

H-1B INTAKE SHEET

A. First and last name of the beneficiary as listed on passport:

First name: _____

Last name: _____

B. Contact information:

a. Email address: _____

b. Phone number: _____

c. Mailing address: _____

C. Current immigration status: _____

D. Is the beneficiary married? _____

a. If yes: Does the spouse need H-4 (derivative status)? Please provide his or her first and last name: _____

E. Are there children? _____

a. If yes: Do the children need H-4 (derivative status)? Please provide first and last name: _____

All of the information requested below pertains to the job offered at your organization.

1. Job title (***for H-1B paperwork going forward***): _____

2. Anticipated start date of employment: _____

3. Annualized *base* salary: _____

4. Is there a standard wage range for employees in this position? If so, please state:

5. Job Duties (or attach standard HR job description):

6. Requirements of the job offered (please *do not* list beneficiary's qualifications):

a. Type of degree (Bachelor or Master): _____

b. Acceptable degree fields: _____

- c. # years of experience required for the position: _____
7. Place of employment (full address of location where work will be performed): _____

8. Does this position involve roving to various off-site locations? _____
- a. If yes, please answer the following questions:
- i. % time travelling to off-site locations vs. working in office:

- ii. Are off-site locations other offices of your company, third party client sites, or a home office? _____
- iii. Are the off-site locations known in advance or are they unanticipated? _____
9. Is the position a biotechnology position? _____
- a. If yes, please answer the following question:
- i. If you had to pick between the three, would you select biochemist, cell/molecular biologist, or bioinformatician? _____

PLEASE NOTE

PampaninFoster will advise when our office deems “premium processing” necessary for immigration reasons. Premium processing is expedited service available from USCIS (the associated government filing fee is \$2,500.00). In the event that the H-1B candidate demands premium processing himself/herself, our office must be informed in order for premium processing to be used.

Does the company want to file with premium processing?

Yes

No