

# Thompson Immigration Law Associates

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## ***U.S. Immigration Corporate Document Request***

The following documents are required from U.S. companies that are sponsoring a foreign national for a work visa.

- *Please make sure the copies are enlarged and clear so that all stamps and entries are readable.*
- *Please provide both original language and English translations of all documentation, and include a "Translation Certification" (using the sample included at the end of this document) with each translation.*
- *Note that the translation can be done by anyone, and need not be done by a translation service or be notarized or legalized.*

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### **For All U.S. Companies**

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1. A copy of the Certificate of Incorporation, Membership Agreement (*for limited liability company*), Partnership Agreement or similar documentation showing the corporate structure of the company, its date of creation and proof of continued existence.
2. If a corporation, the companies' last annual report filed with the State.
3. A copy of company's Federal Employment Identification Number (FEIN) notification from the Internal Revenue Service.
4. Any State business licenses issued to the company.
5. Financial documentation for the current and last fiscal years, including:
  - a. Federal income tax return.
  - b. Annual Report, if applicable.
  - c. Profit-Loss Statement.

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### **Foreign Company Documentation (*if the U.S. company is owned by a foreign company*)**

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1. A copy of the Corporate Charter, Certificate of Incorporation, Membership Agreement (*for limited liability company*), Partnership Agreement or similar documentation showing the corporate structure of the company, its date of creation and proof of continued existence.
  2. Financial documentation for both the current and last fiscal year, including:
    - a. Income tax filing.
    - b. Annual Report, if applicable.
    - c. Profit-Loss Statement.
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**Translation Certification**

I certify that I, \_\_\_\_\_, speak, read and write both English and \_\_\_\_\_, and that the attached document, \_\_\_\_\_, is a true and accurate translation of the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date