

US Immigration and Business Investment Consulting Services (USIBICS) LLC

871 7th St E, Saint Paul, MN 55106

Email: info@usibics.com www.usibics.com



QUESTIONNAIRE FOR EMPLOYEE

Please type your answers into the right column

BIOGRAPHICAL DATA - Candidate	
Full name 1. First 2. Middle 3. Last Other Names Used 1. First 2. Middle 3. Last	
Foreign address (required):	
U.S. Address (if any):	
Mobile telephone number:	
Home telephone number:	
Work telephone number:	
Email address:	
Date of birth:	
City, Province and Country of birth:	
Country of Citizenship:	
Social security number (if any):	
Alien registration number (if any):	
Passport number and country that issued the passport:	1. 2.
Passport date of issue and date of expiration:	
If you are in the US, please state 1. Date of last arrival 2. I-94#: 3. City and State of Last Entry To the USA 4. Current Nonimmigrant status (e.g. H-1B, H4, F-1) 5. Date status expires 6. Most Recent Petition receipt number, if any (Petition Receipt Numbers start with three letters such as LIN, EAC, WAC, SRC)	1: 2: 3: 4: 5: 6:
Have you ever been on J-1 or J-2 status within the USA?	
Have you been refused/denied a non-immigrant visa:	

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1. List your post secondary education, (2) your major/field of study (3) Name of school/institute 4. Address of the University/College	1. 2. 3. 4.
If on F-1 Status, please provide SEVIS Number and EAD Number, if any.	SEVIS# EAD #
Have you ever filed an application for permanent residency status (i.e., labor certification, I-140, I-130, I-485 or consular processing):	
Have you ever been arrested or convicted of a crime in or outside the U.S.	
Marital Status	
Do Dependents (spouse, children) need any applications to be filed?	
List all employers and period of employment in the USA and abroad	
<u>Employer Name</u>	<u>Address</u>
<u>Period of employment (mm/dd/yr)</u>	<u>Visa status</u>

BIOGRAPHICAL DATA FOR SPOUSE -- IF APPLICABLE. PLEASE INDICATE IF ANY DEPENDENT APPLICATION HAS TO BE FILED FOR SPOUSE	
*	
Full name	First: Middle: Last:
Date of birth:	
City, Province and Country of birth:	
Social security number (if any):	
Country of Nationality:	
I-94#:	
Alien registration number (if any):	
Passport number and country that issued the passport:	
Passport date of issue and date of expiration:	
Foreign Address	
US Address, if any	
If you are in the US, state (1) Date and nonimmigrant status (e.g. H-1B, H4, F-1) of last arrival to the US, (2) current nonimmigrant status, and (3) date status expires:	

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Have you been refused/denied of a non-immigrant visa:	
Have you ever filed an application for permanent residency status (either adjustment of status or through the Consulate):	
Have you ever been arrested or convicted of a crime in or outside the U.S.:	

BIOGRAPHICAL DATA FOR CHILD ONE -- IF APPLICABLE. PLEASE . PLEASE INDICATE IF ANY DEPENDENT APPLICATION HAS TO BE FILED FOR CHILD

Full name	First Middle Last
Date of birth:	
City, Province and Country of birth:	
Social security number (if any):	
Country of Nationality:	
I-94#:	
Alien registration number (if any):	
Passport number and country that issued the passport:	
Passport date of issue and date of expiration:	
If you are in the US, state (1) Date and nonimmigrant status (e.g. H-1b, H4, F-1) of last arrival, (2) current nonimmigrant status, and (3) date status expires:	
If you are in the U.S. and plan to travel internationally over the next 4 months, provide the dates of intended departure and return:	
The U.S. consulate (city and country) you would apply for your visa through, even if you do not plan to apply for your visa at this time:	
Have you been refused/denied of a non-immigrant visa:	
Have you ever filed an application for permanent residency status (either adjustment of status or through the Consulate):	

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Have you ever been arrested or convicted of a crime in or outside the U.S.:	
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Required Documents – please mail /email the following documents along with the completed questionnaire:

- Copy of all college and university diplomas and transcripts including the transcripts of the school you are currently enrolled in
- Copy of foreign education evaluation if you have a foreign degree. If you do not have one, please contact this office
- Copy of all letters confirming previous work experience, if any
- Detailed and updated resume with job title, employer names (not client name) and period of employment
- Copy of Entry I-94 card, front and back (if alien is applying in the US) or the new online print out
- Copy of Current I-94
- Copy of all past I-797 Notice of Action approval notices
- Copy of all previously filed labor certifications and receipt notices (if any)
- Copy of all I-140 or I-130 Approvals, if any
- Copy of all I-20s or J-1 Documents front and back
- Copy of EAD (Employment Authorization Document)
- Copy of pay-stubs for the past 3 months (if alien is applying in the US and is in a work authorized status such as H or L status)
- Copy of previous W-2, if any (if alien is applying in the US and is in a work authorized status such as H or L status)
- Copy of US Driver's License
- Copy of Complete Passport

Required Documents for H-4 spouse & children – please provide the following documents along with the completed questionnaire

- Current I-94 card, front and back or new online printout
- Copy of relevant passport pages (ID page and all US visas in the passport, if any)
- Copy of all past I-797 Notice of Action approval notices.
- Copy of marriage certificate for spouse or birth certificate for child
- Copy of Paystubs, if spouse is in work authorized status in the USA

Signature
(Name)

Date

By my signature, I certify, swear or affirm, under penalty of perjury, that all the answers I have provided are true.

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**LCA QUESTIONNAIRE, INFORMATION ABOUT THE
JOB OFFERED**

1. Name of Employer:
2. Name of H-1B Employee:
3. Does the Employee have any ownership interest in the company?
4. Type of H-1B Petition (Extension, Change of Status, Change of Employer or Amendment)
5. Job Title;
6. Job Description;
7. Job Requirements;
 - a) Required Education (*) (e.g. Bachelor's, Master's etc.);
 - b) Required Major (e.g. Computer Science, Computer Information Systems etc.);
 - c) Required Experience (in months or years);
 - d) Required Skills;
 - e) Does the position involve supervisory duties?
 - f) Does the position require travel?
 - g) Does the position Require knowledge of a foreign language?
 - h) Any other Special Requirements (e.g. license)?
8. Job Location Information (Please provide information about all job locations including any work from home address)
 - a) Name of Client, if any (Please provide the complete legal name)
 - b) Street Address
 - c) City
 - d) County
 - e) State
 - f) Zip Code
9. Start Date on LCA (For New H-1B's selected in the lottery it is 10/01-for others, it will be different)
10. End Date of Offered on LCA (Max three years from start date);
11. Number of Hours of Employment per week;

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12. Annual or Hourly wage offered in \$ (the salary offered can also be a range);
13. Benefits;
14. Will the H-1B Employee work on technology or technical data that requires a license from the US Department of Commerce or US Department of State to release such controlled technology or data to the employee?
15. Educational Qualification of the H-1B Employee, if foreign education please provide US educational equivalence (Degrees Completed and majors);
16. Number of years of relevant experience that the H-1B employee has;
17. Current Non Immigrant Status of the H-1B employee, if any
18. Name and Job title of Employer Signatory on the LCA
19. Total Number of Employees
20. Number of Employees on H-1B
21. Is the wage based on a Collective Bargaining Agreement? Please provide a copy of the CBA with the wage information.
22. If the wage is based on CBA, please provide name of Union Representative and the address for the Union as notice has to be provided to the Union before the LCA can be filed.

Note:

- a) * The education required must be at a minimum a Bachelor's or its equivalent in a specialty. Otherwise, the job does not qualify for a H-1B.