

## REQUIRED DOCUMENTS FOR L-1 CASES

### For new L-1 cases:

- Up-to-date resume, must include names of employers, dates of employment, job title, job duties, present address and current position abroad. **If your case is an L-1 extension**, then the resume should include your last position abroad and each position held in the U.S. since your transfer date.
- Copies of all diplomas and transcripts from universities which you have attended
- Copy of most recent Form I-94 (**front and back**) received upon entrance to the U.S. for you, your spouse and children (if applicable)
- Copies of all passports – exclude only blank pages – for you and each family member
- Copies of all prior approval notices (H-1B, H-4, L-1, etc.) and, if you are married and/or have children in the U.S., copies of all (H-1B, H-4, L-2, etc.) approval notices for your family members
- License or certification to practice profession (if applicable)
- Copy of marriage certificate (if applicable)
- Copy of birth certificate/s for any children born outside the U.S. (if applicable)
- Copies of any U.S. driver's licenses for you and dependent family members
- If currently working in the U.S.:** Copies of your two most recent pay stubs (we may request copies of any newly issued pay stubs while processing your case until we have filed your petition with USCIS)
- If you have ever been in J-1 status:** Copies (front/back) of ALL Forms DS-2019, IAP-66 and waiver of two-year foreign residency requirement (if applicable)
- For Managerial and Executive Positions:** An up-to-date organization chart of your position in the U.S. company and an organization chart of your **last** position in the overseas company. Organization charts should be labeled to clearly show which chart is for U.S. company and/or overseas company.

### For L-1 extension cases:

- Up-to-date resume, must include names of employers, dates of employment, job title, and job duties. Include your work in the U.S., list actual employers, not clients.
- Copy of most recent Form I-94 (front and back) received upon entrance to the U.S. for you, your spouse and children (if applicable)
- Copies of all passports – exclude only blank pages – for you and each family member
- Copy of marriage certificate (if we are extending your spouse's stay)
- Copy of birth certificate/s for any children born outside the U.S. (if we are extending their stay)
- Copies of any U.S. driver's licenses for you and dependent family members

**We will request your 2 most recent pay stubs when we send the petition out for signature.**