

H-1B QUESTIONNAIRE

A. PETITIONER: COMPANY INFORMATION AND DOCUMENTATION

*Send to: Pond, Harrington & Potts, PC, Wyatt Square, 575 East Main Road,
Middletown, RI 02842; Tel. (401) 849-0111; fax (401) 847-0888*

Point of Contact: _____

Telephone number: _____ Fax number: _____

Email address: _____ Web page address: _____

1. Legal corporate name: _____

2. Mailing address (include county) _____

3. Main telephone number: _____

4. Employee's intended place of work: _____

5. Company federal tax ID no.: _____ date corp. established: _____

6. Nature of business (3-4 words): _____

7. Total number of employees: _____

8. Gross income last FY: \$ _____ net income last FY: \$ _____

9. Name and Title of company officer signing applications: _____

10. Title of position offered to foreign national: _____

11. Annual salary offered: \$ _____

12. Please provide a job description including the following minimum job requirements:

- education and/or degree requi
- duties and responsibilities;
- supervisory duties, if any;
- amount and type of supervision over Beneficiary;
- min. education required, if any;
- min. years of experience required (assume 2 for skilled worker);
- special requirements (licenses, registrations, certificates);
- next higher position available if promoted

Documents required from Petitioning Company:

- a. Company information: Annual report or marketing materials that describe the nature of your business, products, and services.
- b. Company financial information (if available): Corporate tax filings, gross sales and net income for last FY, current year when complete (net income in excess of salary offered; petitioner has the burden of showing that any "deductions" reported on tax returns are artificial losses and not actual expenses to the business if seeks to use the value of these deductions for establishing ability to pay)
- c. Employees/Beneficiary's resume (please provide advanced copy)

B: H-1B VISA WORKER INFORMATION

1. Full Name (as it appears on the Passport): _____

2. Address (please provide both):

U.S.: _____

Foreign: _____

3. Telephone Number (day): _____ (evening) _____

4. Email address: _____

5. Place and Date of Birth: _____

6. Country of Nationality: _____

7. U.S. Consulate/Embassy nearest to your Foreign Address: _____

8. Social Security Number (if available): _____

9. Any INS problems of applications denied by INS?: _____

10. Date and manner of last entry into U.S.: _____

11. Dates of all previous visits to U.S.:

Entry date:	Departure Date:	Type of Visa used:	Expiration:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. Spouse and Children:

Name:	Date of Birth:	Birth Place/Citizenship	Type of Visa:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C: H-1B VISA WORKER DOCUMENTATION

INSTRUCTIONS: Please collect the documents that pertain to your case only. Please provide **clean and clear copies** of all documents listed below. Please send your documents to the following address:

Pond, Harrington & Potts, PC
Wyatt Square
575 East Main Road
Middletown, RI 02842
(401) 849-0111

- a. *Passport, I-94 (white admission card) and all U.S. entry stamps. Please copy all pages. Include a copy of passports for all family members.*
- b. *Marriage Certificate, with English translation;*
- c. *Birth Certificates for all minor children (under 21 years) with translation;*
- d. *Current resume, including all educational and employment history;*
- e. *Educational Diplomas and Technical Certifications, with translation;*
- f. *Educational Transcripts for all degrees and certifications, with translations;*
- g. *Educational Evaluation (if available);*
- h. *U.S. Social Security Number for self and all family members;*
- i. *Last two months' pay statements (if currently working in the U.S. in F, M, TN, H or L status);*
- j. *W-2s for all years worked in U.S. in F, M, TN, H or L status;*
- k. *Criminal arrests and conviction records, if any;*
- l. *Past and current INS notices, approvals, and pending applications;*
- m. *All other INS documents, applications, and notices (visas, Admission cards I-94, I-20, etc.) for self and all family members and for all entries and stays in U.S.*