



**JOB QUALIFICATIONS**

**Title of Prospective Position** \_\_\_\_\_

**Job Location/Address**  
**(Be as specific as possible)** \_\_\_\_\_

**Proposed Salary** \_\_\_\_\_

**Proposed Start Date** \_\_\_\_\_

**Job Duties** \_\_\_\_\_

**COMPANY INFORMATION FOR H-1B VISA PETITION(S)**

**Name of Company** \_\_\_\_\_

**Company Address** \_\_\_\_\_  
(City State Zip Code Country)

**General Company Phone** \_\_\_\_\_ **General Company Fax** \_\_\_\_\_

**Company Website** \_\_\_\_\_

**Company Contact** \_\_\_\_\_

**Contact's Phone** \_\_\_\_\_ **Contact's Fax Number** \_\_\_\_\_

**Contact's E-mail Address** \_\_\_\_\_

**Signatory for Petition(s)** \_\_\_\_\_

**Signatory's Title** \_\_\_\_\_

**Company Federal/IRS Tax #:** \_\_\_\_\_

**Type of Business** \_\_\_\_\_

**Year company was established** \_\_\_\_\_ **Current Number of Employees** \_\_\_\_\_

**Gross annual income (In U.S. dollars)** \_\_\_\_\_

**Net annual income (In U.S dollars)** \_\_\_\_\_

**IN ADDITION: FAX/E-MAIL/MAIL US A COPY OF COMPANY'S:**

**Recent Annual Report Brochure**

**IN ADDITION: FAX/E-MAIL/MAIL US A COPY OF EMPLOYEE'S:**

- 1. Passport**
- 2. All University/ College Diplomas and transcripts/ mark sheets**
- 3. I-94 (Front and back)**
- 4. Visa stamp (If in the U.S.)**
- 5. All I-20/IAP-66 Form (If applicable)**
- 6. All previous H-1B approvals (I-797, If applicable)**
- 7. Most recent check stub (If currently on H visa)**
- 8. Current resume**
- 9. Previous degree evaluations (If available)**

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