

**Employee Questionnaire for New H-1B / H1-B Transfer**  
**/Extension/Amendment Petition**  
**(Petition for a Nonimmigrant Alien Worker)**

**NAME OF EMPLOYEE:** \_\_\_\_\_  
(Last) (First) (Middle)

**NAME OF EMPLOYER:** \_\_\_\_\_

**POSITION AND SALARY OFFERED:** \_\_\_\_\_

**NAME OF THE CLIENT:** \_\_\_\_\_

**CLIENT ADDRESS:** \_\_\_\_\_

**EDUCATION QUALIFICATION:** \_\_\_\_\_

**HOME ADDRESS IF WORKS REMOTELY:** \_\_\_\_\_

(As per the new LCA systems (iCERT) the complete address of the work location and education qualification (Highest Degree) is mandatory to obtain the certification of the Labor Condition Application)

**PART A**  
**Your Documents and Information**

**1. DOCUMENTS NEEDED:**

**(If employee is in the United States...)**

- Copy of your resume;
- Copy of your undergraduate/graduate degree(s) along with transcripts, as well as any diploma(s), and certificates, including certificates for pre-college education;
- Copy of experience letters from prior employers;
- Copy of all Prior Notice(s) of Approval issued by INS (any valid status held so far);
- Clear Copy of your Passport, along with Visa and Form I-94 (clearly showing the dates of first and last entry into the United States);
- Copy of current pay stubs and social security card;
- Copy of state professional license (if applicable);
- Copy of both sides of your Form I-20, if currently on F-1 status, and EAD;

If you are currently in H-4 status, please provide **copies** of the following for your spouse:

- Notice of Approval of H-1 status, along with visa, Form I-94, and recent pay stubs;

- Marriage Certificate;

**(If employee is outside the United States...)**

- Copy of your resume;
- Copy of your undergraduate/graduate diploma(s), certificates, degrees along with the transcripts, and copies of high school and other pre-college certificates and transcripts;
- Copies of experience letters from prior/current employer(s). This is especially important where the college degree certificate is of a three year degree program. For H-1B purposes, equivalence to a baccalaureate ( 4 year degree program) degree is required, and equivalence can be obtained through a combination of education and experience;
- Copy of your passport, all stamped pages.

**2. INFORMATION NEEDED: [type or print]**

\* *If you are outside the United States...*

Address: \_\_\_\_\_  
\_\_\_\_\_

\* *If you are in the United States...*

Your U.S. home address: \_\_\_\_\_  
\_\_\_\_\_

Your home phone number: \_\_\_\_\_ FAX#: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\* *Personal Information:*

- Your date of birth: \_\_\_\_\_  
(Month) (Date) (Year)
- Your Social Security number (if applicable) \_\_\_\_\_
- Consulate to Notify upon Approval of your petition (if outside the USA):  
\_\_\_\_\_

- Has an I-140 immigrant petition been filed on your behalf? Details:

\_\_\_\_\_

**All Prior Periods Of Stay In The U.S. Over The Last Seven Years:**

<b>Date entered U.S. (mm/dd/yy)</b>	<b>Date departed U.S. (mm/dd/yy)</b>	<b>Status (e.g. H-1B, L-1, B-1)</b>

**Part B**  
**Information about Dependents**

1. Your spouse and children will need to apply for H-4 status (only if they are currently in the USA on a valid status), or an extension of their current H-4 status. PLEASE NOTE THAT THEIR STATUS MUST BE EXTENDED THROUGH A SEPARATE APPLICATION, AND IS NOT AUTOMATICALLY EXTENDED UPON APPROVAL OF THE H-1B PETITION. Provide copies of the following for all dependents:

- Passport, along with visa and Form I-94 (dark enough so that the date of arrival is visible – copies of entry stamps of both the **first date** and the **last date of entry** into the United States are required);
- Marriage Certificate;
- Birth Certificate (if available).

2. Also, we need the following information: [type or print]

- Name of Spouse: \_\_\_\_\_  
(Last) (First) (Middle)
- Spouse's date of birth: \_\_\_\_\_  
(MM/DD/YYYY)
- Country of birth: \_\_\_\_\_

- Passport Expiry date: \_\_\_\_\_
- Spouse's I-94 # (if in the United States): \_\_\_\_\_
- Date Visa issued (if applicable): \_\_\_\_\_
- Spouse's current Status (if in the United States): \_\_\_\_\_
- When spouse's status expires (if in the United States): \_\_\_\_\_
- Spouse's Social Security # (if in the United States): \_\_\_\_\_
- Date of Last Arrival (if in the United States): \_\_\_\_\_

2. If you have children, please provide a copy of each child's Form I-94 and fill in the following information [use additional sheet(s) for more than two children]: [type or print]

- Name of child: \_\_\_\_\_
  - (Last) (First) (Middle)
- Child's date of birth: \_\_\_\_\_
- Country of birth: \_\_\_\_\_
- Child's Passport number: \_\_\_\_\_ Expiration date: \_\_\_\_\_
- Child's I-94 # (if in the United States): \_\_\_\_\_
- Date Visa issued (if applicable): \_\_\_\_\_
- Child's current status (if in the United States): \_\_\_\_\_
- When child's status expires (if in the United States): \_\_\_\_\_

- .....
- Name of child: \_\_\_\_\_
    - (Last) (First) (Middle)
  - Child's date of birth: \_\_\_\_\_
  - Country of birth: \_\_\_\_\_
  - Child's Passport #: \_\_\_\_\_ Expiration date: \_\_\_\_\_
  - Child's I-94 # (if in the United States): \_\_\_\_\_

<https://www.h1btransfersusa.com>

- Date Visa issued (if applicable): \_\_\_\_\_
- Child's current status (if in the United States): \_\_\_\_\_
- When child's status expires (if in the United States): \_\_\_\_\_

SAMPLE H1-B EMPLOYEE QUESTIONNAIRE