

LATOOUR & LLERAS, P.A.

ATTORNEYS AND COUNSELORS

Lorenzo M. Lleras

230 NW 76th Drive, Suite A
Gainesville, FL 32607
Tel: (352) 331-7554
Fax: (352) 331-7628

Jose E. Latour
Of Counsel

Checklist for Candidate Currently in the United States

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. Every piece of information is being requested for a good reason. In order to protect you and the employer, 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, 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) Copy of your license or temporary license;
- 4) If you are a healthcare workers, a copy of your Visa Screen certificate;
- 5) Current resume including your employment history;
- 6) Copy of your current white I-94 card.
- 7) If currently employed, copy of your most recent W-2 and most recent pay statement;
- 8) Copy of all professional certificates and state licensure to practice your profession if your profession requires licensure;
- 9) Copy of all immigration documents demonstrating your status since entering the United States (this includes copies of CIS approval notices, I-20s and I-AP 66s, if applicable);
- 10) Copy of the offer letter from your prospective employer;
- 11) If you have had your credentials evaluated to the equivalent of a U.S. Bachelors degree, please provide us with a copy of the credentials evaluation.

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 Candidate Currently in the United States

Personal Information

Full Name: _____
Last *First* *Middle*

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

City *Country/Province* *ZIP Code*

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

City *State* *ZIP Code*

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

E-mail Address: _____

Social Security Number: _____

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

Preference for U.S. Consulate Abroad to pick up your next visa stamp: _____

Immigrant/Non-Immigrant Information

Passport Number: _____

Passport Expiration Date: _____

Immigrant Status: _____ Date Last Entered US: _____

I-94 Card Number: _____ I-94 Card Expiration _____

Occupation: _____ Company Sponsoring _____

_____ H-1B: _____

Address of Employment: _____ Salary Offered: _____

Briefly Describe Your Job: _____

If you have ever held H-1B/H-4 status, please list the date on which you first entered the United States in H status and describe all the dates you have been in H status:

If you have held L-1 or L-2 status, please list the applicable dates:

If you have ever applied for permanent residence, either as a principal or a derivative, please provide details to our office:

Do you have a Masters degree earned in the U.S.?

IF YOU ARE MARRIED, OR HAVE CHILDREN, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Spousal Information

Spouse's Name: _____
Birth Date: _____ Place of Birth: _____
Current Nationality: _____ Passport Number: _____
Passport Expiration Date: _____ Immigration Status: _____
I-94 Card Number: _____ I-94 Expiration Date: _____
Last Arrival Date: _____

Children's Information

Child's Name: _____
Birth Date: _____ Place of Birth: _____
Current Nationality: _____ Passport Number: _____
Passport Expiration Date: _____ Immigration Status: _____
I-94 Card Number: _____ I-94 Expiration Date: _____
Last Arrival Date: _____

Child's Name: _____
Birth Date: _____ Place of Birth: _____

Current Nationality: _____ Passport Number: _____
Passport Expiration Date: _____ Immigration Status: _____
I-94 Card Number: _____ I-94 Expiration Date: _____
Last Arrival Date: _____

Childs's Name: _____

Birth Date: _____ Place of Birth: _____
Current Nationality: _____ Passport Number: _____
Passport Expiration Date: _____ Immigration Status: _____
I-94 Card Number: _____ I-94 Expiration Date: _____
Last Arrival Date: _____

Childs's Name: _____

Birth Date: _____ Place of Birth: _____
Current Nationality: _____ Passport Number: _____
Passport Expiration Date: _____ Immigration Status: _____
I-94 Card Number: _____ I-94 Expiration Date: _____
Last Arrival Date: _____