

**Marvin R. Jeffcoat, LLC, Esq.  
Attorney at Law  
CLIENT INTAKE FORM**



50-55 45<sup>th</sup> Street, Woodside, NY 11377 (347) 841-4335 [jeffcoatm505@aol.com](mailto:jeffcoatm505@aol.com)

Date: \_\_\_\_\_ Referred by: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ (cell) (other): \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ SSN: \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

What Passports/Dual Citizenship Do You Have: \_\_\_\_\_

Gender: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_ HT: \_\_\_\_\_ WT: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

**Immigration History**

1. When did you first enter the U.S.? \_\_\_\_\_ When was the last time? \_\_\_\_\_

2. How did you enter the last time?

Visa: \_\_\_\_\_

No papers, but at a check point: \_\_\_\_\_

Not inspected/other: \_\_\_\_\_

Do you have Permanent Resident (Green) Card: \_\_\_\_\_ A-Number: \_\_\_\_\_

Date You Became a Lawful Permanent Resident: \_\_\_\_\_

When does your **I-94 Expire**: \_\_\_\_\_

Travel to the Middle East in The last 10 years: \_\_\_\_\_

Entry	Exit	Inspected by immigration authorities?	If yes, what status (visa) did you have on entry?	When did authorized stay expire?

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(Make a copy of any visas and I-94s)

4. What problems have brought you here to this office? What do you hope that I can do about those problems?

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5. Have you ever been ordered removed or deported from the U.S.? Yes/No

6. Have you ever been in immigration court? Yes/No

7. Have you ever been stopped by immigration officials? Yes/No

If yes to any of the above, please describe

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8. Have you ever applied for any immigration benefit? (Examples: Permanent residency, asylum, amnesty, TPS, cancellation, suspension, Family Unity, DACA, visa petition, U visa, T visa, SIJS, or any other immigration benefit). If so, please tell us when and what types of paperwork: \_\_\_\_\_

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What was the result? \_\_\_\_\_

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9. Has any paperwork been filed on your behalf? (Visa petition by family?) Yes/No

**Admissibility Issues**

10. Have you ever worked without DHS Authorization? Yes/No

11. Have you ever been denied a visa application by a US Embassy or Consulate? Yes/No

12. Have you ever had a petition or application denied by USCIS? Yes/No

13. Ever had a petition of application revoked by USCIS? Yes/No

14. Have you ever been unlawfully present in the US after age 18? Yes/No

15. If so, for how long? \_\_\_\_\_ Did you ever leave the US? Yes/No

16. Have you ever overstayed and reentered? (10-year bar?) Yes/No

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17. Have you ever been in deportation or removal proceedings?  
(If so, when, and how long is the bar?) Yes/No
18. Have you ever been excluded from the US at a port of entry? Yes/No
19. Have you ever been deported or removed from the US? Yes/No
20. Are you eligible for any provisional waiver by having an approved  
I-130 or other qualifying petition? Yes/No
21. Do you have any health-related grounds of inadmissibility? Yes/No
22. Have you ever committed any misrepresentation on a prior immigration  
application? Yes/No
23. Have you ever used someone else's SSN or name? Yes/No
24. Ever made any false claim to US citizenship on an I-9, job application,  
at the port of entry etc.? Yes/No
25. Are you from a country that required special registration pursuant to  
NEERS in 2002? Yes/No
26. If so, did you special register? Yes/No
27. Were you issued a Fingerprint Identification Number (FIN)? Yes/No
28. Have you seen/used other lawyers or immigration consultants? Yes/No
29. If so, why are you seeking new counsel? Yes/No

**Family**

30. Were your parent(s) or your grandparents U.S. citizens? Yes/No

31. What is the Given Name of your Mother's Mother? \_\_\_\_\_

32. Are you married? Yes/No      When and where? \_\_\_\_\_

Name of spouse, status, date married: \_\_\_\_\_

\_\_\_\_\_

Household Income: \_\_\_\_\_

Name of previous spouse (Spouses Former Spouse), status, and date marriage ended:

\_\_\_\_\_

\_\_\_\_\_

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32. Do you have children?  
If so, provide the following information:

Yes/No

Children	Date and Place of Birth	Immigration status	In U.S. now?

33. Do you have any other family members in the U.S.?

Yes/No

Name	Relation	Immigration status	In U.S. now?

34. Employment in U.S. -- Dates and types of employment, name & address of employer:

Name of Employer	Address of Employer	Type of Employment	Period of Employment	Work authorized?

35. Have you ever had trouble with the police or been arrested in the U.S.? If so when and for what? What sentence did you receive?

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36. Do you have any reason to fear going back to your country? Who do you fear and why?

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37. Have you ever been a victim of domestic abuse by a spouse, parent or child?

Yes/No

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38. Have you ever been threatened or harmed by a spouse, parent or child? Yes/No

If so, did your spouse, parent or child have U.S. citizenship status or lawful permanent residency?

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39. Have you ever been the victim of a crime? If so, what crime? Yes/No

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If so, did you report it to the police or help with the criminal investigation or prosecution?

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40. Did anyone recruit you in your home country to work in the United States? Yes/No  
Did you feel forced to work or tricked into working? Yes/No  
Were you required to work without pay? (or less pay than allowed or expected)? Yes/No

41. Have you been abandoned, abused, or neglected by a parent? Are you currently under the jurisdiction of a juvenile court (dependency, delinquency or probate guardianship)? Yes/No

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42. What Education/Special Skills Do You Have? Yes/No

43. Is there any other information about your background or case that the attorney should know about? Yes/No

**DS-160/Visa Specific Questions**

44. Do you have a telecode that represents your name?  
Telecode Surname \_\_\_\_\_  
Telecode Given Name \_\_\_\_\_  
Have you ever used another name? \_\_\_\_\_

45. Do you hold or have you held any other nationality other than the one indicated above on nationality? Yes/No Other Country/Region of Origin (Nationality) \_\_\_\_\_

46. Do you hold a passport for the other Country/Region of Origin (Nationality)? Yes/No  
Passport No. \_\_\_\_\_

47. Are you a permanent resident of a country/region other than your Country/Region of Origin (Nationality) indicated above? Yes/No

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Other Permanent Resident Country/Region \_\_\_\_\_

National Identification No. \_\_\_\_\_  Does Not Apply

US Social Security No. \_\_\_\_\_  Does Not Apply

US Taxpayer ID No. \_\_\_\_\_  Does Not Apply

**48. Travel Information**

Purpose of Trip to the US (Visa Class) \_\_\_\_\_

Application Receipt/Petition No. \_\_\_\_\_  Does Not Apply

Have you made specific travel plans? Yes/No Intended Length of Stay \_\_\_\_\_

Date of Arrival in US (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Arrival Flight (if known) \_\_\_\_\_

Arrival City \_\_\_\_\_

Date of Departure from US (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Departure Flight (if known) \_\_\_\_\_

Departure City \_\_\_\_\_

Provide the location you plan to visit in the US \_\_\_\_\_

**Address Where You Will Stay in the US**

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Person/Entity Paying for Your Trip \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Is the address of the person paying for your trip the same as your home or Mailing address?

Yes/No

**Address of Person Paying for Your Trip**

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Country/Region \_\_\_\_\_

Are other persons traveling with you? Yes/No

Are you traveling as part of a group or organization? Yes/No

Name of Person Traveling With You \_\_\_\_\_

Relationship to you \_\_\_\_\_

Have you ever been in the US? Yes/No Length of Stay \_\_\_\_\_

Date of Arrival in US (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Departure from US (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Did you ever hold a US Driver's License? Yes/No DL No. \_\_\_\_\_ State \_\_\_\_\_

Have you ever been issued a US visa? Yes/No Visa No. \_\_\_\_\_  Do Not Know

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Date Last Visa Issued (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Has your Visa ever been lost or stolen? Yes/No Year Stolen \_\_\_\_ Explanation \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your US Visa ever been cancelled or revoked? Yes/No Explanation \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been refused a US Visa, or been refused admission to the US, or withdrawn your application for admission at the port of entry? Yes/No Explanation \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has anyone ever filed an immigrant petition on your behalf with the US Citizenship and Immigration Services? Yes/No Explanation \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**49. Address and Phone Information**

Is your mailing address the same as your home address indicated above? Yes/No  
Mailing Address  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country/Region \_\_\_\_\_  
Primary Phone No. \_\_\_\_\_  Does Not Apply  
Secondary Phone No. \_\_\_\_\_  Does Not Apply  
Work Phone No. \_\_\_\_\_  Does Not Apply  
Have you ever used any other phone number in the last five years? Yes/No  
Additional Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Have you ever used any other Email in the last five years? Yes/No  
Additional Email \_\_\_\_\_

Social Media Provider/Platform \_\_\_\_\_  
Social Media Identifier \_\_\_\_\_

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50. Family Information: Relatives

Father's Surname \_\_\_\_\_  Do Not Know

Father's Given Name \_\_\_\_\_  Do Not Know

Date of Birth (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Do Not Know

Is your father still living? Yes/No Year of Death \_\_\_\_\_

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Country/Region \_\_\_\_\_

Is your father in the US? Yes/No Status \_\_\_\_\_

Mother's Surname \_\_\_\_\_  Do Not Know

Mother's Given Name \_\_\_\_\_  Do Not Know

Date of Birth (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Do Not Know

Is your mother still living? Yes/No Year of Death \_\_\_\_\_

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Country/Region \_\_\_\_\_

Is your mother in the US? Yes/No Status \_\_\_\_\_

Do you have any immediate relatives, not including parents, in the US? Yes/No

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Relative's Status \_\_\_\_\_

Spouse's Surname \_\_\_\_\_

Spouse's Given Name \_\_\_\_\_

Date of Birth (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Country/Region \_\_\_\_\_

Is your spouse in the US? Yes/No Status \_\_\_\_\_

Date and Place of Marriage (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

City \_\_\_\_\_

Country/Region \_\_\_\_\_

Do you have a Fiancé? Yes/No

Fiancé's Surname \_\_\_\_\_

Fiancé's Given Name \_\_\_\_\_

Date of Birth (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Country/Region \_\_\_\_\_

Is your Fiancé's in the US? Yes/No Status \_\_\_\_\_

Fiancé's Occupation \_\_\_\_\_



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Do you have a Former Spouse? Yes/No

Former Spouse's Surname \_\_\_\_\_

Fiancé Former Spouse's Given Name \_\_\_\_\_

Date of Birth (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Marriage (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Marriage Ended (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

How Marriage Ended: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Country/Region Marriage was Terminated in \_\_\_\_\_

Do you have a Deceased Spouse? Yes/No

Deceased Spouse's Surname \_\_\_\_\_

Deceased Former Spouse's Given Name \_\_\_\_\_

Date of Birth (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are any of the children listed above traveling with you? Yes/No

Are any of the children listed above traveling at a later date to join you? Yes/No

Primary Occupation \_\_\_\_\_

Present Employer or School Name \_\_\_\_\_

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Country/Region \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Start Date (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Monthly Income in Local Currency \_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you previously employed? Yes/No

Employer Name \_\_\_\_\_

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Country/Region \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Your Job Title \_\_\_\_\_

Supervisor's Surname \_\_\_\_\_

Supervisor's Spouse's Given Name \_\_\_\_\_

Employment Date From (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employment Date To (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Briefly describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attended any educational institutions at a secondary level? Yes/No

Name of Institution \_\_\_\_\_  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country/Region \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Date of Attendance From (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date of Attendance To (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do you belong to a clan or tribe? Yes/No

Clan or Tribe Name \_\_\_\_\_ Language \_\_\_\_\_

Have you traveled to any countries/regions within the last five years? Yes/No

Country/Region \_\_\_\_\_

Have you resided in any country/region for six months or longer since you attained 16 years of age? Yes/No

Country/Region \_\_\_\_\_

Have you belonged to, contributed to, or worked for any professional, social or charitable organization? Yes/No Organization Name \_\_\_\_\_

Have you ever been a member of the Taliban? Yes/No Explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have specialized skills or training, such as firearms, explosives, nuclear, biological or chemical experience? Yes/No Explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever served in the military? Yes/No Name of Country/Region \_\_\_\_\_

Branch of Service \_\_\_\_\_ Rank/Position \_\_\_\_\_ Military Specialty \_\_\_\_\_

Date of Service From (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Service To (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Have you ever served in, been a member of, or been involved with a paramilitary unit, vigilante unit, rebel group, guerilla group, or insurgent organization? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**51. Security Background**

Do you have a communicable disease of public health significance? (cancroid, gonorrhoea, granuloma inguinale, infectious leprosy, lymphogranuloma, venereum, infectious stage syphilis, active tuberculosis, and other diseases as determined by the Department of Health and Human Services) Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a mental or physical disorder that poses or is likely to pose a threat to the safety or welfare of yourself or others? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you or have you ever been a drug abuser? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have documentation to establish that you have received vaccinations in accordance with US law? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other similar action? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Have you ever violated, or engaged in a conspiracy to violate, any law relating to controlled substances? Yes/No Explain \_\_\_\_\_

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Are you coming to the US to engage in prostitution or unlawful commercialized vice or have you been engaged in prostitution or procuring prostitutes within the past 10 years? Yes/No Explain \_\_\_\_\_

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Have you ever been involved in, or do you seek to engage in, money laundering? Yes/No Explain \_\_\_\_\_

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Have you ever committed or conspired to commit a human trafficking offense in the US or outside the US? Yes/No Explain \_\_\_\_\_

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Have you ever knowingly aided, abetted, assisted or colluded with an individual who has committed, or conspired to commit a severe human trafficking offense in the US or outside the US? Yes/No Explain \_\_\_\_\_

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Are you the spouse, son, or daughter of an individual who has committed or conspired to commit a human trafficking offense in the US or outside the US and have you within the last five years, knowingly benefited from the trafficking activities? Yes/No Explain \_\_\_\_\_

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Are you the spouse, son, or daughter of an individual who has been identified by the President of the United States as a person who plays a significant role in a severe form of trafficking in persons and have you, within the last five years, knowingly benefited from the trafficking activities? Yes/No Explain \_\_\_\_\_

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Are you the spouse, son, or daughter of an individual who has violated any controlled substance trafficking law, and have knowingly benefited from the trafficking activities in the past five years? Yes/No Explain \_\_\_\_\_

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Do you seek to engage in espionage, sabotage, export control violations, or any other illegal activity while in the US? Yes/No Explain \_\_\_\_\_

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Do you seek to engage in terrorist activities while in the US or have you ever engaged in terrorist activities? Yes/No Explain \_\_\_\_\_

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Have you ever or do you intend to provide financial assistance or other support to terrorists or terrorist organizations? Yes/No Explain \_\_\_\_\_

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Are you a member or representative of a terrorist organization? Yes/No Explain \_\_\_\_\_

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Are you the spouse, son, or daughter of an individual who has engaged in terrorist activity, including providing financial assistance or other support to terrorists or terrorist organizations, in the last five years? Yes/No Explain \_\_\_\_\_

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Have you ever ordered, incited, committed, or otherwise participated in genocide? Yes/No Explain \_\_\_\_\_

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Have you ever committed, ordered, incited, assisted, or otherwise participated in torture? Yes/No Explain \_\_\_\_\_

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Have you ever committed, ordered, incited, assisted, or otherwise participated in extrajudicial killings, political killings, or other acts of violence? Yes/No Explain \_\_\_\_\_

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Have you ever engaged in the recruitment or the use of child soldiers? Yes/No Explain \_\_\_\_\_

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Have you, while serving as a government official, been responsible for or directly carried out, at any time, particularly severe violations of religious freedom? Yes/No Explain \_\_\_\_\_

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Are you a member of or affiliated with the Communist or totalitarian party? Yes/No Explain \_\_\_\_\_

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Have you ever directly or indirectly assisted or supported any of the groups in Columbia known as the Revolutionary Armed Forces of Columbia (FARC), National Liberation Army (ELN), or United Self-Defense Forces of Columbia (AUC)? Yes/No Explain \_\_\_\_\_

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Have you ever through abuse of government or political position converted for personal gain, confiscated, or expropriated property in a foreign nation to which a US national had claim of ownership? Yes/No Explain \_\_\_\_\_

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Are you the spouse, minor child, or agent of an individual who has through abuse of government or political position converted for personal gain, confiscated or expropriated property in a foreign nation to which a US national had claim of ownership? Yes/No Explain \_\_\_\_\_

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Have you ever disclosed or trafficked in confidential US business information obtained in connection with US participation in the Chemical Weapons Convention? Yes/No Explain \_\_\_\_\_

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Are you the spouse, minor child, or agent of an individual who has disclosed or trafficked in in confidential US business information obtained in connection with US participation in the Chemical Weapons Convention? Yes/No Explain \_\_\_\_\_

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Have you ever been directly involved in the establishment or enforcement of population controls forcing a woman to undergo an abortion against her free choice or a man or a woman to undergo sterilization against his or her free will? Yes/No Explain \_\_\_\_\_

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Have you ever been directly involved in the coercive transplantation of human organs or bodily tissue? Yes/No Explain \_\_\_\_\_

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Have you ever been the subject of a removal or deportation hearing? Yes/No Explain \_\_\_\_\_

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Have you ever sought to obtain or assist others to obtain a visa, entry into the US, or any other US immigration benefit by fraud or willful misrepresentation or other unlawful means? Yes/No Explain \_\_\_\_\_

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Have you ever failed to attend a hearing or removability or inadmissibility within the last five years? Yes/No Explain \_\_\_\_\_

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Have you ever been unlawfully present, overstayed the amount of time granted by an immigration official or otherwise violated the terms of a US visa? Yes/No Explain \_\_\_\_\_

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Are you subject to a civil penalty under INA 274C? Yes/No Explain \_\_\_\_\_

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Have you been ordered removed from the US during the last five years? Yes/No Explain \_\_\_\_\_

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Have you been ordered removed from the US for a second time within the last 20 years? Yes/No Explain \_\_\_\_\_

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Have you ever been unlawfully present and ordered removed from the US during the last ten years? Yes/No Explain \_\_\_\_\_

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Have you ever been convicted of an aggravated felony and been ordered removed from the US? Yes/No Explain \_\_\_\_\_

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Have you ever been unlawfully present in the US for more than 180 days (but no more than one year) and have voluntarily departed the US within the last three years? Yes/No Explain \_\_\_\_\_

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Have you ever been unlawfully present in the US for more than one year in the aggregate at any time during the past ten years? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been removed or departed from any country? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever withheld custody of a US citizen child outside the US from a person granted legal custody by a US Court? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever voted in the US in violation of any law or regulation? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever renounced US citizenship for the purpose of avoiding taxation? Yes/No Explain \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a former exchange visitor (J) who has not yet fulfilled the two-year foreign residence requirement? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Do you seek to enter the US for the purposes of performing skilled or unskilled labor but have not yet been certified by the Secretary of Labor? Yes/No Explain \_\_\_\_\_

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Are you a graduate of a foreign medical school seeking to perform medical services in the US but have not yet passed the National Board of Medical Examiners examination or its equivalent? Yes/No Explain \_\_\_\_\_

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Are you a healthcare worker seeking to perform such work in the US but have not yet received certification from the Commission on Graduates of Foreign Nursing Schools or from an equivalent approved independent credentialing organization? Yes/No Explain \_\_\_\_\_

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Are you permanently ineligible for US citizenship? Yes/No Explain \_\_\_\_\_

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Have you ever departed the US in order to evade military service during a time of war? Yes/No Explain \_\_\_\_\_

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Are you coming to the US to practice polygamy? Yes/No Explain \_\_\_\_\_

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Has the Secretary of Homeland Security of the US ever determined that you knowingly made a frivolous application for asylum? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**52. E-Visa Business Profile Information**  Does Not Apply

Name of US Enterprise, Business, or Company \_\_\_\_\_  
Type of Business Enterprise \_\_\_\_\_  
Date and Place Business was Established or Incorporated in the US  
Date Incorporated (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

**Address of Headquarters, Subsidiaries, and Branch Offices of US Enterprise**

Type of Office \_\_\_\_\_  
Name of Institution \_\_\_\_\_  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country/Region \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**Nature of Business**

- General Trade     Exports from US     Retail Sales     Imports to US  
 Manufacturing     Service/Technology     Other (Specify) \_\_\_\_\_

Describe fully the services, production, or other activity of the Business:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is there a foreign parent business? Yes/No**

Name of Foreign Parent Business \_\_\_\_\_  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country/Region \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**Are there any Foreign Entities (Corporation, Partnership, etc.) associated with the US business?**

Yes/No Name of Foreign Entity \_\_\_\_\_  
Country/Region of Origin (Nationality) \_\_\_\_\_  
Percent of Ownership \_\_\_\_\_ %

**Are there any Foreign Individual Owners of the US business? Yes/No**

Surname of Foreign Individual Owner \_\_\_\_\_  
Given Name of Foreign Individual Owner \_\_\_\_\_  
Immigration Status \_\_\_\_\_ Country/Region of Residence \_\_\_\_\_  
Percent of Ownership \_\_\_\_\_ %

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53. E-Visa Finance and Trade Information

Financial Statement for Most Recent Year: For Year \_\_\_\_\_  Fiscal  Calendar

Total Assets Type  Current Cash  Historical Cash Total Assets of US Business \$ \_\_\_\_\_

Total Liabilities \$ \_\_\_\_\_

Owner's Equity (paid-in capital plus retained earnings; partner's capital accounts in a partnership; and owner's capital account in a sole proprietorship.) \$ \_\_\_\_\_

Total Annual Operating Income Before Taxes \$ \_\_\_\_\_

Total Annual Operating Income After Taxes \$ \_\_\_\_\_

Gross International Trade of the US Enterprise for the Most Recent Year:

For Year \_\_\_\_\_  Fiscal  Calendar  Does Not Apply

Imports from Treaty Country to US Business

US Dollar Value \$ \_\_\_\_\_ Number of Transactions \_\_\_\_\_ Percent of Total \_\_\_\_\_ %

Exports from US Business to Treaty Company

US Dollar Value \$ \_\_\_\_\_ Number of Transactions \_\_\_\_\_ Percent of Total \_\_\_\_\_ %

Imports from Third Countries to US Business

US Dollar Value \$ \_\_\_\_\_ Number of Transactions \_\_\_\_\_ Percent of Total \_\_\_\_\_ %

Exports from US Business to Third Countries

US Dollar Value \$ \_\_\_\_\_ Number of Transactions \_\_\_\_\_ Percent of Total \_\_\_\_\_ %

Domestic US Production/Manufacturing

US Dollar Value \$ \_\_\_\_\_ Number of Transactions \_\_\_\_\_ Percent of Total \_\_\_\_\_ %

Total US Dollar Value \$ \_\_\_\_\_ Number of Transactions \_\_\_\_\_ Percent of Total \_\_\_\_\_ %

E-Visa Investment Information  Does Not Apply

Type of Investment  Creation of new business  Purchase of an existing business

Continuation of an existing business Total start-up costs (in USD) \$ \_\_\_\_\_

Total Investment from Abroad made in the United States for Most Recent Year:  Does Not Apply

For Year \_\_\_\_\_  Fiscal  Calendar

Cash (in USD) Initial Investment: \$ \_\_\_\_\_ Total cumulative Investment: \$ \_\_\_\_\_

Inventory (in USD) Initial Investment: \$ \_\_\_\_\_ Total cumulative Investment: \$ \_\_\_\_\_

Equipment (in USD) Initial Investment: \$ \_\_\_\_\_ Total cumulative Investment: \$ \_\_\_\_\_

Premises (in USD) Initial Investment: \$ \_\_\_\_\_ Total cumulative Investment: \$ \_\_\_\_\_

Other (in USD) Initial Investment: \$ \_\_\_\_\_ Total cumulative Investment: \$ \_\_\_\_\_

Total (in USD) Initial Investment: \$ \_\_\_\_\_ Total cumulative Investment: \$ \_\_\_\_\_

Source of Investment Capital/Evidence of Possession and Control of Funds in the United States

(provide full documentation)  Does Not Apply

Source of Investment \_\_\_\_\_ Explain \_\_\_\_\_

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Funds from \_\_\_\_\_ Explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How Much: \$ \_\_\_\_\_ Documentation:  Wire transfer statements  Bank Statements  
 Promissory note  Other Explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E-Visa US Personnel Information  Does Not Apply

For Year \_\_\_\_\_  Fiscal  Calendar

Nationals of treaty country on E,H, and L visas

Managerial/Executive	This Year _____	Next Year _____
Specialized/Essential	This Year _____	Next Year _____
All other Employees	This Year _____	Next Year _____

US Citizens and Legal Permanent Resident (LPR) Employees

Nationals of treaty country on E,H, and L visas

Managerial/Executive	This Year _____	Next Year _____
Specialized/Essential	This Year _____	Next Year _____
All other Employees	This Year _____	Next Year _____

Other (Third Country National) Employees

Nationals of treaty country on E,H, and L visas

Managerial/Executive	This Year _____	Next Year _____
Specialized/Essential	This Year _____	Next Year _____
All other Employees	This Year _____	Next Year _____

Total Employees

Nationals of treaty country on E,H, and L visas

Managerial/Executive	This Year _____	Next Year _____
Specialized/Essential	This Year _____	Next Year _____
All other Employees	This Year _____	Next Year _____

List all personnel of US business who hold executive, managerial, and/or specialist positions by subsidiary/branch office. If aliens, indicate Nonimmigrant visa status or lawful Permanent Resident (LPR) status.

Name, Position/Title, and Division.

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Position \_\_\_\_\_

Division \_\_\_\_\_

Country/Region of Origin (Nationality) \_\_\_\_\_

US Status of Personnel \_\_\_\_\_

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**US Status of Personnel as Nonimmigrant Visa Holder**

List all personnel of US business who hold executive, managerial, and/or specialist positions by subsidiary/branch office. If aliens, indicate Nonimmigrant visa status or lawful Permanent Resident (LPR) status.

Name, Position/Title, and Division.

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Position \_\_\_\_\_

Division \_\_\_\_\_

Country/Region of Origin (Nationality) \_\_\_\_\_

US Status of Personnel \_\_\_\_\_

US Visa Type of Visa Issued \_\_\_\_\_

Date Visa Was Issued (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place Visa was Issued \_\_\_\_\_

**US Status of Personnel as Lawful Permanent Resident (LPR)**

List all personnel of US business who hold executive, managerial, and/or specialist positions by subsidiary/branch office. If aliens, indicate Nonimmigrant visa status or lawful Permanent Resident (LPR) status.

Name, Position/Title, and Division.

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Position \_\_\_\_\_

Division \_\_\_\_\_

Country/Region of Origin (Nationality) \_\_\_\_\_

US Status of Personnel \_\_\_\_\_

A Number \_\_\_\_\_

**US Status of Personnel as Other/I Don't Know**

List all personnel of US business who hold executive, managerial, and/or specialist positions by subsidiary/branch office. If aliens, indicate Nonimmigrant visa status or lawful Permanent Resident (LPR) status.

Name, Position/Title, and Division.

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Position \_\_\_\_\_

Division \_\_\_\_\_

Country/Region of Origin (Nationality) \_\_\_\_\_

US Status of Personnel \_\_\_\_\_

Explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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E-Visa: Applicant Present Position Information (E-1 or E-2 Visas)  Does Not Apply  
Type of Applicant \_\_\_\_\_  
Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Position and Duties (describe in detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Name \_\_\_\_\_ Years Present \_\_\_\_\_  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country/Region \_\_\_\_\_

Highest Level of Education  
School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Year \_\_\_\_\_

Do you have any other relevant education to report? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your position in the United States, including title, duties, and immediate subordinates.  
Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you have any immediate subordinates in your position in the US? Yes/No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Immediate Subordinates**

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

**Annual Salary and Benefits Package**

Salary \$ \_\_\_\_\_ Allowances/Benefits \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Are you replacing a worker already in the United States? Yes/No

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Visa Type of Visa Issued \_\_\_\_\_

Date Visa Was Issued (Format: DD-MMM-YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Country/Region Visa was Issued \_\_\_\_\_

**If Not Replacing Worker**

Describe your position in the United States, including title, duties, and immediate subordinates.

Title \_\_\_\_\_

Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you have any immediate subordinates in your position in the US? Yes/No

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Salary \$ \_\_\_\_\_ Allowances/Benefits \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Is this an increase in staff? Yes/No

Is this a continuance of an existing employment in the United States? Yes/No

**Responsible officer within the business enterprise:**

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Surname \_\_\_\_\_

Position \_\_\_\_\_

**Name and address of person who may be contacted about this application:**

Surnames \_\_\_\_\_

Given Names \_\_\_\_\_

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Country/Region \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

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All F, M, and J visa applicants list two non-relative contacts in your country of residence who can verify the information you have provided.  Does Not Apply

Surnames \_\_\_\_\_  
Given Names \_\_\_\_\_  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country/Region \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

Surnames \_\_\_\_\_  
Given Names \_\_\_\_\_  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country/Region \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**SEVIS Information**

SEVIS ID \_\_\_\_\_  
Name of School \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

All J Visas  Does Not Apply

SEVIS ID \_\_\_\_\_  
Program Number \_\_ - \_\_ - \_\_\_\_\_  
Do you intend to study in the US? Yes/No

**D/Crew Visa Information**

Specific job aboard aircraft or vessel: \_\_\_\_\_  
Name of company that owns aircraft/vessel \_\_\_\_\_  
Company Telephone Number \_\_\_\_\_  
Did you acquire your position using a recruiting/managing/crewing agency? Yes/No  
Agency Name \_\_\_\_\_  
Contact Surnames \_\_\_\_\_  
Contact Given Names \_\_\_\_\_  
Street Address (Line 1) \_\_\_\_\_  
Street Address (Line 2) \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country/Region \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_  
Are you serving aboard a seagoing ship or vessel? Yes/No  
Seagoing Ship/Vessel Name \_\_\_\_\_  
Seagoing Ship/Vessel Identification Number \_\_\_\_\_

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Temporary Work Visa  Does Not Apply

Where do you intend to Work?

Name of Employer \_\_\_\_\_

E-Visa Company Registration Number \_\_\_\_\_  Does Not Apply

US Street Address (Line 1) \_\_\_\_\_

US Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

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**Required Evidence:**

Photographs 2" x 2" White background, print name and A-Number on the back.  
Photocopy of Permanent Resident Card  
Photocopy of your Current Legal Marital Status Document  
Documents for Military Personnel or Spouses of Military Personnel

**N-400 Interview Documents**

Permanent Resident Card  
State-Issued Identification  
Passports (Expiration Date) and Travel Documents:  
I-94 (**Expiration Date**):  
Evidence of Your Current Legal Marital Status  
Evidence of the Termination of Your Spouse's Prior Marriage(s)  
Name Change(s)  
Evidence that your spouse has been a U.S. citizen for at least 3 years.  
Tax Returns and Overdue Taxes  
Birth Certificate

**DS-1600 Interview Documents**

Passport  
Travel itinerary  
National ID Number issued by your home country  
Dates for the last five trips you took to the U.S.  
Employment history  
Photographs 2" x 2" White background

**K-1 Visa Interview Documents**

DS-160 confirmation page  
Birth certificate  
Police certificates for current country of residence and any country where sponsored fiancé(e) lived for more than 6 months.  
Evidence of financial support (the Affidavit of Support may be required)  
Proof of relationship with U.S. citizen sponsor  
Fee payment  
Passport that will remain valid for at least 6 months after your arrival in the United States  
Divorce or death certificates of previous spouses (for both fiancé(e)s)  
Sealed medical exam.  
Two 2x2 photos

**F-1 Visa Documents**

A valid passport.  
A copy of the photo you will use for your visa.  
Printed copies of your DS-160 and I-901 SEVIS payment confirmations.  
I-20 form.  
School transcript and official test scores cited on your university application.  
Diploma (if applicable)  
Bank statements or other proof of finances.