

GC PERM Foreign Worker

Foreign Worker Information

Date: _____

1. List full name (last, first, and full middle name), if married please list maiden name:

2. List current address and phone number:

3. List current work phone and fax numbers, please include the area code:
Work: _____
Fax: _____
4. List email address:

5. List country of citizenship: _____
6. List place of birth (Please indicate City or Town, State or Province, Country).

7. Please list foreign address if applicable.

8. List date of birth.

9. List last class and date of initial admission to U.S. (H-B) _____,
and also if initial date of entry was under a different visa classification, please list
the class and date of that as well. _____
10. List alien registration number (A Number), if applicable.

11. List admission number (I-94)

12. Have you ever filed for Permanent Residency before?

13. Did you gain any of the required experience with your sponsor employer?

14. Information about all colleges and universities attended (include trade or vocational training facilities as well). Include the following information about each college or university attended (use a separate sheet of paper, if needed):

Full address (Important):

Field of Study: _____

Attended from (Month/Day/Year): _____

Attended to (Month/Day/Year): _____

Name of Degree or Certificate: _____

Work Experience

1. ***Very Important!*** **On a separate sheet of paper, give an accounting of your time for at least the past three (3) years! Please include all employers/petitioners...starting with your current employer/petitioner (not different assignments you had while working for your employer/petitioner), giving all information following:**

- Name and complete address of employer:
- Name of Job Title:
- Date Started (Month/Day/Year):
- Date Left (Month/Day/Year):
- Kind of Business:
- Number of hours worked per week:
- Briefly describe the duties performed:

Please account for all time for the past three years! For example, if you took time off between jobs, please explain that time (vacation, seeking employment, etc.). If you were in school, indicate that also! USCIS and DOL are very particular about your work experience for the previous three years! We must list all employment for the three year period, leaving no gaps in dates.

In addition to accounting for the past three years, please provide all information described above for all related professional experience gained during your entire professional career (since obtaining your degree, diploma or certificate. The DOL requires this information to be included in your application.

We must have all of this information to complete the application! Please do not rely on your resume to provide this information...many times the resume does not give the proper amount of information that we need for the form! Also, I need you to provide a listing of the family members you wish to include on your application (Only a spouse and children under age 21 may apply as your dependent). Include your dependent's full name(s),

relationship(s) to you, date(s) and country of birth, and current address (use separate sheet, if needed).

Please Circle One: For the last stage in the green card, do you intend on completing: Consulate Processing or Adjustment of Status?

PLEASE INDICATE PERSON RESPONSIBLE FOR PAYMENT:

(If employer is not paying, initial payment must accompany completed questionnaire)

_____ OR _____

Employer Name	Date	Foreign Worker Name
Date		

CUSTOMER HAS READ, UNDERSTANDS AND AGREES TO THIS FEE AGREEMENT. CUSTOMER FURTHER ACKNOWLEDGES THAT THE OWNERS AND STAFF OF IMMIGRATION SPECIALTIES ARE NOT ATTORNEYS AND DO NOT REPRESENT OR HOLD THEMSELVES OUT AS ATTORNEYS, AND WILL NOT GIVE LEGAL ADVICE OR REPRESENT THE CUSTOMER IN ANY LEGAL PROCEEDING. CUSTOMER AGREES NOT TO HOLD THE OWNERS AND/OR STAFF OF IMMIGRATION SPECIALTIES RESPONSIBLE FOR ANY LEGAL COMPLICATION THAT MAY ARISE IN CONNECTION WITH THIS APPLICATION AND ACCOMPANYING PETITION FILED WITH D.O.L. AND I.N.S.

Signed, _____ Date: _____

Print your name: _____



ACCEPTED

IF PAYING BY CREDIT CARD: ___ Visa ___ MasterCard
Card # _____ Exp. Date: _____
Name of Card Holder: _____

Total Known Amount Due: \$4485 for Labor Certification and I-140

Charge to my credit card for ___ Initial Payment of \$1430

and at each incremental portion of the process:

___ 2nd Payment of \$1430; ___ 3rd Payment of \$1625

List of Documents Required, Below:

Use the checklist below for gathering documents and supporting evidence, and complete the questionnaire. Then, send by way of mail or courier service all documents to:

IMMIGRATION SPECIALTIES, Inc.

Attn: Chey Benton

Ref: PERM Request

4608 S. Garnett Rd., Suite 400

Tulsa, Oklahoma 74146

Phone (918) 258-6092, Extension 301

- Current resume (typewritten)
- Copies of degree certificate(s), transcripts or mark sheets (USA & Abroad), and course descriptions, if available.
- Copies of any professional development course certificates available
- GOOD** copy of the front and back of I-94 card (we **must** be able to read the rubber date stamp indicating your date of arrival into the USA)
- Complete copy of passport, excluding blank pages
- Copy of I-20 authorizing practical training, if applicable
- Copies of all H-1B approval notices since first entry into the U.S., Copies of I-94 cards (past and present) for TN visa holders, or J-1 (IAP-66 forms), if applicable
- Copy of your education evaluation, if one has already been completed
- If your profession requires licensure or certification, send a copy of all current Professional Licenses or certifications held (*do not send expired licenses or certifications!*)
- To verify your past professional experience, provide copies of employment verification letters from prior positions held (foreign or U.S.), which should include the beginning and ending dates of employment, occupational title, and a brief description of duties. These letters must be on the employer's letterhead. (If your employer does not require any years of experience for the labor certification application, it will not be necessary to obtain these letters.)
- Copy of your marriage / or divorce certificate, if applicable
- Copy of birth certificates for you, your spouse and children under 21 (if applicable)
- Copies of you and your family's H-1/ H-4 (or other type) nonimmigrant visa(s).

Address Changes:

For those of you who are in Labor Certification, you will need to notify both your employer and me if you have a change of address OR worksite location. If you have a personal change of address, you will want to complete Form AR-11, and send to the address listed at bottom of the page. You will need to do so within 10 days of your move. If you foresee a change in worksite location, you will want to notify us both as this could cause problems with your green card process. Remember, the Labor Certification is location specific, so you don't want to make a change in worksite location unless you have to. Labor Certification Candidates are also not allowed to change employers until they have made it into the last stage of the green card (Adjustment of Status), and it has been pending at least 180 days.

Please note, that CIS is reinforcing strict rules regarding change of addresses. So, once you file with CIS you must call (800) 375-5283 to speak with a Customer Service Representative. Be sure that you change the address for each and every application you have pending there. In some instances CIS will require the spouse of the primary applicant to call on their own behalf. Be sure that you call them within 10 days of any permanent address change. Not only must you notify CIS, but you are also required to complete Form AR-11 and mail it to the address listed at bottom of page. You will do this for yourself and any dependents you have (within 10 days of your move). It is also wise to copy the form for your records and send it to CIS via courier. After you determine that the CIS has received the courier, print the tracking results from the internet out for your personal file. I will also suggest that you follow up with CIS in a few weeks via phone to double check and assure that your changes have been made. You must continue to do so until you obtain Citizenship. Once your green card has been approved, you will only be required to complete and mail the AR-11. Feel free to contact me if an AR-11 is needed. I'll be happy to provide it to you.
