

WANI & ASSOCIATES, P.C

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

Phone: (703) 556 6626 Fax: (703) 556 6628

www.wanilaw.com

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EMPLOYER'S INFORMATION

1. Full Legal Name of Employer _____
2. Federal Employer I.D # _____
3. Employers address _____

4. Employers Telephone # _____
5. Employers Fax # _____
6. Employer's e-mail: _____
7. Employers' web site: _____
8. Business form of the employee, whether corporation, partnership _____
9. Date of business formed _____
10. Nature of the Employer's business activity/product _____
11. Current number of employees _____
12. Gross annual income _____
13. Net annual income _____
14. Name and title of the employer who will sign immigration forms _____

15. Contact persons' telephone # _____
16. Contact Person's e-mail address: _____
17. Job site where the worker will work _____
18. Name of the Employee: _____
19. Position for which employment is sought: _____
20. What is basic education requirements : _____

21. What are the job duties _____

22. Work schedule from _____ A. M to _____ P.M.

23. Wages offer _____

24. Has the employer registered with the labor department for PERM?

Documents:

1. Business license
2. Tax returns
3. Federal ID letter for IRS
4. Telephone bill

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EMPLOYEE'S INFORMATION

1. FULL NAME: _____
2. SS # _____
3. Telephone: _____
4. Address: _____

5. Foreign address: _____

6. City where U.S. Consulate is located in your country: _____
7. Current Immigration Status: _____
8. Expires on: _____
9. Class of admission: _____
10. Education: _____
11. Major field of study: _____
12. Experience:
 - a. Name and address of the past employer: _____
 - b. Name of the Job: _____
 - c. Date started: _____
 - d. date left: _____
 - e. kind of business: _____
 - f. Describe in detail the duties performed: _____
 - g. Number of hours per week: _____
13. Name and Address of the School, Field of Study, From - To, Degree received _____

| Name & Address of School, college or University | Field of Study | From Month Year | To Month Year | Degree received |
|---|----------------|-----------------|---------------|-----------------|
| | | | | |
| | | | | |
| | | | | |

14. City and Country of birth: _____

15. Date of Birth: _____

16. All other names used: _____

17. Fathers Name: _____

18. Fathers' City and Country of Birth: _____

19. Father's city and country of residence _____

20. Mother's name: _____

21. Mother's City and Country of birth: _____

22. Mother's City and Country of residence: _____

23. Husband or Wife's name: _____

24. Husband/wife's date of birth: _____

25. Husband's or wife's City and Country of birth _____

26. Date of Marriage: _____

27. Place of marriage: _____

28. Former husband or wife's name: _____

29. Former husband's or wife's date of birth: _____

30. Date and place of previous marriage: _____

31. Date and place of termination of previous marriage: _____

32. Date of Arrival: _____

33. I-94 # _____

34. Status in which entered the U.S. _____

35. Were you inspected at the entry? _____

36. Nonimmigrant Visa No.

37. Consulate where visa was issued?

38. Date visa was issued:

39. Present immigration status:

40. Have you ever applied for Green card?

41. Applicants last five years address

| Street and No | City | State | Country | From | To |
|---------------|------|-------|---------|------|----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

42. Applicants' last five years Jobs:

| Full Name and Address of Employer | Occupation | From | To |
|-----------------------------------|------------|------|----|
| | | | |
| | | | |
| | | | |
| | | | |

43. Name of your wife & Children

Date of birth

Country of Birth

DOCUMENTS REQUIRED FROM EMPLOYEE

1. Copies of the degree certificates
2. Copies of diploma certificates
3. Experience certificates
4. Copy of Passport
5. Copy of U.S. visa
6. Copy of latest I-94
7. Marriage certificate
8. Birth certificates of children and wife

Attorney Fee Structure

\$2500 for Labor certification

\$2000 for I-140

\$2,000 for Adjustment of status or Consulate process .

\$1000 for additional family members.

Immigration fee

I-140 \$475 to be paid by the employer, to be paid at the time of filing I-140

I-485 & Fingerprints \$1010, to be paid at I-485 stage.