

Required Information for Labor Certification

INFORMATION ABOUT BENEFICIARY:

1. Name (Last, First, Middle): _____
2. Address: _____
3. Phone: _____ Cellphone: _____
Email: _____
4. Country of Citizenship: _____ Country of Birth: _____
5. Date of Birth: _____ SS#: _____
6. I-94 #: _____ I-94 expiration date: _____
Status of Admission (B-1, B-2, F-1 etc.): _____
Current Status (H-1B, H4, etc.): _____

INFORMATION ABOUT EDUCATION:

1. Highest level of Education Achieved (Associates, Bachelors, Masters, etc.):

2. Name of School: _____
3. Major Field of Study: _____
4. School Address (please include **postal code**): _____

5. If highest level of education achieved is **higher than a Bachelor's Degree**, please state the information where you received your Bachelor's:
Name of School: _____
Major Field of Study: _____
School Address (please include **postal code**): _____



INFORMATION ABOUT WORK EXPERIENCE:

On a separate sheet of paper or on resume, please list jobs held in the **past 3 years** including the following information. You may use the check boxes on the left to help you complete the information.

- Employer Name
- Address (include postal code)
- Type of Business
- Position Held
- Start Date and End Date (in mm/dd/yyyy format)
- # of Hours/Week
- Name of Supervisor
- Phone number of supervisor
- Job Title
- Job Details

NECESSARY DOCUMENTS:

- Updated Resume
- Employment Certifications for all employment listed. Certifications should include all of the information requested above in the section titled, "Information about Work Experience"
- Copy of passport
- Copy of Visa and I-94 (if applicable)
- Copy of Diploma and transcript of degree (if applicable)
- ALL H1B (or other nonimmigrant) forms, letters, and copies of approval/denial notices (if applicable)

I attest that the information provided in this questionnaire is true to the best of my knowledge.
I attest that the attached documents are true and correct copies of the originals.

Signature: _____ Print name: _____ Date _____

