



Datacom Technology Group
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H-1 / L-1 Worksheet

ALIEN

Last Name _____

First Name _____

Home Address _____

Consulate (where requested or will be received) _____

Phone/Fax # _____ **Email** _____

BIRTH INFO

Date _____ **Country & Province** _____

SS# (if any) _____ **Date of 1st H or L Arrival** _____

Job Title _____ **Salary** _____

WORK SITE (if different from Employer)

Client Name _____

City, State _____

Job Description (include name of project and skills if possible) _____

EMPLOYER

Company Name _____ **IRS#** _____

Address _____

Phone/Fax # _____

Signer Name _____ **Title** _____



RECRUITERS/CONTACT

Name _____ **Phone#** (extension) _____
of Employees _____ **Year of Incorporation** _____
Gross Income _____ **Net Income** _____ (or "in excess of \$xx")

DOCUMENTATION REQUIRED FOR H-1B VISAS

- **Current Resume** - If not current, bring to date on an addendum. The resume is NOT given to the CIS. If you have redacted the prospective employee's resume, please provide us with a copy of the original.
- **Current Pay Stub** - only if working in the US with a visa at present.
- **I-94** - If you are in the US, copy the front and back of the green or white ticket in your passport that was stamped on entry.
- **If an F-1 Student (Practical Training)** - a copy of the Employment Authorization Card and a copy of the student form I-20.
- **Any Prior H-1 or L-1 Notice(s) of Approval**
- **Degree/Diploma Certificates** - Please enclose Course lists / mark sheets / transcripts; if NOT in English, all of them must be translated
- **Certifications** - Microsoft, Brainbench, APICS, Quality Assurance Institute
- **Documentation of Technical/Professional Training, ie, NIIT Certificates**
- **Letters confirming professional experience are not generally needed, but can useful** - if not in English, please provide a translation as well.
- **If your educational credentials were evaluated previously for an earlier visa please provide us with a copy.**
- **Copies of Passport Pages: DO NOT COPY YOUR WHOLE PASSPORT**
Please copy the following pages ONLY:
 - Copy of US Visas (and **ONLY** US Visas)
 - The opening Identity Pages showing your name
 - Passport page showing Passport #
 - Passport page(s) showing issue date and expiration dates
- **Are you Married** Y / N