

REQUIRED DOCUMENTS FOR L-1 CASES

For new L-1 cases:

- ☐ Up-to-date resume, must include names of employers, dates of employment, job title, job duties, present address and current position abroad. **If your case is an L-1 extension**, then the resume should include your last position abroad and each position held in the U.S. since your transfer date.
- ☐ Copies of all diplomas and transcripts from universities which you have attended
- ☐ Copy of most recent Form I-94 card/record for you, your spouse and children (if applicable)
Note that travelers entering the United States through certain air or seaports may not be issued a paper Form I-94 Arrival/Departure Record. The Form I-94 serves as evidence that a nonimmigrant has been lawfully admitted to the United States. Nonimmigrants who do not receive a paper Form I-94 card at the port of entry are advised to print a copy of their Form I-94 record from the U.S. Customs and Border Protection (CBP) website, <https://i94.cbp.dhs.gov/i94>.
- ☐ Copies of all passports – exclude only blank pages – for you and each family member
- ☐ Documentation confirming your 1 year of qualifying employment outside the US, such as payroll document(s)/T-4(for Canadians)/paystubs verifying at least 1 full year of recent employment with the company abroad; or a signed letter from your manager or HR abroad on company letterhead confirming your dates of employment at the company outside the US. If you send this to us while your case is being prepared, we'll include it in your paperwork, but otherwise you should carry it with you when you present the L-1 application paperwork.
- ☐ Copies of all prior approval notices (H-1B, H-4, L-1, etc.) and, if you are married and/or have children in the U.S., copies of all (H-1B, H-4, L-2, etc.) approval notices for your family members
- ☐ License or certification to practice profession (if applicable)
- ☐ Copy of marriage certificate (if applicable)
- ☐ Copy of birth certificate/s for any children born outside the U.S. (if applicable)
- ☐ Copies of any U.S. driver's licenses for you and dependent family members
- ☐ **If currently working in the U.S.:** Copies of your two most recent pay stubs (we may request copies of any newly issued pay stubs while processing your case until we have filed your petition with USCIS)
- ☐ **If you have ever been in J-1 status:** Copies (front/back) of ALL Forms DS-2019, IAP-66 and waiver of two-year foreign residency requirement (if applicable)
- ☐ **For Managerial and Executive Positions:** An up-to-date organization chart of your position in the U.S. company and an organization chart of your **last** position in the overseas company. Organization charts should be labeled to clearly show which chart is for U.S. company and/or overseas company.

For L-1 extension cases:

- ☐ Up-to-date resume, must include names of employers, dates of employment, job title, and job duties. Include your work in the U.S., list actual employers, not clients.
- ☐ Copy of most recent Form I-94 card/record for you, your spouse and children (if applicable)
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- ☐ Copy of marriage certificate (if we are extending your spouse's stay)
- ☐ Copy of birth certificate/s for any children born outside the U.S. (if we are extending their stay)
- ☐ Copies of any U.S. driver's licenses for you and dependent family members
- ☐ **For Business Travelers with prior L-1 status:** For most L-1 nonimmigrants there is a fixed limitation of stay for time spent in the United States. For L-1B nonimmigrants, the limitation of stay is 5 years and for L-1As, it is 7 years. This refers to physical presence in the U.S. However, for individuals who only intermittently come to the United States for less than an aggregate of 180 days per year, there is an exception to these limitations of stay—they do not apply. While we address this issue in the petition itself, we want you to be aware of this issue as you gather your personal documents and prepare to apply for admission to the United States.

L-1 “commuters” or “business travelers” who live outside the U.S. and only occasionally enter the United States are exempt from the standard 5- or 7-year limitations on their maximum L-1 visa period. However, L-1 business travelers renewing their L-1 visas must sometimes be prepared to demonstrate in detail that they indeed reside outside the U.S., and spend less than 180 days of any year inside the United States. Different U.S. Customs/Consular officers have different evidentiary requirements for this. Some officers do not demand any documentation while others will demand significant documentation. We have no means of knowing ahead of time which type of officer you will encounter. What we have found to work in all instances, even under the most exacting standards, are the following:

1. Copy of provincial driver's license;
2. Copy of latest income tax filing statement in your home country (and current paystubs);
3. Detailed log (e.g., MS Excel spreadsheet) listing all entries and exits to the United States since the L-1 professional first entered the United States in L-1 status

Additional possible alternative documentation includes:

4. Evidence that spouse/children reside in your home country;
5. Evidence of residence in your home country (ownership/lease for home; and
6. Bank accounts.

We are not stating that you must carry these documents. What we are stating is that you may be requested to provide evidence that you have not spent significant amounts of time in the United States since your initial L-1 entry and we are therefore encouraging you to consider carrying these documents.

We will request your 2 most recent pay stubs when we send the petition out for signature.