

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

PART II

Today's Date

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

Signature of person authorizing Immigration Specialties to complete processing: _____

Phone : _____ Fax: _____ E-Mail: _____

Name / Title of Authorized Company Official to sign official documents,
if different than above company contact name: _____

Official Name of Employer or Company: _____

Employer's physical mailing address with county: _____

Alien's Full Name: _____ Title/Profession: _____

Alien's current mailing address: _____

Alien's current phone # at Home: If they be called at Work, please provide #: _____

Alien's email address: _____

Please indicate the following information so that we can determine the Prevailing Wage for this position. Do not leave any item unanswered!

The specific Job Title for this position is _____.

Is this a full time position? Yes or No Is this a permanent position? Yes or No Is this a new position? Yes or No

Occupational title of person who will be alien's immediate supervisor: _____

Number of employees alien will supervise: _____ If applicable, provide the job titles of employees your candidate will supervise _____

Please provide a non-technical job description for this position: _____

Please provide a detailed job description: _____

The Minimum education required for this particular position is: _____

The Minimum experience requirement for this particular position is _____ years in this profession.

This foreign worker holds a (Circle one:) Bachelor's / Master's degree in the indicated profession, and has had _____ years experience in this profession.

Other educational certificates/diplomas: _____

Salary amount offered to the alien: \$ _____ Per Year or \$ _____ Per Hour _____ Overtime wages

Number of hours per week: _____

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

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

Physical worksite(s) name, address and county if different than the employer's address in Part II (the actual location where the alien will perform the work): _____

Important Notice for employers of "Out of Status" Aliens:

To find out if the alien is "Out of Status", you should ask them directly: (1) Are you currently employed? If not, how long has it been since you were employed? (2) Can you provide a recent pay stub to prove your current or recent employment? (3) Can you provide proof of CIS work permission? Make sure you and the alien are both aware of the complications involved before you proceed! Please call our office if you have questions!

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:

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