

Zhang and Associates
L-1 Client Intake Form

Please provide the following information:

U.S. Company Information

1) Business Name _____

2) Business Address _____

3) Telephone Number _____

4) Fax Number _____

5) IRS Tax # _____

6) Type of Business _____

7) Year Established _____

8) Current Number of Employees _____

9) Gross Annual Income _____

10) Net Annual Income _____

11) Name and title of individual who will sign the petition documents

Name:	_____	Title:	_____
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Employee Information

1) Last, First, Middle Names _____

2) Date of Birth (mm/dd/yyyy) _____

3) Country of Birth _____

4) Social Security Number (if applicable) _____

5) A# (if applicable) _____

If in the U.S., please answer the following questions.

6) Date of Arrival (mm/dd/yyyy) _____

7) I-94 # _____

8) Current Nonimmigrant Status _____

9) Expires on (mm/dd/yyyy) _____

10) Foreign Address _____

Employment Information

1) Job Title		
2) Detailed, Non-technical Job Description		
3) Address where the employee will work (if different than the Employer Address listed above)		
4) Is this full-time employment?	Yes	No
5) How many hours per week?		
6) Wages per week or per year	Per Week	Per Year
7) Other compensation (please explain)		
8) Value (in \$) per week or per year		
9) Dates of intended employment	From	To

Supplemental Information for L-1 (I-129 Supplement L)

1) List prior periods of stay in the U.S. in L status for the alien and any dependents over the last 7 years.	a)	
	b)	
	c)	
Only list the period that the alien or family member was actually in the U.S.	d)	
2) Name and address of employer abroad		
3) Dates of the alien's employment with the employer		

3) Describe the alien's
duties for the past 3
years

Describe the alien's
prospective period of
employment in the U.S.