

IMMIGRATION SPECIALTIES, Inc.

Assisting in document preparation for foreign nationals, their employers, and family members.

Employer Information: Form IS-111-GC

Important!! You have requested that we assist in the preparation of necessary documents to petition the U.S. Citizenship and Immigration Services (CIS), in order that your company be authorized to employ a foreign worker. Please note that Immigration Specialties, Inc. is not a law firm. Owners and staff are non-attorneys. 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 CIS. We specialize in administrative document processing for certain routine employment immigrant and nonimmigrant visas only. We do not give legal advice and do not attempt to represent foreign nationals, their employer's and family members in any way. By completing and returning this form to begin the process, the employer acknowledges that fact.

The information you provide on this form will be used to prepare forms submitted to CIS and tied directly to the particular process you are requesting from CIS! Make sure all information is correct to the best of your knowledge. **Please note:** This form must be completed in full and signed by an authorized company official before any processing can begin!

Billing Information: ___ Invoice company for services ___ Invoice the alien for services

Today's Date

Company Contact: Name / Title (Person sending this form)

Signature of person authorizing Immigration Specialties to begin the green card processing:

Alien's Full Name: _____

Alien's current mailing address: _____

Alien's current phone # at Home: _____

If they be called at Work, please provide #: _____

Alien's email address: _____

Employer Information (Headquarters or Main Office)

1. Full legal name of the business, firm, or organization.

2. Employer's principal place of business (**headquarters OR main office**) with city,

county, state or province, country and postal code of the principal place of business.

3. List the phone number with area code first, and extension of the employer.

4. Number of employees currently employed.

5. Gross annual income _____ Net annual income _____

6. Is this a fulltime position? Yes or No

7. Is this a permanent position? Yes or No

8. Is this a new position? Yes or No

9. Month, day and year the employer commenced business.

10. Employer's type of business _____

11. Employer's IRS tax identification number.

12. Select Yes OR No. Is the employer a closely held corporation, partnership, or sole proprietorship in which the alien has an ownership interest, or is there a familial relationship between the owners, stockholders, partners, corporate officers, incorporators, and the alien?

12. Did the employer pay for any of the education or training for this applicant? Yes or No

Employer Contact Information

1. First name, middle initial and last name and title of employer's point of contact that has authorization to sign green card applications.

2. Business address for employer's point of contact. (PO Boxes are UNACCEPTABLE) with city, county, state, country and postal code.

3. List the phone and fax number with area codes first, and extension (if applicable) of the employer's point of contact.

4. Business email address of the employer's point of contact.

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- List Company Website.
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Wage Offer Information

- List the current salary of the employee (list whether the wage rate is in terms of per hour, week, bi-weekly, month, or year). _____
- How many hours per week? _____ from _____ a.m. to _____ p.m.
- Is overtime required? _____ how much per week?

Job Opportunity Information

Please read the information about worksite requirements below. Then provide the additional responses regarding the worksites.

If the employer knows where the candidate will be placed, check here: _____

If the employer currently employs Schedule A workers at multiple work-sites and doesn't know where the candidate will be placed, check here: _____

If the worksite is unknown and the employer doesn't currently have locations or clients, please call immediately.

Is this position considered to be a traveling position or is there a permanent worksite? Yes or No

- Primary worksite where the work will actually be performed with city, state, county and postal code.

- Will the current worksite location remain the same when the green card is approved?
Yes or No?

If not, please provide a list of the facilities the candidate will work at upon the approval of the green card:

- Specific job title for this position.

4. Minimum education requirement:

None _____ High School _____ Associate _____ Bachelor _____

Doctorate _____ Other _____

5. Major field of study _____

6. Do you require training? Yes or No If yes, number of months required _____

7. Field of training _____

IMPORTANT: The employer must list the MINIMUM REQUIREMENTS NEEDED TO ADEQUATELY PERFORM THE JOB, as requested below.

The employer will be required to attest that they have not hired workers with less education, experience, training or special requirements than are listed on the application. For example, the alien beneficiary may possess a Master's degree and five years of experience; however, the job may only require a bachelor's degree plus two years of experience. Therefore, the employer must list a bachelor's degree plus two years of experience as the requirements. The job CANNOT be tailored around the particular employee's background, thereby excluding potential U.S. applicants. Rather the employers MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS MUST BE LISTED. The job requirements cannot exceed the education, training, experience and special requirements possessed by other employees in similar positions at the time they were hired.

Also, the employee must be able to prove that he/she meets these minimum requirements (EXCLUDING EXPERIENCE GAINED WITH THE SPONSOR EMPLOYER), AT THE TIME THE APPLICATION IS FILED. Acceptable proof is typically provided in the form of detailed, prior employment verification letters. In order to file our case we must have these letters to prove that the beneficiary met the employer's requirements at the time of filing.

8. List the MINIMUM Education (degree and field) you require to adequately perform the duties of the job being offered.

9. List the MINIMUM experience (number of years AND what in).

10. Would you consider experience an alternate occupation?

If yes, please provide the number of months. Also, please provide the alternate job title for the occupation.

11. Would you consider an alternate field of study for the job offered? If so, what?

12. Would you consider an alternate combination of education and experience in the job offered? For example, the requirement is a Master's degree, but the employer will also accept a Bachelor's degree + five years of experience. If yes, please specify.

13. Describe the job duties for candidate. Detail what would be performed by any worker filling the job. Specify equipment used and pertinent working conditions.

14. Is a foreign education equivalent acceptable? Yes or No

15. Are the position requirements, specified under Job Opportunity Information, normal for the occupation being offered? Yes or No

If the answer to this question is no, the employer must be prepared to provide documentation demonstrating the job requirements are supported by business necessity.

16. Is there is a specific foreign language requirement. Yes or No

If yes, the employer must be prepared to provide documentation demonstrating that the language requirements are supported by business necessity.

17. Enter the job related special requirements (such as licensure foreign language proficiency, test results, and etc.).

20. Does the job include a combination of occupations, for example Engineer-pilot etc.
Yes or No

21. Do you require the candidate to live on employer's premises? Yes or No

22. Has the employer received payment of any kind for the submission of this application?
Yes or No


If yes, please provide details on payment such as amount, date and purpose.

23. Has the employer had a layoff in the area of intended employment in the occupation involved in this application or in a related occupation with six months of the filing of this application? Yes or No

If yes, were the laid off workers considered for this position? Yes or No

24. What is the title of the employee's immediate supervisor:

25. Number of workers and their job titles that the foreign worker will supervise:_____

 Important!! If this will be the first petition or application filed with USCIS, plan to include:

- (1) Financial detail to support the company's ability to pay the salary of the alien you are sponsoring. Accepted forms of financial detail can be the past year's IRS Tax Return, Profit/Loss Statements, Audited Financial Statements, or other documentation you feel will prove the financial stability of the company.
- (2) Marketing brochures, flyers or other information you may have to prove to CIS that your company is a "real" and viable entity.
- (3) If you have any in-house print or electronic media (newsletters, intranet, etc.) that your organization uses to provide notice of the availability of similar positions, please fax me copies.
- (4) If you are a staffing agency, please provide a copy of the contract between the company and the facility for the initial assignment.
- (5)

***For the Immigrant Visa (Green Card) process:** If the number of current employees is less than 100, USCIS will require a copy of your most recent IRS tax return.

We appreciate the time you have taken to complete this for our processing. Thank you for your business!

**WHEN COMPLETED, PLEASE MAIL OR FAX TO
OUR OFFICE USING THE INFORMATION BELOW:**

<p><i>IMMIGRATION SPECIALTIES, Inc.</i> <i>Attn: Amber K. Deason</i> <i>4608 S. Garnett Road, Ste. 400, Tulsa, OK 74146</i> Telephone (918) 258-6092 ext. 314 Fax (918) 259-8792</p>
