

Law Offices of Prashanthi Reddy, PLLC

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42 WEST 38th STREET, SUITE 1104
NEW YORK, NY 10018

Fax: (212) 354-4581
Telephone: (212) 354-1010

I-140 CHECKLIST

Beneficiary contact information

Phone number: _____
Cellphone number: _____
Fax number: _____
Email address: _____

Company information

Company Name: _____
Address: _____
Phone number: _____
Fax number: _____
Date established: _____
IRS tax number: _____
Current number of employees: _____
Gross annual income: _____
Premium Processing: YES / NO _____

Beneficiary information

Full name: _____
Address: _____
Date of birth: _____
Place of Birth /City and State : _____
Country of birth: _____
Social security number (if app): _____
I-94 number: _____
Date of last entry to the United States: _____
Date of first entry to the United States: _____
Current nonimmigrant status: _____
Status expires on: _____
Are you seeking to port the priority date from an existing I-140 - YES/NO
If yes Please attach I-140 and labor approval _____
Address abroad: _____

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List of family members applying with you

Full name: _____
Relationship: _____
Country of birth: _____
Date of birth: _____

Full name: _____
Relationship: _____
Country of birth: _____
Date of birth: _____

Full name: _____
Relationship: _____
Country of birth: _____
Date of birth: _____

Full name: _____
Relationship: _____
Country of birth: _____
Date of birth: _____

Special Instructions: _____

Documents required

From Petitioning Employer: Letter from the petitioning company confirming the offer of permanent employment (must include salary, Job position, Job Duties and tools mentioned as in ETA 9089 form); Federal tax return for the year Perm Application filed; Legal fees as invoiced & Check for \$475.00 (in favor of USCIS)

From the Beneficiary: Copies of degree certificates and evaluation; Copies of experience letters (as mentioned in the Perm Application Form 9089); Copies of four most recent pay stubs; Copies of all H-1B or L1 approvals, W-2's, and Passport.