EMPLOYEE'S (BENEFICIARY'S) QUESTIONNAIRE for H-1B PETITION

Please complete this questionnaire and provide us with **all the documents and information. Failing to give the required info will delay the process**

VERY IMPORTANT
*** Please fill all the required information
*** Please call us if you have any questions
*** Send Copies of your documents in A4 size (all documents should be in the same size)
*** Dates should be given in mm/dd/yyyy format

US Office:

GALAXY SOFTWARE SOLUTIONS, Inc.
5820 N Lilley Rd, Suite # 8,
Canton, MI 48187
Ph: 734-983-9020, 734-983-9030

Part A.

Please type or print all information clearly.

Name of Employee (Beneficiary/Applicant):

1.   **Last (Family)**   **First**   **Middle**

2. Home phone: Work phone: Cell Phone:

Email:

3. Date of Birth:

4. Country of Birth:

5. Province of Birth:.
(city or town and State)

6. Country of Citizenship:

7. Are you in USA now?

(i) Provide Case number of previously approved status:

(ii) SSN (if any):

(iii) Date First Arival in USA :

(iv) In What Status:

(v). Date Last Arrival in USA:

(a) in What Status:

(vi). Date Status Expires:

(vii). I-94 Number (please send us recent I-94 copy, if you have not send us):

(viii) Current Home Address in USA:

(viii): Names of the family member (Spouse and Children) who are in USA and their visa status, Include the dates exactly they are in US and on what visa status (Please send the copies of their approval notice(s)) and how long they have been in USA (please print exact dates of all arrivals and departures)

(ix) If you have been on H1 Status prior or   currently holding, please give the dates of your stay in US on H1 status:

(x) if you are on the project currently, provide below details:

a) Project Start Date:

b) End Client Name and full address:

c) your official (email id and Desk number if any):

d) project manager official email id and phone number:

e) Team or Tech lead official email id and phone number:

8. Passport No:

 (i) Passport issue date:

(ii) Passport expiration Date (mm/dd/yyyy)

15. Foreign (out side US) Home Address:

16. Do you have Master's degree, or higher, from a U.S. university, in your possession: if yes, answer (i) , (ii) and iii if No answer (iv)

(i) You have Masters Degrees exactly in which field of study:

 (ii) And which University (Name and Address):

(iii) Date Degree Awarded:

                    OR

(iv) Do you have Master's Degree or Higher from outside USA? (if yes, from which Country and

University) and exactly in which field:

17. You have Bachelors Degrees in exactly in which field of study:
(i) Which University (Name & Address):.

18.   If you were/are in your home country, to which U.S. Consulate would you go for a visa?

19.   If you have spent over 3 years in H-1 status, please list all periods you spent outside the U.S.

during that time:

20. Detailed description of duties performed by employee
        IMMIGRATION OFFICIALS OFTEN REQUESTS DETAIL JOB DUTIES: What will you
        design? Will you design a software system? A mechanical system? A management system?
        What functions will that system perform? What will the employee be analyzing?

21. Expertise of employee (if a computer professional, include languages, operating systems, network
systems, applications).

22. Atleast two people name and contact details out side US (include name, address, email, home phone
and mobile numbers)

23. Atleast two people name and contact details inside US (preferred any family member or
relative)(include name, address, email, home phone and mobile numbers)

24. Additional Information:

   What other status have you held *or applied for*? *Please attach all INS approvals or denials.*

   (Please list all different status held before, with dates from and to)

H-1B? Yes   Dates: H-4?_____   Dates: _____

F-1? _____   Dates: _____   F-2? _____   Dates: _____

J-1? _____   Dates: _____   J-2? _____   Dates: _____

L-1? _____   Dates: _____   L-2? _____   Dates: _____

Other? _____

   i)   Has Government ever denied any immigration-related case of yours?

   ii)   Have you ever been in any deportation proceedings? if so, when? _____

25. Did INS ever officially decide that you were out of status? ___,if yes, please add a short note of
explanation for our law office files.

26. EAD (Employment Authorization Document) expiry date: (Applicable only if you have an employment
authorization card, usually for practical training. *Please give copy*.)

27. Do you have a green card in process?

(i) Has any I-140 ever been filed for you? _____   If so, when? _____

28. If your green card is being processed, please obtain a copy of the job description   used in your Labor Certification application. If the jobs (H-1B and Labor Certification) are
the same, we want to check job descriptions for consistency.

PART A: DOCUMENTS REQUIRED

ALL COPIES MUST BE IN ENGLISH. IF DOCUMENTS ARE NOT IN ENGLISH, GET IT TRANSLATED BY AN AUTHORISED TRANSLATOR.

These documents are required for a complete H-1B filing. Failure to provide them is likely to result in delays in filing and/or INS processing of your case.

* English Translation required for all the documents which are not in English

1. Dark and clear copy of I-94 card. ***All dates must be very easy to read***.

2. Copy of secondary school diplomas.

3. Copy of front and back of all final (convocation) undergraduate (Bachelor) and graduate

(Masters) Degree/diplomas.

- *Provisional certificates are usually not accepted by INS.*

4. Copy of college Marks sheet (transcripts) for *each term or year* showing classes taken and
marks   received.
5. **Copy of all diplomas, certificates, and marks sheets for post-graduate education.**
- Certificates should be accompanied by marks sheets or a letter stating the subject and duration of the courses. Otherwise, they will not help you.

6. Copy of any educational evaluation you may have obtained in the past.

7. Copies of any work experience letters you may have.
- Company letterhead (If it does not indicate the address and contact phone number, these should be typed under the signature of the writer.) *Be sure addresses and phone numbers are current, as the U.S. Consulate may call your former employer to confirm the details of your employment.*
- Date
- Signature of a representative, preferably a supervisor, with the name clearly typed
- Period of employment (month/day/year to month/day/year)
- Position title of employee
8. Copy of current resume. The resume *must include your title and dates of employment*

with each employer.

9. Copy of any state licenses (if applicable).

10. Copy of complete passport pages **including blank pages** (if you have more than one passport (old and new passports), you have to send complete copy of both old and new passports), INCLUDING BLANK PAGES

11. If you are currently in H-1B/ H4 status, copies of:
<u>All</u> previous H-1/H4 approval notices—the INS may delay your case if we do not provide these.

14) If on H1/L1, send the copies of two recent pay slips

(i)   if you are on H4/L2 send spouse's two most recent paystubs.
(ii)   If you are on L2 and working send yours and your spouse's two recent paystubs

Extremely recent pay slip. (We may need a more recent pay slip at the time of filing.) Alternatively, please provide a letter from your current employer (example: "Mr. John Smith continues to be employed by our firm.").

12. If you are currently in H-4 status, copies of:
Your *spouse*'s H-1 approval notices
Spouse's most recent pay slip
Spouse's complete set of passport copies (including blank pages)
Marriage certificate.

13. If you are currently in F-1 status, copies of:
All I-20's, front and back
EAD card, enlarged so that dates are legible.

14. If you *have ever been* in J-1 status, copies of:
IAP-66, front and back sides
Evidence of waiver of 2-year return requirement

Do you need **H-4 status for a spouse and/or children**?
If so, please complete Part C. H-4 extensions are important; if dependents are in the U.S. and remain here beyond the stay permitted on their I-94's, they may be subject to a 3- or 10-year bar to entering the U.S.

PART C: SPOUSE'S AND CHILDREN'S DOCUMENTS AND INFORMATION

1. **SPOUSE**

Attachments for spouse: If your spouse is in **F-1 status**, attach:
____   Spouse's I-94 (front and back, all dates legible)   ____   Form I-20
____   Copy of marriage license   ____   EAD card(if applicable)
____   Copy of passport identity pages and U.S. visa

Name of Spouse: _____
                  Last (Family)   First   Middle

Foreign home address: _____

_____

Spouse's date of birth: _____   Spouse's country of birth: _____

Date of last arrival in the U.S.: _____   Status at last arrival: _____

I-94 number: _____   Passport (PP) number: _____

PP issue date: _____   PP expiration date: _____

Spouse's current immigration status: _____   Date status expires: _____

Spouse's social security number (if applicable):

*** All copies of the documents must be very clean and visible