



Mathews & Peddibhotla
Law Group, PC

L-1 Visa
(“Intracompany transferees”)
INA (h); 8 CFR 214.2(l)

To begin with, we will need a summary of the legal relationship between the U.S. company and the Foreign Company. This will help us identify and advise on which documents will be critical to the filing.

Following is a list of commonly requested documentation for L-1 petitions. Please contact our office once you have reviewed the checklist to go over your available documents.

You may not have every document itemized in this checklist, as it is intended as a guide to possible documents.

From U.S. Company	
Intended Job Title and Description in the U.S. for the Transferee	Law Firm can assist in developing this, but will need a general description to begin with.
Article of incorporation or association	
FEIN documentation	
Stock certificates or proof of ownership	
Lease of business location	
Bank statement or wire transfer evidencing initial investment (relatively new company)	
Audited accounting reports (balance sheets, profit/loss statements, cash flow reports)	
Corporate income tax return Form 1120 (if any)	
Employer's Quarterly Report Form 941 (if any)	
Description of company business	
Commercial contracts, invoices, bills of lading, letters of credit	
Bank statements	
Company letterhead with company logo, name, and address (electronic copy, word document)	
Company structure, plan of employing new employees	



Company information (history, facilities, products, number of employees, clients)	
Pictures of the main office (interior and exterior)	
U.S. Company Org Chart	
Print-out of corporate website and/or other marketing materials, i.e. company brochure	
From Foreign Company	
Job Title and Description of the Transferee at the company abroad	Law Firm can assist in developing this, but will need a general description to begin with.
Proof of Ownership	
Business license	
Article of Association	
Memo of Association	
Income tax filings for the past three years	
Audited accounting reports (balance sheets, profit/loss statements, cash flow reports)	
Organizational chart, total number of employees, position held by the transferee	
Company brochure or product introduction	
Documents of business transactions (contracts, bills of lading, letters of credit)	
Bank statements, or transactional records	
Company letterhead with company logo, name, and address (electronic copy)	
Pictures of company's main office, factories, or buildings (Disregard if already included in company brochure)	
Print-out of corporate website and/or other marketing materials, i.e. company brochure	
Board resolution or appointment documents verifying the transfer, and/or set-up of new office.	Law Firm can provide templates, if needed.
For New Office Openings	
In addition to the above for foreign company, to the extent available please provide:	
Proof that sufficient physical premises to house the new office have been secured;	



Proof of qualifying relationship exists between the U.S. company and the foreign company abroad;	
Proof that the petitioner has the financial ability to remunerate the beneficiary and to commence doing business in the United States	
Organization chart; and	
Business plan	
From Transferee (Employee)	
Copy of passport (all biodata pages, all stamped pages)	
Resume	
Education Documents (diplomas and transcripts)	
Employment verification letter from the foreign company	Law Firm will draft this.
Paystubs for entire term of employment with company abroad.	
Board resolution or appointment documents verifying the transfer	Law Firm can provide templates, if needed.
Offer Letter for U.S. position	Law Firm can provide templates, if needed.
Documentation of the Beneficiary's Executive, Managerial, or Specialized Knowledge Experience.	