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L-1 PRELIMINARY DOCUMENTS CHECKLIST (CORPORATE TRANSFEREE)

The following is a listing of documentation/information required by our office to commence the preparation and filing of an I-129L Petition for Nonimmigrant Worker (Corporate Transferee Visa).

ALIEN'S PERSONAL DOCUMENTS including:

- Completed Personal Analysis Questionnaire
- Copies of passport and I-94
- Copies of academic credentials, i.e., diploma, degrees, transcripts and if necessary, educational equivalency evaluation (with certified translations if applicable)
- Copies of marriage certificate and birth certificates of spouse or children and advice on if we are to include family members (there will be an additional fee for inclusion of family members) (with certified translations if applicable)
- Copy of alien's resume which must include the details of his/her professional experience for the past 5 years

EMPLOYER DOCUMENTS including:

- Completed Employer Questionnaire
- Job title and 5-7 sentence job description, highlighting key names & duties, monetary value of major projects or clients, salary, location where work will be performed (worksite)
- Contact person name, address, telephone and fax numbers
- Documentation of the Parent/Subsidiary Relationship between U.S. Company and Parent/Affiliate abroad
- Articles of incorporation, partnership agreements, or other forms of business organization for the U.S. affiliate

- **Two (2) Organizational Charts reflecting the following:**
 - a. **Applicant's position in the company PRIOR to proposed transfer. (Insert the titles of both supervisors and individuals/departments supervised)**
 - b. **Applicant's proposed position AFTER the transfer. (Insert the titles of both supervisors and individuals/departments supervised).**

Note: In order for the applicant to qualify for the L-1 category, it must be demonstrated that he/she performs a high-level management/executive function including supervisory duties of other professionals (not merely administrative/clerical staff). Be sure to reflect the SUPERVISORY hierarchy in the organizational charts)

- **Evidence of financial viability of U.S. company/parent abroad (ie. Bank letter, federal tax returns of the U.S. Affiliate, financial statement on the foreign parent company-translated into English and converted into U.S. dollars, certified by CPA or Chartered Accountant, annual report, Dun & Bradstreet Report, documentation of investor's agreement and business plan)**
- **Evidence of U.S. site (i.e. Copy of lease, mortgage, contract)**
- **Evidence establishing that the beneficiary possesses at least one year of experience in an executive, managerial or specialized knowledge position (statement by personnel director, foreign branch)**
- **Personnel or payroll actions or notifications supporting the claimed employment relationship between beneficiary and petitioner**

Upon our receipt of the above-noted items and accompanying payment, the office can commence the L-1 process for the alien. Feel free to call if you have any questions.