

The Scheer Immigration Law Group

THE LIBERTY BUILDING
18 MACCULLOCH AVENUE
MORRISTOWN, NJ 07960

SUSAN W. SCHEER,
ESQ.

MEMBER OF NJ
BAR.

SAFFER

PARALEGALS

IRIS M. NOVO

SANDRA B.

PRACTICE LIMITED TO
U.S. IMMIGRATION
LAW

w.susanscheerimmigrationlaw.com

TEL: 973-984-
8400
FAX: 973-984-8490

[ww](#)

TO: POTENTIAL SPONSOR

FROM: SUSAN W. SCHEER, ESQ.

RE: APPLICATION FOR L-1 VISA:

RETURN DOCUMENTS BY: A.S.A.P.

In connection with your request to file an I-129L Petition for Non-immigrant worker on behalf of the above-noted individual, enclosed find the following:

- 1. L-1 PRELIMINARY DOCUMENTS CHECKLIST.** Please forward copies of the items listed on checklist.
- 2. EMPLOYER QUESTIONNAIRE** - (review and complete) In addition to answering the items on the form, please provide a brief description of the duties performed (or to be performed) by the Employee and enumerate the difficulties you have previously encountered as an Employer finding qualified and reliable workers to fill this position. Include the possible reasons for these difficulties (i.e. high turnover, low pay, unusual hours, unusual job duties or health risks.)
- 4. PERSONAL QUESTIONNAIRE** for employee to complete and return

5. SYNOPSIS OF MATTERS HANDLED BY LAW OFFICE - for reference

6. SELF-ADDRESSED ENVELOPE - for return of questionnaires

If you have any questions, do not hesitate to be in touch with my office. Kindly return the above items as soon as possible, in order to proceed with the preparation of the documents. Thank you for your time and cooperation.

SWS/ig
Enclosures

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L-1 PRELIMINARY DOCUMENTS CHECKLIST

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:
 - c. Applicant's position in the company PRIOR to proposed transfer. (Insert the titles of both supervisors and individuals/departments supervised)
 - d. 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 (i.e. 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.

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EMPLOYER QUESTIONNAIRE

DATE: _____

EMPLOYER: _____

EMPLOYEE: _____

JOB TITLE: _____

To Whom It May Concern:

My office has met with the above-noted individual in connection with your possible interest in becoming an employer sponsor in the labor certification process. Ultimately, a successful conclusion of this process will result in lawful permanent residency ("green card" status) for the individual. Kindly complete the following which our office will utilize to complete the Department of Labor and Immigration & Naturalization Service forms required for this process. For your information, this questionnaire is for our internal use only and is considered confidential material.

SECTION 1. NAME AND NATURE OF BUSINESS.

FULL NAME of corporation or business entity:

NAME AND TITLE OF INDIVIDUAL WHO WILL SIGN PAPERWORK:

ADDRESS, TELEPHONE AND FAX NUMBERS: Principal Place of Business:

Street _____ City _____ State/Zip _____

Place of Employment, if different:

Street _____ City _____ State/Zip _____

Telephone, Fax and Tax ID Number:

Telephone _____ Fax _____

Tax ID Number _____ Email: _____

NATURE OF BUSINESS: Please provide brief description of the nature of your company's business, including market, service or product focus, and current or potential clients/customers:

TOTAL NO. OF EMPLOYEES: _____

GROSS ANNUAL/NET ANNUAL INCOME: _____

DATE BUSINESS ESTABLISHED: _____

LIST DAYS AND HOURS THAT YOUR BUSINESS IS OPEN IN OPERATION: _____

SECTION II. JOB OFFERED:

TITLE OF JOB BEING OFFERED TO/JOB BEING HELD BY ALIEN: _____

START DATE: _____

JOB DESCRIPTION: Provide **DETAILS** about type of work being/to be performed.

TYPES OF TOOLS, MACHINERY OR EQUIPMENT UTILIZED/TO BE UTILIZED, if any. (Please use industry specific names/descriptions, if applicable.)

SECTION III: MINIMUM REQUIREMENTS FOR PERFORMANCE OF THE DUTIES OF THE POSITION:

EDUCATION: _____

EXPERIENCE: _____

SPECIAL KNOWLEDGE/SKILLS/TRAINING: _____

SECTION IV: JOB SPECIFICS:

Will Employee supervise any employees? _____. If yes, how many and what are their job titles? _____

Name and title of Employee's Supervisor: _____

Numbers of hours Employee will work/is working per week _____

Possible Daily Schedules to include days of week and hours (from/to):

Salary: \$ _____ per wk/yr \$ _____ per hr, if applicable

ADDITIONAL INFORMATION

Please use the space below to provide additional information, which would be pertinent to how employee distinguishes himself/herself for the position, i.e., unique qualities, abilities, training, education, experience:

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PERSONAL ANALYSIS QUESTIONNAIRE

RE: NAME _____
MATTER _____
REFERRED BY _____
DATE OF

CONSULTATION _____

PLEASE FILL OUT THIS FORM THE BEST YOU CAN AND RETURN IT TO OUR OFFICE. WE NEED TO KNOW THIS INFORMATION IN ORDER TO EFFECTIVELY ASSIST YOU AND SUCCESSFULLY COMPLETE YOUR IMMIGRATION CASE. AS ALWAYS, ALL THE INFORMATION YOU SUPPLY US WILL BE KEPT **STRICTLY CONFIDENTIAL**.

GENERAL INFORMATION

NAME: _____

LAST
NAME FIRST MIDDLE
OTHER NAMES, ALIASES, MAIDEN NAME, IF
MARRIED: _____

PRESENT ADDRESS: _____
NUMBER, STREET, APT# CITY STATE ZIP CODE

() _____ () _____
TELEPHONE CELL

() _____ () _____
CELL FAX

PLACE OF BIRTH: _____ CITIZENSHIP: _____
CITY, STATE, COUNTRY

DATE OF BIRTH: ___ / ___ / ___ MARITAL
STATUS: _____ SEX: _____

DATE OF LAST ARRIVAL AT U.S.: ___ / ___ / ___

TYPE OF ENTRY: ___ WITH VISA ___ WITHOUT VISA

PLACE OF LAST ARRIVAL AT U.S. _____ USA _____
CITY STATE COUNTRY

AMERICAN VISA INFORMATION

DATE ISSUED: ___ / ___ / ___ PLACE
ISSUED: _____

TYPE OF VISA: _____ VALID TO: ___ / ___ / ___ VISA # _____

I-94 ENTRY DOCUMENT # _____ VALID
TO: _____

PASSPORT INFORMATION

NUMBER: _____ COUNTRY: _____

VALID TO: _____ NUMBER OF
ENTRIES: _____

WERE YOU AN EXCHANGE (J-1) VISITOR? ___ YES ___ NO IF SO,
WHEN: ___ / ___ / ___

HAVE YOU EVER SUBMITTED PAPERWORK/CASE TO INS OR DOL RELATED TO OBTAINING A GREEN CARD OR WORK PERMIT? ____ YES ___ NO (IF SO, PROVIDE DETAILS (DATE/OUTCOME))

HAVE YOU EVER BEEN ARRESTED BY THE POLICE? ____ YES ___ NO
IF SO, PROVIDE DETAILS (DATE/CHARGES/OUTCOME) AND OBTAIN CERTIFICATE OF DISPOSITION.

HAVE YOU EVER BEEN APPREHENDED BY INS (AT THE BORDER OR IN THE US) OR APPEARED BEFORE AN I.N.S. JUDGE IN ANY PROCEEDING? ____ YES _____ NO
(IF SO, PLEASE EXPLAIN ON THE REVERSE SIDE OF THIS PAGE & FORWARD COPIES OF I.N.S. CORRESPONDENCE.)

EDUCATION: UNIVERSITIES, COLLEGE, TRADE SCHOOLS:

NAME _____ FROM/TO _____

CITY/COUNTRY _____

FIELD OF STUDY _____ DEGREE _____

NAME _____ FROM/TO _____

CITY/COUNTRY _____

FIELD OF STUDY _____ DEGREE _____

EMPLOYMENT:

PRESENT OCCUPATION/JOB TITLE: _____ SOC.

SEC.#: _____

EMPLOYER: _____ EMPLOYED

FROM: _____ TO: _____

NAME & ADDRESS: _____

SALARY: _____ TELEPHONE (____) _____ FAX

(____) _____

DUTIES: _____

PRIOR OCCUPATION/JOB TITLE: _____ SOC.

SEC.#: _____

EMPLOYER: _____ EMPLOYED
FROM: _____ TO: _____
NAME & ADDRESS: _____
SALARY: _____ TELEPHONE (____) _____ FAX
(____)
DUTIES: _____

INFORMATION ABOUT FAMILY

SPOUSE'S NAME: _____ DATE OF BIRTH: ____/____/____

MAIDEN NAME: _____ SPOUSE'S
NATIONALITY: _____

IS YOUR SPOUSE LIVING WITH YOU? ___YES ___NO SPOUSE'S
OCCUPATION: _____

DATE OF MARRIAGE: ____/____/____ PLACE OF
MARRIAGE: _____
City State Country

PRIOR SPOUSE: _____
NAME DATE OF BIRTH PLACE OF
BIRTH

____/____/____ _____
DATE OF MARRIAGE PLACE OF MARRIAGE DATE OF DIVORCE PLACE
OF DIVORCE

CHILD NAME: _____ DATE OF
BIRTH: _____
CITY/COUNTRY OF
BIRTH: _____
RESIDENCE: _____

CHILD NAME: _____ DATE OF
BIRTH: _____
CITY/COUNTRY OF
BIRTH: _____
RESIDENCE: _____

CHILD NAME: _____ DATE OF
BIRTH: _____
CITY/COUNTRY OF
BIRTH: _____
RESIDENCE: _____

HAVE YOU EVER FILED DOCUMENTS WITH THE I.N.S. TO OBTAIN A WORKER PERMIT,
GREEN CARD, ASYLUM OR CITIZENSHIP OR RECEIVED ANY CORRESPONDENCE FROM

THE I.N.S., OR THE AMERICAN CONSULATE ABROAD? IF YES, PLEASE GIVE DETAILS ON REVERSE, i.e., WHAT FILED, WHEN, WHERE, RESULT.

SUMMARIES: PQ2

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SYNOPSIS OF MATTERS HANDLED BY LAW OFFICE

The following is a summary of services handled by my office. Such services are limited to matters arising under the laws of the Immigration & Naturalization Service. These matters most commonly involve:

1. U.S. Employers who seek to hire foreign professionals or skilled workers, or to transfer foreign personnel to existing or newly established branches in the U.S., on a temporary or permanent basis.
2. U.S. citizens or lawful permanent residents who wish to petition to have alien relatives (residing in the U.S. or abroad) enter the U.S. for a limited period of time or to remain in the U.S. permanently.
3. Aliens residing in the U.S. or abroad, who desire to lawfully enter or remain in the U.S. permanently as immigrants.

It is possible for an immigrant visa petition to be filed on behalf of an alien by: (a) a close relative

as noted in Item 2 above; or (b) by an Employer who can demonstrate that it is not possible to find

a U.S. worker to fill the specific position (i.e., live-in housekeeper, foreign car mechanic, specialty

chef, skilled machine operators, nurse, architect, engineer) for which the alien is qualified.

4. Aliens residing in the U.S. or abroad, who desire to lawfully enter or remain in the U.S. temporarily as non-immigrants for a limited period of time and limited purpose i.e. (F-1) students, (B-2) tourists, (L-1) corporate transferees, (H-1) professionals, (H-2)
5. U.S. Employers who desire assistance in complying with the Employee Verification requirements (Form I-9) of the immigration law (IRCA) which took effect in November 1986.
6. Aliens or Employers who require clarification of provisions of the 1996 Immigration Reform Act (i.e., Effective Dates, Sponsorship, Worksite Compliance, Public Benefits Eligibility).

If my office can be of assistance to you in connection with these or any other related matters, feel free to contact us.

Claudia Pinzon
Executive Assistant