

## Thompson Immigration Law Associates

10900 NE 4<sup>th</sup> Street, Suite 2300  
Bellevue, WA 98004  
Ph: 425.894.2660  
Fax: 425.671.4716  
<http://www.thompsonimmigration.com>  
Email: [forms@thompsonimmigration.com](mailto:forms@thompsonimmigration.com)

### ***“Executive/Manager” Work Visa Document Request***

- 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).

---

#### **Credentialing Documentation Required**

---

1. A copy of a three recent payroll stubs.
2. A *detailed* job description for the position for which you are being sponsored.
3. A list of any special requirements, certifications or licenses required for the position.
4. A copy of any certifications or licenses that relate to the job for which you are being sponsored.
5. If you currently have a work visa and your visa petition was *not* filed by Thompson Immigration, a copy of your most recent work visa petition *including supporting documents*.
6. A copy of your current resume sorted by your dates of employment and actual employer. Please include a job description and skill sets used for each position.
7. A copy of your college diploma(s) and transcripts.
8. A copy of any educational or work history evaluations conducted o your behalf.

---

#### **Documentation Required Based Upon the Position Being Sponsored**

---

➤ **If You Are an Executive:**

1. Identify the function or department for which you are responsible.
2. Describe the responsibilities of the function or department for which you are responsible.
3. Describe your typical work week, and estimate the percentage of time spent on each activity.
4. Describe the types of goals and policies of the company, function or department for which you are responsible.

- 
5. Describe the level of oversight you are given in making discretionary decisions (*e.g., are you given wide latitude? Do you receive only general supervision or direction from higher level executives?*).
  6. Indicate to whom you report (*e.g., the Board of Directors or the owners of the company*).
- 

➤ **If You Are a Manager:**

1. Identify the function or department you manage.
  2. Describe the responsibilities of the function or department you manage.
  3. Describe your typical work week, and estimate the percentage of time spent on each activity.
  4. Describe the types of employees you supervise (*if any*).
  5. Describe whether any staff you supervise is made up of “professionals” (*e.g., describe the type of work performed and level of education required by any staff you supervise*).
  6. Indicate whether you have the authority to hire or fire employees, or recommend other personnel actions such as promotions, etc., for employees.
- 

### **Immigration Documentation Required**

---

1. A copy of the information page from your current and all prior passports.
  2. A copy of all U.S. visa stamps from your current and all prior passports.
  3. A copy of your current and *all* past I-94 cards (*front and back*).
  4. A copy of *all* of your prior USCIS Approval Notices, Form I-20, Employment Authorization Document, etc.
  5. A copy of your Social Security card.
  6. A passport-style photo.
- 

### **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