

# Bordeau Immigration Law, LLC

9303 W. 75th Street, Suite 210  
Overland Park, Kansas 66204  
913-432-9994

## **ATTORNEYS**

Judy Bordeau *licensed in KS and MO*

Lisa McBee *licensed in MO*

## **H-1B Intake Questionnaire - General:**

Please provide information/details/documentation on the following questions:

### 1. General Biographical Information:

Your name \_\_\_\_\_  
(LAST) (First) (Middle) (Maiden, if applicable)

Home Address: \_\_\_\_\_

Worksite Address: \_\_\_\_\_  
(for petitioning H-1B employer)

Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_

State/Province of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Foreign Address \_\_\_\_\_

Passport #, issue date &  
expiration date \_\_\_\_\_

Current Type of work authorization & date of expiration: \_\_\_\_\_

When does your driver's license expire? \_\_\_\_\_

Do you have any upcoming international travel plans? **YES**  **NO**

If yes, please provided anticipated travel dates \_\_\_\_\_

2. Are you a citizen, PR, or refugee of a country other than your place of birth? Yes  No   
If yes, please provide full details \_\_\_\_\_.

3. Are your parents or siblings U.S. citizens or permanent residents? Yes  No

4. What is your marital status? Single  Married  Divorced

If married, please provide spouse's full name, date of birth and place of birth \_\_\_\_\_.

If married, does your spouse have parents who are U.S. citizens or permanent residents? \_\_\_\_\_.

If married, please provide your spouse's current immigration status \_\_\_\_\_.

Have you ever been divorced? Yes  No

5. Do you have any children? Yes  No

If YES, please provide children's date of birth and place of birth, as well as and relationship (i.e., son, daughter).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Immigration History:

Please provide me with your **original (first) entry date** and immigration status into the U.S. If applicable, do likewise for your dependent spouse/child(ren).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you/your family members always maintained your immigration status in the U.S.? Yes  No

If NO, please provide full details regarding any period where you/your family members were out of status :

\_\_\_\_\_  
\_\_\_\_\_

Has your work in the U.S. always been authorized by USCIS? Yes  No

If NO, please provide details regarding any unauthorized work \_\_\_\_\_.

\_\_\_\_\_

Have you ever held F-1 status? Yes  No

If YES, please provide the period you held F-1 status \_\_\_\_\_.

If YES, did you always maintain a "full course of study"? Yes  No

If NO, please provide complete details: \_\_\_\_\_.

\_\_\_\_\_

Have you ever held J-1/J-2 status? Yes  No

If YES, are you/were you subject to the two year foreign residence requirement? Yes  No

If YES, did you obtain a waiver of the two year foreign residence requirement OR did you return home for the required two years? Yes  No

Do you currently hold H-1B status now and/or have you ever held prior H-1B status? Yes  No

7. Petitioning employer (company) full legal name and address: \_\_\_\_\_

\_\_\_\_\_

8. Petitioning Employer Contact/Signor's Name & Job Title: \_\_\_\_\_  
Contact/Signor's Worksite Address: \_\_\_\_\_  
Contact/Signor's Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

9. Job Title (for H-1B petition): \_\_\_\_\_; If you have a **written job description** from your H-1B employer, please provide us with that. If not, please provide your job duties : \_\_\_\_\_

Minimum Requirement(s) for the position (e.g., Bachelor's/Master's/Ph.D. degree in [field], etc.): \_\_\_\_\_

Salary (offered): \$ \_\_\_\_\_ per year. Check one: Full-time  Part-time

10. Have you had any Labor Certification Applications (RIR or PERM), I-130 or K-140, and/or I-485 applications filed on your behalf?

**YES**  **NO**

**If YES, please provide all relevant information and documentation, including the name of the sponsoring employer (or full name of your spouse, if relevant), the date of filing, receipt number, status/outcome, and if relevant, copies of the receipt notices/approval notices, etc.**

11. **Current and Prior U.S. work history:** For any U.S. work, please provide employer's name & address, your job title, dates of employment (**beginning & ending dates, including month & year**), and your work authorization (e.g. OPT, on-campus employment, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Do you have dependent family members (spouse/children) who will need H-4 status? Yes  No

If YES, please provide the info below for **each** family member if an H-4 application is needed:

Full Name (including middle name) \_\_\_\_\_

Home Address (if different from your address) \_\_\_\_\_

City, State/Province & Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Date of Birth \_\_\_\_\_

SSN or Taxpayer I.D. number (if any) \_\_\_\_\_

Current nonimmigrant status and expiration date: \_\_\_\_\_

Date of First Arrival \_\_\_\_\_

Foreign Address (if different from yours) \_\_\_\_\_

Has your spouse ever worked in the U.S.? Yes  No

If YES, we will need the following about that employment: 1) name of employer; 2) job title; 3) dates of employment (beginning and ending dates, including month & year); and 4) salary. \_\_\_\_\_

Can your spouse &/or children read & understand English? **YES**  **NO**

**Please note while your employer pays for the cost of your H-1B petition, it does not cover the legal fees and filing fees of dependent family members. If you require H-4 status for family members, please include a \$200 check for the legal fees payable to "Bordeau Immigration Law, LLC," and a \$290 check for the filing fee payable to the "Department of Homeland Security." One I-539/H-4 application covers all dependent family members.**

**Please Also Enclose Legible Copies Of All of the Following Documents:**

- \_\_\_\_\_ A copy of your I-94 entry card with legible pink entry date stamp (front & back--this is the small white card in your passport)
- \_\_\_\_\_ A copy of your visa page(s).
- \_\_\_\_\_ Copies of ALL your degrees and transcripts from all universities attended in the U.S.
- \_\_\_\_\_ Copies of ALL of your post-secondary degrees and transcripts from any universities attended outside the U.S. **with English translation**, if applicable. If you have a U.S. degree, you may send the U.S. degree only and we will let you know whether we also need any foreign education degrees or transcripts.
- \_\_\_\_\_ Copies of any credentials evaluations of foreign education/degrees by a U.S. evaluation service, if you have this. If you do not have this, please forward a check for \$86.34 payable to the "Trustforte Corporation" (a reputable credentials evaluation service) and we will request one for you.
- \_\_\_\_\_ If the H-1B petition is for a pharmacist position, please also forward a copy of your FPGEC Certificate.
- \_\_\_\_\_ If the H-1B petition is for a Medical Resident position, please also forward a copy of documentation showing you have satisfied all requirements of the Educational Commission for Foreign Medical Graduates and of your completion of steps 1 through 3 of the USMLE.
- \_\_\_\_\_ Copies of any professional licenses you hold if a license is necessary for your job.
- \_\_\_\_\_ If you have ever held H status, please provide me with copies of all H-1B/H-4 approval notices (both top and bottom portions). If you came in on H-1B/H-4 through consular visa processing (outside the U.S.), please provide me with the copy of the page in your passport showing your initial H-1B/H-4 entry stamp. Please do likewise for any family member who will need H-4 status.
- \_\_\_\_\_ If you/your family members have held J status, please provide copies of all IAP-66/DS-2019's (front and back), "No Objection Letter(s)," I-612 waiver approval notice (if applicable), and any EAD's (if applicable).
- \_\_\_\_\_ If you have ever held F-1 status, please provide copies of all of I-20AB's (front and back) since you first entered the U.S.; and if applicable, your EAD card (if you had practical training). Please do likewise for any family members who will need H-4 status.
- \_\_\_\_\_ If you and/or any family member have held any other immigration status, please provide me with the details, including all copies of all documentation.
- \_\_\_\_\_ A curriculum vitae/resume, describing the previous positions held, dates those positions were held, the title in each position and each position's primary duties.
- \_\_\_\_\_ Please provide a copy of your current 'offer letter' and/or 'contract' from the H-1B petitioning employer, which lists the salary offered by the employer.
- \_\_\_\_\_ A copy of your driver's license
- \_\_\_\_\_ A copy of the inside page of your passport with passport number and expiration date
- \_\_\_\_\_ If you are **CHANGING H-1B employers or filing for 'concurrent' H-1B employment**, we also need a copy of your 2 most recent paystubs
- \_\_\_\_\_ If you are **EXTENDING YOUR H-1B or CHANGING H-1B employers**, we also need H-1B presence dates/ international travel dates for you and any dependent H-4 family members for all trips you've made outside of the United States since you were first granted H status. Example:

First Date of H status \_\_\_\_\_ Date of 1<sup>st</sup> departure from US \_\_\_\_\_  
Date of Re-entry to US \_\_\_\_\_ Date of departure from US \_\_\_\_\_  
Date of Re-entry to US \_\_\_\_\_ to PRESENT

**RECAPTURE REQUEST:** If you are eligible for an extension of less than three (3) years, you may be able to recapture time spent outside the U.S. in order to extend your H-1B termination date on the new H-1B we file for you. **If order to be successful in a recapture request,** you must have been in H status for more than 3 years and be able to provide documentation of any trips outside the U.S. Thus, if this is relevant to you, please provide us with passport stamps showing when you left the United States and when you returned so that we can re-capture this time to get you a longer validity period on your H-1B. **For a “recapture request,” please check one of the following boxes:**

“I would like your office to attempt to recapture dates of my travel outside of the U.S. and I have attached entry and departure dates, including copies of passport stamps as evidence of my travel in support of my trips.”

**YES**       **NO**

If you need H-4 dependent applications for any family members, please provide the following for each person:

- \_\_\_\_\_ Copies of the I-94 entry card (front & back--again, this is the small white card in the passport)
- \_\_\_\_\_ Copies of the passport visa(s).
- \_\_\_\_\_ Copies of the passport page, showing issue date and expiration date.
- \_\_\_\_\_ Copies of all H-4/I-797 approval notice(s).
- \_\_\_\_\_ A copy of your marriage certificate, with translation (if applicable).
- \_\_\_\_\_ Copies of any dependent children’s birth certificates (if applicable) with translations (if applicable).
- \_\_\_\_\_ Copies of any dependent driver’s licenses, if applicable. If your dependent does not have a driver’s license, we need some other government issued document that contains a PHOTOGRAPH It is OK to include a photo contained in their passport if you have no US government document with photo ID.

**Dual Representation Consent (IMPORTANT: READ, SIGN & RETURN TO OUR OFFICE):**

Bordeau Immigration Law, LLC represents both the Employer and the foreign national employee, as is customary for immigration practitioners. For H-1B cases, the employer is the petitioner on the case and the foreign national is the beneficiary, and it is in the interest of both parties that the case be filed in accordance with applicable regulations so that the H-1B can be granted. While rare, conflicts of interest can arise. The most common example is where either the employer or the employee decides to terminate the employment relationship. If the employee quits or is terminated prior to the permanent residency approval, the employer must notify the USCIS that the H-1B beneficiary is no longer employed. In the event of a layoff or involuntary termination during the validity period of the H-1B, the employer must offer the H-1B beneficiary the reasonable transportation costs abroad if the H-1B beneficiary wishes to return home. Our office does not provide advice on the actual employment relationship to either the employee or the employer; rather we provide information to both parties on the immigration consequences resulting from a possible change in the employment relationship and the corresponding legal obligations. Other possible conflicts include problems with the prevailing wage obligation. The H-1B case require the employer to pay the prevailing wage or the actual wage, (whichever is higher), for the occupation as determined by the State Workforce Agency. Our office submits the current wage offer to the State Workforce Agency, and requests use of whatever wage survey we have available or can obtain that is the closest match to the wage rate negotiated by the employer and the employee.

By signing this Dual Representation Consent, the employee expressly consents to joint representation and agrees that Bordeaux Immigration Law, LLC will provide the employer with information about the immigration consequences that

may result from possible changes in the employment relationship as part of the dual representation process. Similarly, Bordeaux Immigration Law, LLC will obtain consent from the employer to provide information to the employee about the immigration consequences that may result from possible changes in the employment relationship.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: For Permanent Residency Cases**

While not required for the H-1B, if you intend to apply for permanent residency through our office, we will also need your birth certificate, with translation (if applicable), and your spouse's birth certificate, with translation, if applicable.

**Please return this questionnaire and all requested items to:**

Bordeaux Immigration Law, LLC

Attn: Lisa McBee

9303 W. 75th Street, Suite 210

Overland Park, Kansas 66204-2212

Email: [lisa@kevvisa.com](mailto:lisa@kevvisa.com)

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