

# WANI & ASSOCIATES, P.C

7777 Leesburg Pike, Suite 307 N., Falls Church, VA 22043

Phone: (703) 556 6626

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www.wanilaw.com

E-mail: wani@wanilaw.com

## EMPLOYER'S INFORMATION

### US Employer

1. Full Legal Name of Employer \_\_\_\_\_
2. Federal Employer I.D # \_\_\_\_\_
3. Employers address \_\_\_\_\_
4. Employers Telephone # \_\_\_\_\_
5. Employers Fax # \_\_\_\_\_
6. Business form of the employee, whether  corporation  proprietorship  partnership  
\_\_\_\_\_
7. Date of business formed \_\_\_\_\_
8. Nature of the Employer's business activity/product \_\_\_\_\_
9. Current number of employees \_\_\_\_\_
10. Gross annual income (U.S. and worldwide) \_\_\_\_\_
11. Net annual income (U.S and worldwide) \_\_\_\_\_
12. Name and title of the employer who will sign immigration forms  
\_\_\_\_\_
13. Job site where the worker will work \_\_\_\_\_
14. Name, title and phone number of immediate supervisor for the job \_\_\_\_\_
15. Description of the job duties \_\_\_\_\_
16. Employees minimum qualifications for the job \_\_\_\_\_
17. Special technical proficiencies required for the job \_\_\_\_\_

18. Position for which employment is sought \_\_\_\_\_

19. Job title \_\_\_\_\_

20. Actual pay for the job \_\_\_\_\_

21. The period for which worker is sought \_\_\_\_\_

22. Number of workers working with the employer \_\_\_\_\_

23. Number of workers supervised by the person filing this position \_\_\_\_\_

**Foreign Company**

24. Name of the Employer abroad: \_\_\_\_\_

25. Address of the Employer abroad: \_\_\_\_\_

26. Date of employment abroad: From \_\_\_\_\_

27. Description of the job duties in past three years: \_\_\_\_\_

28. Description of proposed duties in US \_\_\_\_\_

29. Summary of employee's education and work experience \_\_\_\_\_

30. US company is to company abroad (check one) :     Parent     Branch     Affiliate     Subsidiary .

31. Describe stock ownership and managerial control of each company \_\_\_\_\_

32. Will the employee be working off site?

33. If yes: How and by whom the employee will be controlled and supervised.

34. Describe the amount of time each supervisor is expected to control and supervise.

**Documents: Proof of substantial business in foreign country.**

1. Proof of relationship between two companies
2. Two Years Tax returns
3. Bank statements for last one year
4. CHART OF VARIOUS POSITIONS IN FOREIGN COUNTRY AND DUTIES OF EACH POSITION
5. Letter from your company's Accountant that you are the working with them for more than one year.
6. Sales tax returns for last year
7. Audited financial statement

CIS fee \$325 + \$500 Fraud prevention fee \_\_\_\_\_

Premium Processing add \$1000 \_\_\_\_\_

Attorney's fee \_\_\_\_\_

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## EMPLOYEE'S INFORMATION

1. FULL NAME \_\_\_\_\_
2. Date started working with your company: \_\_\_\_\_
3. Job duties: \_\_\_\_\_
4. Foreign address: \_\_\_\_\_
5. City where U.S. Consulate is located in your country: \_\_\_\_\_
6. DATE OF BIRTH COUNTRY OF BIRTH \_\_\_\_\_
7. Passport number and expiration date \_\_\_\_\_
8. Proposed Duties \_\_\_\_\_
9. Present occupation \_\_\_\_\_
10. Prior works experiences job titles and describe your duties \_\_\_\_\_
11. Academic degrees \_\_\_\_\_
12. Name and Address of the School, Field of Study, From - To, Degree received  
\_\_\_\_\_  
\_\_\_\_\_
13. Other training and continuing education \_\_\_\_\_
14. Other work experience \_\_\_\_\_
15. Special skills or areas of expertise \_\_\_\_\_
16. Awards or other indications of achievement \_\_\_\_\_
17. Experts familiar with your achievements \_\_\_\_\_
18. Publications by or about the alien \_\_\_\_\_
19. Marital status \_\_\_\_\_
20. Spouse's name: \_\_\_\_\_
21. Spouse's date of birth: \_\_\_\_\_

22. Name of your Children

Date of birth

Country of Birth

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**DOCUMENTS REQUIRED FROM EMPLOYEE**

1. Copies of the degree certificates
2. Copies of diploma certificates
3. Experience certificates
4. Birth certificates of children and wife
5. Pay checks from foreign entity for one year
6. Letter from foreign entity that you are working with them for more than one year. The letter should mention your detailed duties and date you started working