

L-1A and L-1B Documentation Requirements

L-1A is for Senior Executives and Managers, L-1B is for those with Special Knowledge

Please forward legible copies of the following:

Documents	Comments	L-1A	L-1B	Ext
Information page of Passport		X	X	
I-94 (Arrival/Departure Document)		X	X	*If new since last L1.
Professional Resume (CV)		X	X	X
All prior Approval Notices (I-797s)		X	X	
Documents relevant to green card filing prepared by another firm	May include LCP, I-140, I-485, I-765, I-131, I-130 forms.	X	X	X
Pay stubs documenting 1 year of employment w/ foreign company OR letter from foreign company confirming date of hire	Alien must have been employed by the foreign company for at least 1 year in the previous 3 years	X	X	
Organizational charts for both the foreign and US operations		X	X	
Description of the alien's specialized knowledge	Why is he/she being hired for this position?		X	
Legal documentation showing the qualifying relationship between the US and foreign entity	May include share certificates, articles of incorporation, annual report, organizational chart, etc.	X	X	
Diploma(s) and/or transcripts		X	X	
If the US Office has been open less than one year:				
Documentation to substantiate the solvency of the US operations, as follows:	<ul style="list-style-type: none"> ▪ Proof that the foreign company has a controlling interest in the US company. ▪ Certificate of incorporation of the foreign company. ▪ Business plan for the US company including cash flow projections for 3 years. ▪ Proposed organization chart for the US company. ▪ Lease agreement for office space. ▪ Letters of credit or other sources of capital 	X	X	
If alien's dependent family members (spouse and children) are in the U.S.				
Passport(s) and I-94 Card(s)		X	X	*If new since last L1

Please forward clear, legible copies of the above information to us. **Ensure your name and company name are on the cover sheet. Be sure to mark your fax: Attention Non-immigrant visa processing department.** Our fax number is (717) 506-5208 **Email: info@immigrationsupport.com**

Our express mail address is:

Immigration Support Services, 2215 Millennium Way, Enola PA 17025 USA