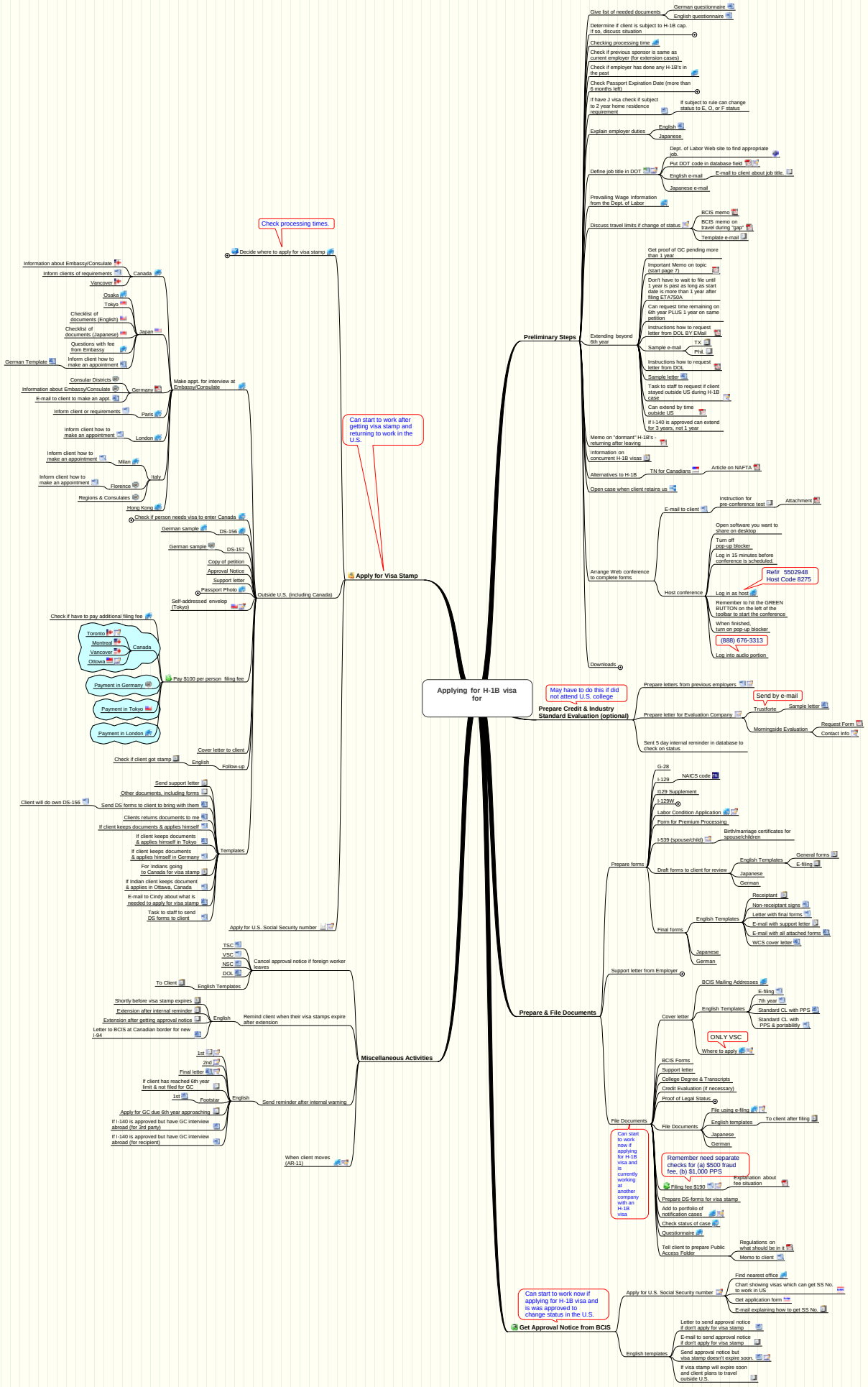
Applying for H-1B visa for
Preliminary Steps
Give list of needed documents
German questionnaire
English questionnaire
Determine if client is subject to H-1B cap. If so, discuss situation
Checking processing time
Check if previous sponsor is same as current employer (for extension cases)
Check if employer has done any H-1B's in the past
Check Passport Expiration Date (more than 6 months left)
If have J visa check if subject to 2 year home residence requirement
If subject to rule can change status to E, O, or F status
Explain employer duties
English
Japanese
Define job title in DOT
Dept. of Labor Web site to find appropriate job.
Put DOT code in database field
English e-mail
E-mail to client about job title
Japanese e-mail
Prevailing Wage Information from the Dept. of Labor
Discuss travel limits if change of status
BCIS memo
BCIS memo on travel during "gap"
Template e-mail
Extending beyond 6th year
Get proof of GC pending more than 1 year
Important Memo on topic (start page 7)
Don't have to wait to file until 1 year is past as long as start date is more than 1 year after filing ETA750A
Can request time remaining on 6th year PLUS 1 year on same petition
Instructions how to request letter from DOL BY EMail
Sample e-mail
TX
Phil
Instructions how to request letter from DOL
Sample letter
Task to staff to request if client stayed outside US during H-1B case
Can extend by time outside US
If I-140 is approved can extend for 3 years, not 1 year
Memo on "dormant" H-1B's - returning after leaving
Information on concurrent H-1B visas
Alternatives to H-1B
TN for Canadians
Article on NAFTA
Open case when client retains us
Arrange Web conference to complete forms
E-mail to client
Instruction for pre-conference test
Attachment
Open software you want to share on desktop
Turn off pop-up blocker
Log in 15 minutes before conference is scheduled.
Host conference
Log in as host
Refir 5502948
Host Code 8275
Remember to hit the GREEN BUTTON on the left of the toolbar to start the conference
When finished, turn on pop-up blocker
(888) 676-3313
Log into audio portion
Downloads
Prepare Credit & Industry Standard Evaluation (optional)
May have to do this if did not attend U.S. college
Prepare letters from previous employers
Prepare letter for Evaluation Company
Send by e-mail
Trustforte
Sample letter
Morningside Evaluation
Request Form
Contact Info
Sent 5 day internal reminder in database to check on status
Prepare & File Documents
Prepare forms
G-28
I-129
NAICS code
I129 Supplement
I-129W
Labor Condition Application
Form for Premium Processing
I-539 (spouse/child)
Birth/marriage certificates for spouse/children
Draft forms to client for review
English Templates
General forms
E-filing
Japanese
German
Final forms
English Templates
Receiptant
Non-receiptant signs
Letter with final forms
E-mail with support letter
E-mail with all attached forms
WCS cover letter
Japanese
German
Support letter from Employer
File Documents
Can start to work now if applying for H-1B visa and is currently working at another company with an H-1B visa
Cover letter
BCIS Mailing Addresses
English Templates
E-filing
7th year
Standard CL with PPS
Standard CL with PPS & portability
Where to apply
ONLY VSC
BCIS Forms
Support letter
College Degree & Transcripts
Credit Evaluation (if necessary)
Proof of Legal Status
File Documents
File using e-filing
English templates
To client after filing
Japanese
German
Filing fee $190
Remember need separate checks for (a) $500 fraud fee, (b) $1,000 PPS
Explanation about fee situation
Prepare DS-forms for visa stamp
Add to portfolio of notification cases
Check status of case
Questionnaire
Tell client to prepare Public Access Folder
Regulations on what should be in it
Memo to client
Get Approval Notice from BCIS
Can start to work now if applying for H-1B visa and is was approved to change status in the U.S.
Apply for U.S. Social Security number
Find nearest office
Chart showing visas which can get SS No. to work in US
Get application form
E-mail explaining how to get SS No.
English templates
Letter to send approval notice if don't apply for visa stamp
E-mail to send approval notice if don't apply for visa stamp
Send approval notice but visa stamp doesn't expire soon.
If visa stamp will expire soon and client plans to travel outside U.S.
Apply for Visa Stamp
Can start to work after getting visa stamp and returning to work in the U.S.
Decide where to apply for visa stamp
Check processing times.
Make appt. for interview at Embassy/Consulate
Canada
Information about Embassy/Consulate
Inform clients of requirements
Vancover
Japan
Osaka
Tokyo
Checklist of documents (English)
Checklist of documents (Japanese)
Questions with fee from Embassy
Inform client how to make an appointment
German Template
Germany
Consular Districts
Information about Embassy/Consulate
E-mail to client to make an appt.
Paris
Inform client or requirements
London
Inform client how to make an appointment
Italy
Milan
Inform client how to make an appointment
Florence
Inform client how to make an appointment
Regions & Consulates
Hong Kong
Check if person needs visa to enter Canada
Outside U.S. (including Canada)
DS-156
German sample
DS-157
German sample
Copy of petition
Approval Notice
Support letter
Passport Photo
Self-addressed envelop (Tokyo)
Pay $100 per person filing fee
Check if have to pay additional filing fee
Canada
Toronto
Montreal
Vancover
Ottowa
Payment in Germany
Payment in Tokyo
Payment in London
Cover letter to client
Follow-up
English
Check if client got stamp
Templates
Send support letter
Other documents, including forms
Client will do own DS-156
Send DS forms to client to bring with them
Clients returns documents to me
If client keeps documents & applies himself
If client keeps documents & applies himself in Tokyo
If client keeps documents & applies himself in Germany
For Indians going to Canada for visa stamp
If Indian client keeps document & applies in Ottawa, Canada
E-mail to Cindy about what is needed to apply for visa stamp
Task to staff to send DS forms to client
Apply for U.S. Social Security number
Miscellaneous Activities
Cancel approval notice if foreign worker leaves
TSC
VSC
NSC
DOL
English Templates
To Client
Remind client when their visa stamps expire after extension
English
Shortly before visa stamp expires
Extension after internal reminder
Extension after getting approval notice
Letter to BCIS at Canadian border for new I-94
Send reminder after internal warning
English
1st
2nd
Final letter
If client has reached 6th year limit & not filed for GC
Footstar
1st
Apply for GC due 6th year approaching
If I-140 is approved but have GC interview abroad (for 3rd party)
If I-140 is approved but have GC interview abroad (for recipient)
When client moves (AR-11)