

L-1A and L-1B Documentation Requirements

L-1A is for Senior Executives and Managers, L-1B is for those with Special Knowledge

Once a case is formally initiated with us, you will be assigned a case manager. The case manager will provide a secure way for you to send documents to us. At that time, we will need legible copies of the following documents.

Documents	Comments	L-1A	L-1B	Ext
From the company:				
Foreign job description		x	X	
Proposed US job description		x	x	
Organizational charts for both the foreign and US operations		X	X	
Description of the alien's specialized knowledge	L-1B only. Why is he/she being hired for this position?		X	
Legal documentation showing the qualifying relationship between the US and foreign entity	May include share certificates, stock ledger, articles of incorporation, tax return, annual report, organizational chart, etc.	X	X	
Evidence of business activity for the US entity and the foreign entity	May include most recent tax returns, annual report, recent invoices, etc.	x	x	
From the alien:				
Diploma(s) and/or transcripts		X	X	
Information page of Passport		X	X	
I-94 (Arrival/Departure Document)		X	X	*If new since last L1.
Professional Resume (CV)		X	X	X
All prior Approval Notices (I-797s)		X	X	
Documents relevant to green card filing prepared by another firm	May include LCP, I-140, I-485, I-765, I-131, I-130 forms.	X	X	X
Pay stubs documenting 1 year of employment w/ foreign company	Alien must have been employed by the foreign company for at least 1 year in the previous 3 years	X	X	
If the US Office has been open less than one year:				
Documentation to substantiate the solvency of the US operations, as follows:	<ul style="list-style-type: none"> ▪ Proof that the foreign company has a controlling interest in the US company. ▪ Certificate of incorporation of the foreign company. ▪ Business plan for the US company including cash flow projections for 3 years. ▪ Proposed organization chart for the US company. ▪ Lease agreement for office space. ▪ Letters of credit or other sources of capital 	X	X	

If alien's dependent family members (spouse and children) are in the U.S.				
Passport(s) and I-94 Card(s)		X	X	*If new since last L1
Marriage Certificate	For dependent spouse	x	x	
Birth Certificate	For all dependent children	x	x	