

Thank you for contacting our office for your immigration needs. Following is the basic information for processing H-1 (professional occupation) visa.

Briefly, our total fee for the processing of the labor condition application and H-1 application under the new Immigration law is \$1,750. The basic fee is \$325 to the U.S.C.I.S. The surcharge is \$750 for employers with less than 25 employees and \$1,500 for employers with more than 25 employees (this surcharge does not apply to educational institutions). In addition, there is \$500 Fraud-Detection fee (a separate check is required); so the total filing fee is either \$1,575 or \$2,325. Right now, it is taking 12-16 weeks to process an H-1 visa from the time we have all papers signed by you and in our hands. (If you are transferring the H-1 visa, you may be able to start working for the new employer after filing the new petition and before it is approved - about 2 weeks).

If your degrees are from abroad, a credential evaluation will be required; the cost is \$115. Also, premium processing is available for an additional fee of \$1,225 to U.S. Citizenship and Immigration Services (a separate check is required) to get the petition adjudicated within 2 weeks. If you wish for us to use Ex/Mail-Fed/Ex for all correspondence and filings, please add \$60. New H-1's are not available until October 1, 2012; 20,000 visas are allocated for Master degree holders from a U.S. University, for the current FY 2007-08 (please note that this cap does not apply to non-profit entities or to Universities and Colleges for teaching or research positions).

You can download Form I-129 from our website, [www.brijkapoor.com](http://www.brijkapoor.com); go to USCIS Forms and Fees , on top right, and then under I-129 (nonimmigrant workers). Complete the worksheets (only sections pertaining to H-1, i.e. pages 1, 2, 3, 4 and 7; ignore the rest, such as L, E, P, R, etc. as they do not pertain to H-1 visas) and mail to us. We will complete the entire H-1 package for the employer's review and signatures. The checklist is shown below.

### **Instructions for Completing Form I-129 Worksheet:**

1. Part 1 - Employer should complete this, starting from #2.
  2. Part 2 - Skip; we will complete this.
  3. Part 3 - Beneficiary (employee) should complete this.
  4. Part 4 - Only complete the foreign address of beneficiary in #1.
  5. Part 5 - Employer information (skip #3 and #4).
  6. Part 6 - Show the name and title of the person who is going to sign for the employer.
  7. Supplement (page 7) - Complete Section 1. Items #1 and 2 only.
- Skip the rest of the form as we will complete that. Please do not hesitate to contact us if you have any questions.

## CHECKLIST OF ITEMS NEEDED FOR PROCESSING H-1B VISA

(Copies only; no originals required)

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

1. Job Offer Letter (or salary, title, job location). Ignore, if your employer referred you to us.
2. Brief technical listing of proposed job duties (but we will finalize it for you).
3. Job location and address of client company, if not the employer's address.
4. Passport (and that of any spouse/children, if applicable); just the first 2-3 pages with the personal information and the page with the U.S. Visa stamp (only if in the U.S.).
5. Personal information: name, date of birth, place of birth, address in home country, social security number (also for family members, if to be included). Write on a plain paper.
6. Current address, home phone number, cell phone number and email address.
7. I-94 card (only if in the U.S.). Also, of any family members to be included in the petition.
8. I-20 and employment authorization card, EAD (only if alien is currently on a student visa in the U.S. and under practical training).
9. Degree certificates/diplomas; if still in school a letter from school verifying completion of study or graduation date.
10. College/University transcripts or grade/mark sheets.
11. Credential evaluation of foreign degrees (required only if all degrees are from outside the United States). If you do not have it, so mention.
12. Experience letters, if any (MUST show date of writing, title, dates of employment and skill sets used, including the name and title of person writing the letter).
13. Resume/curriculum vitae (showing CURRENT employment with start date). **Do not show the Client Company as employer, but the actual Employer, who gives you the paycheck.**
14. ALL prior H-1 approval notices and petitions (only if currently in the U.S. on H-1 visa for another employer, matching the dates and employer names in the Resume). Also show the **first date of entry into the U.S. in H-1 status (also for dependents in H-4 status).**
15. Earning statement/paycheck stub for latest pay period (if on H-1 visa for another employer).
16. Translations (documents not in English must be accompanied by translations into English).
17. **If changing status from H4 to H-1:** Provide the following of your **spouse**: current H-1 Approval Notice (I-797); letter from employer verifying employment or latest earnings statement/check stub; Marriage Certificate.

Please submit in above order and circle or check items being sent. Do not fax, unless we ask, as we must submit clear, legible photocopies to the Immigration.

**IMPORTANT: Even if one of the above items or information is not provided, it will delay your case as we must submit only complete information and documentation to the Immigration.**