

TN 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 TD (derivative status)? Please provide his or her first and last name: \_\_\_\_\_

**E.** Are there children? \_\_\_\_\_

a. If yes: Do the children need TD (derivative status)? Please provide first and last name: \_\_\_\_\_

1. Job Title: \_\_\_\_\_

2. Annualized base salary: \_\_\_\_\_

3. Anticipated start date of employment: \_\_\_\_\_

4. Job Duties (or attach standard HR job description): \_\_\_\_\_

5. Degree Held by Beneficiary: \_\_\_\_\_

6. Place of employment (full address): \_\_\_\_\_

7. If this position involves roving to various off-site locations, please answer the following questions:

1. % time travelling to off-site locations vs. working in office: \_\_\_\_\_

2. Are off site locations third party client sites or other offices of the company?

3. Are the off-site locations known in advance or are they unanticipated?