownership records
 - Partnership*- Documents evidencing ownership and structure (partnership agreement and other documents establishing ownership)
 - Sole Proprietorship* - Statement of owner with evidence identifying the owner (license to do business, IRS registration as employer, registration of business name, and business tax returns)
- 9. Address of U.S. company and address where Beneficiary will work (if different)
- 10. Federal tax identification number of U.S. company
- 11. Recent gross and net annual income figures for U.S. and Foreign Company
- 12. Current number of employees of U.S. and Foreign Company

Qualifying as a Multinational Manage/Executive (L-1A)

- 1. Corporate organizational charts (reflecting current position abroad **and** proposed position in the U.S. in terms of company hierarchy)
- 2. Details concerning the number and level of people currently and to be supervised (if not managing a function), including their titles and whether the supervised positions are professional in nature
- 3. Details concerning significance of function, division or subdivision being managed and to be managed, and the importance of the function in relation to the product or service provided by the company (if managing a function)

Qualifying as Specialized Knowledge (L-1B)

- 1. Details concerning the Beneficiary's specialized knowledge of the company's products and the application and sale of such products in the international market, and details concerning the Beneficiary's advanced knowledge of the company's processes and procedures
- 2. Relevant company products brochures, proprietary system design manuals, proprietary operating manuals, etc.
- 3. Copy Beneficiary's diploma if applying under Blanket L

In Case of New U.S. Office

- 1. Information concerning the proposed nature of the U.S. office (scope of entity, organizational structure and financial goals)
- 2. Documents evidencing the size of the investment and financial ability of the foreign entity to remunerate the Beneficiary and to commence doing business in the U.S.
- 3. Lease of office space
- 4. Corporate bank statement for U.S. entity
- 5. Documents evidencing the business opportunities for the U.S. company (letters of intent, proposals, draft contracts, business plan, etc.
- 6. Documents evidencing U.S. business activities (quarterly tax statements, payroll records, client contracts, service statements, financial statements)