

Law Office of Soo Park, PLC
Employee Information Form

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Ann Arbor, MI 48105
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Name (Last, First, Middle)		Gender	
		Male	
		Female	
Home Address			
Permanent Address Abroad			
Home Phone		Work Phone	
Social Security No.		Date of Birth	
Place of Birth (City, Province, Country)			
Email Address			
Most Recent Arrival Date		I-94 No.	

History of H1B visa status (actual stay in the US with H1B):			
From	To	as (Status, eg. H)	Employer

US Consulate for visa stamping (City, Country)			
Current Status (if different)		Expiration Date	
Wage Offered		Offered job work site address	

Family Members			
Name	Date of Birth	Relationship	Place of Birth

Document List

Please provide us with one copy of the following:	
	Copy of passport photo page
	US Visa stamp page (if any)
	Copy of I-94 (arrival/departure record white paper) clearly showing the stamped date
	Copies of all university diplomas and transcripts (it's OK not to be original)
	Detailed resume (with specific month, year and address for each school and experience with employers)

Please provide us with one copy of each of the following, if you have any :	
	I-20 form
	Copy of OPT card
	Copies of all approval notices of prior H visas (if any)
	Copies of the most recent paycheck if you are working for a US employer
	Copies of your family members' passport photo pages & I-94s (if any)
	Professional certificate (i.e. Oracle Network, Microsoft, etc.)