

H-1 VISA
JOB DESCRIPTION QUESTIONNAIRE
(Initial H-1 Visa)

INSTRUCTIONS: Please answer each question thoroughly **providing a 4 - 6 sentence response to items (a), (b), (c) and (d)** to the extent possible. In your response to each, provide as many specifics as possible, citing highlights of alien's coursework, specialty, and/or internship. Be sure to use as much **industry-specific language** as possible in describing how **education and/or prior experience** is related to the position. Use separate sheet if necessary.

DETAILS OF CURRENT POSITION:

a) Describe alien's **proposed duties** (including number of employees to be supervised and titles). Be specific as to full range of responsibilities, including **administrative, technical, managerial and professional functions** and approximate amount of time devoted to each function. Indicate whether functions are to be performed on company premises or client site and amount of **travel and professional seminars/training** required.

b) Describe **projects** alien will work on this **coming year and ongoing projects** alien will be involved in or which are planned for alien in the **next 12 - 24 months**. If such projects have names, please provide us with those names. Also indicate **names of major clients** for whom providing services and if applicable **size of/dollar amount** of project.

DETAILS OF EDUCATION/EXPERIENCE

c) Describe **alien's degree** and **how it relates** to the job being offered.

d) Describe alien's **prior professional experience** and how it relates to the job being offered.