

LATOUR & LLERAS, P.A.

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Checklist for Candidates Who Are Abroad

In order to process your H-1B petition, we will need *all* the documentation and information on this list. Accurate information is crucial in our efforts to provide you with immigration guidance that fits your particular circumstances. For that reason, please note that we will not begin to process your H-1B until you provide every photocopy and piece of information requested on this form. If you have any questions or doubts about any of the information and/or documentation requested, or if you cannot provide some of this information, please let our office know immediately.

REQUESTED PHOTOCOPIES

- 1) Copy of every page of your passport containing writing and/or stamps;
- 2) Copy of your college/university degree (if you have your university/college transcripts, please provide us with copies. If you do not have them, please order them because we may need them.)
- 3) If your profession requires licensure, a copy of your license or temporary license to practice your profession;
- 4) If you are a healthcare worker, a copy of your Visa Screen certificate;
- 5) Current resume including your employment history;
- 6) Copy of employment offer letter;
- 7) Copies of all professional certificates.

Please be so kind as to send the requested documentation and information to our office via courier. **Please do not fax us the documentation as fax copies are not good and unacceptable for filing petitions with the government.** Finally, please note that any documents not in English **must** be accompanied by a certified translation.

Our address is:

Latour & Lleras, P.A.
230 NW 76th Drive, Suite A
Gainesville, FL 32607.

Note that after reviewing the documents and information you have provided, we may request additional information.

WORLDWIDE REPRESENTATION

Visit our website at <http://www.usvisanews.com/>

Checklist for Candidates Who Are Abroad

Personal Information

Full Name: _____
Last *First* *Middle*

Foreign Address: _____
Street Address *Apartment/Unit #*

City *Country/Province* *ZIP Code*

Home Phone: () _____ Work Phone: () _____

E-mail Address: _____
Have you ever been in the United States? _____

Birth Date: _____ Place of Birth: _____ Country of Citizenship: _____

Have you ever applied for a U.S. Visa? (Please answer yes or no): _____
If you ever applied for a U.S. Visa, have you ever had a U.S. visa denied? (Please answer yes or no): _____

If you have had a U.S. visa denied, when and where and why was it denied?

Have you ever visited the U.S. (yes or no): _____
If you have visited the U.S. in the past when and how long? _____

Have you ever been refused entry into the U.S? If so, please explain:

Have you ever previously worked in the U.S.? (yes or no) _____
Are you currently married? (yes or no) _____
Do you have children? (yes or no) _____

Occupation: _____
Name of Company _____
Sponsoring Petition: _____

Address where you will be employed: _____

Brief Description of Job Duties: _____

Passport Number: _____ Passport Expiration: _____

If you have a U.S. Social Security Number, Please List it: _____

IF YOU A SPOUSE OR HAVE CHILDREN ACCOMPANYING YOU TO THE U.S. PLEASE PROVIDE THE FOLLOWING INFORMATION:

Spousal Information

Spouse's Name: _____

Nationality: _____ Occupation: _____

Children's Information

Child's Name: _____

Place of Birth: _____ Nationality _____

Child's Name: _____

Place of Birth: _____ Nationality _____

Child's Name: _____

Place of Birth: _____ Nationality _____

Child's Name: _____

Place of Birth: _____ Nationality _____

Child's Name: _____

Place of Birth: _____ Nationality _____