**NOTIFICATION RELATED TO NILAN JOHNSON LEWIS’ REPRESENTATION OF THE EMPLOYER AND QUESTIONNAIRE FOR FOREIGN EMPLOYEE**

Notification Related to The Employer’s Immigration Law Firm

The law firm of Nilan Johnson Lewis PA (THE EMPLOYER’s outside counsel) represents THE EMPLOYER and related entities concerning its U.S. immigration matters. Nilan Johnson Lewis does not represent you or your family members. Nilan Johnson Lewis agrees to make its services available to acquire and maintain the United States immigration status on behalf of those of THE EMPLOYER’s employees as THE EMPLOYER requests. Nilan Johnson Lewis may assist employees or prospective employees of THE EMPLOYER with other immigration-related matters and procedures such as applying for visa statuses, or permanent residence based on a job offer from THE EMPLOYER. In many cases, Nilan Johnson Lewis will communicate with you, the employee, directly to complete the processes associated with these matters.

The fact that THE EMPLOYER has authorized us to undertake these procedures on your behalf does not create an attorney-client relationship between you and Nilan Johnson Lewis. The fact Nilan Johnson Lewis may file notices of appearance as your attorney with the immigration agencies does not create an attorney-client relationship between you and our firm; it is simply allows the government agency to communicate with us about your immigration status. Nilan Johnson Lewis does not and will not serve as individual legal counsel to you or your family members on any immigration-related matters.

There is a confidential relationship between THE EMPLOYER and Nilan Johnson Lewis. There will be no attorney-client confidentiality between you and Nilan Johnson Lewis. Should a conflict of interest arise between you and THE EMPLOYER during the course of the immigration procedure, Nilan Johnson Lewis would continue to represent the interests of THE EMPLOYER.

You are free to be independently represented by an attorney of your choosing at no cost to THE EMPLOYER, but THE EMPLOYER requires that any immigration related documents bearing on your employment with THE EMPLOYER must be prepared by Nilan Johnson Lewis. Common examples of situations that arise where an employee or the employee’s family members should seek independent lawyer's advice and counsel involve considerations related to: your employment with an employer other than THE EMPLOYER; issues regarding immigration status of your spouse or children, including a child who will turn 21 years of age and therefore will no longer be entitled to a immigration status or other immigration benefits based on your immigration status; and issues that you believe may have an impact on your or your family members’ immigration status eligibility such as previous immigration history, criminal convictions or medical conditions.

Your signature below indicates you understand that Nilan Johnson Lewis does not represent you or your family members, and that you understand that you may consult your own attorney independently and at no cost to THE EMPLOYER.

**DISCLAIMER**

Nilan Johnson Lewis provides corporate immigration law related services to businesses, organizations and other entities and on occasion individuals. Please note that our website is intended to provide general information about our firm and our services and visitation to the site by any individual or company does not create an attorney-client relationship.

Information on this website will be periodically updated. We do not promise or guarantee, however, that the information is correct, complete or up-to-date, and Internet subscribers and online readers should not act based upon this information without seeking professional counsel from an attorney admitted to practice in your location.

The information contained in the site is not intended to be legal advice, as legal advice requires the application of law to the specific facts of the individual case. The website or information contained on the website should not be a substitute for legal counsel. An attorney-client relationship is formed only through a consultation, followed by a determination by the law firm or one of its attorneys that Nilan Johnson Lewis is willing and able to provide representation.

**PRIVACY POLICY**

Nilan Johnson Lewis does not target individuals residing in the European Union to offer goods or services and is not typically subject to the European General Data Protection Regulation (GDPR). Nilan Johnson Lewis is not liable for any damages caused by unauthorized access to data.

The purpose of this Privacy Policy is to inform you about how we will treat the information we might collect about you when we provide legal representation or when you visit the Nilan Johnson Lewis website. We reserve the right to modify this Privacy Policy, or any site-specific addendum hereto, at any time without notice. We will revise our “Last Updated” date to reflect any revisions to this policy. By accessing and using the website, you agree to the information use and collection terms of this Privacy Policy.

Nilan Johnson Lewis may collect, process, and transfer personal data for the purposes of providing legal representation. Nilan Johnson Lewis may also collect, process, and transfer personal data for the purposes of managing our website or responding to inquiries you make through our website. We treat all data in a manner consistent with applicable ethical standards and rules of professional conduct related to attorney-client communications and disclosures. If you provide us with an email address as a means of communication with you, you consent to our ability to communicate with you via email (i.e., you opt in to our use of your email to communicate with you). You may change your election (i.e., opt out) of email communication at any time by contacting us with that request.

We will not voluntarily share your personal information with a third party without your prior authorization, unless doing so is necessary (1) to enforce this Privacy Policy, to comply with law, regulation or other legal processes or to protect the rights, property or safety of us or others, (2) to comply with a valid order or process from a public authority, (3) in emergency situations, (4) to protect against misuse or unauthorized use of the Services, (5) to detect or prevent criminal activity or fraud, or (6) in the event that we or substantially all of our assets are acquired by one or more third parties as a result of an acquisition, merger, sale, reorganization, consolidation or liquidation, in which case personal information may be one of the transferred assets.

We may use operational data (e.g., cookies) to identify our users and their device(s) in order to track our users’ interactions with our website; we use this operational data to enhance certain activities available on our website. You can remove or reject persistent cookies by following the directions provided in your Internet browser’s “Help” file. If you reject persistent cookies, the functionality of our website, or any part thereof, may be impaired or unavailable.

**CONSENT**

Your signature below indicates you acknowledge receipt of our privacy policy and consent to our use of personal data as described in the policy above.

Your signature also acknowledges that the information contained in the visa questionnaire is true and correct to the best of your knowledge and that you have the consent of your family members to provide their information.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOREIGN EMPLOYEE VISA QUESTIONNAIRE**

PART I. INFORMATION ABOUT EMPLOYEE

A. PERSONAL DATA

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
|  | First | Middle | Last |

|  |  |
| --- | --- |
| Other Names Used (including Maiden Name) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  |  |  |
|  | Month | Day | Year |

|  |  |  |  |
| --- | --- | --- | --- |
| Place of Birth |  |  |  |
|  | City | State / Province | Country |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country of Citizenship |  |  | Passport Number  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Country that issued Passport |  |  | Passport Expiration |  |  |  |
|  |  |  |  | Month | Day | Year |
| Do you hold citizenship in any other country? If so, please list all: |  |

U. S. Address:

|  |  |
| --- | --- |
| Street number and name |  |

|  |  |
| --- | --- |
| Apartment number |  |

|  |  |
| --- | --- |
| City or town |  |

|  |  |
| --- | --- |
| State |  |

|  |  |
| --- | --- |
| Zip Code |  |

Address Outside the U.S.

|  |  |
| --- | --- |
| Street number and name |  |

|  |  |
| --- | --- |
| Apartment number |  |

|  |  |
| --- | --- |
| City or town |  |

|  |  |
| --- | --- |
| State |  |

|  |  |
| --- | --- |
| Province |  |

|  |  |
| --- | --- |
| Postal Code |  |

|  |  |
| --- | --- |
| Country |  |

|  |  |
| --- | --- |
| U.S. Phone Number |  |

|  |  |
| --- | --- |
| Foreign Phone Number |  |

|  |  |
| --- | --- |
| E-Mail address |  |

|  |  |
| --- | --- |
| Proposed Port of Entry into the U.S.  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Date of Entry into the U.S. |  |  |  |
|  | Month | Day | Year |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Length of Assignment in the U.S. (from) |  |  | (to) |  |

|  |  |
| --- | --- |
| U.S. Social Security Number, if any |  |

|  |  |
| --- | --- |
| Alien Registration Number, if any  |  |

 Dates in the United States during the last 6 years (attach additional sheets, if necessary):

|  |  |  |
| --- | --- | --- |
| Visa Type | From (mm/dd/yyyy) | To (mm/dd/yyyy) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 Have you ever been in the U.S. on a J-1 or J-2 visa? [ ]  NO [ ]  YES

Has an immigrant (permanent) visa petition or labor certification application (part of the permanent residency process) ever been filed on your behalf?

 [ ]  NO

|  |  |
| --- | --- |
| [ ]  YES If "YES," give date of filing and place of filing |  |

Has any visa (temporary or permanent) petition filed by you or on your behalf ever been denied?

 [ ]  NO

|  |  |
| --- | --- |
| [ ]  YES If "YES," give date of filing and place of filing |  |

 Marital Status: [ ]  MARRIED [ ]  SINGLE [ ]  DIVORCED [ ]  WIDOWED

Have you ever been arrested or convicted of any criminal offense in the U.S. or any foreign country?

 [ ]  NO

|  |  |
| --- | --- |
| [ ]  YES If "YES," give details of arrest(s) and/or conviction(s) |  |

B. FOREIGN EMPLOYMENT (Begin with current position)

|  |  |  |
| --- | --- | --- |
| **Current Employer** | Name |  |

|  |  |
| --- | --- |
| Address |  |

 Is this an employer related to the U.S. employing company? [ ]  NO [ ]  YES

|  |  |
| --- | --- |
| Address where you work, if different from above |  |

|  |  |
| --- | --- |
| Nature of Business |  |

|  |  |
| --- | --- |
| Position Title |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates in this position (from) |  |  |  |  (to) |  |  |  |
|  | Month | Day | Year |  | Month | Day | Year |

 Summary of Duties

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Number of persons you supervise, if any |  |

|  |  |
| --- | --- |
| Educational level of persons you supervise |  |

|  |  |
| --- | --- |
| Job titles of persons you supervise |  |

|  |  |
| --- | --- |
| Description of function you supervise, if any |  |

 What level of responsibility do you have for any function you supervise?

 [ ]  HIGH LEVEL [ ]  MODERATE LEVEL [ ]  LOW LEVEL

|  |  |
| --- | --- |
| Please explain |  |

|  |  |
| --- | --- |
| Job title of person to whom you report |  |

|  |  |  |
| --- | --- | --- |
| **Former Employer** **1** | Name |  |

|  |  |
| --- | --- |
| Address |  |

 Was this company related to the U.S. employing company? [ ]  NO [ ]  YES

|  |  |
| --- | --- |
| Nature of Business |  |

|  |  |
| --- | --- |
| Position Title |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates in this position (from) |  |  |  |  (to) |  |  |  |
|  | Month | Day | Year |  | Month | Day | Year |

 Summary of Duties

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **Former Employer 2** | Name |  |

|  |  |
| --- | --- |
| Address |  |

 Was this company related to the U.S. employing company? [ ]  NO [ ]  YES

|  |  |
| --- | --- |
| Nature of Business |  |

|  |  |
| --- | --- |
| Position Title |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates in this position (from) |  |  |  |  (to) |  |  |  |
|  | Month | Day | Year |  | Month | Day | Year |

 Summary of Duties

|  |
| --- |
|  |

C. FAMILY DATA

 Spouse

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
|  | First | Middle | Last |

|  |  |
| --- | --- |
| Other Names Used (including Maiden Name) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  |  |  |
|  | Month | Day | Year |

|  |  |  |  |
| --- | --- | --- | --- |
| Place of Birth |  |  |  |
|  | City | State / Province | Country |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country of Citizenship |  |  | Passport Number  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Country that issued Passport |  |  | Passport Expiration |  |  |  |
|  |  |  |  | Month | Day | Year |

|  |  |
| --- | --- |
| Does your family member hold citizenship in any other country? If so, please list all: |  |

|  |  |
| --- | --- |
| Current Address (if different from yours) |  |

|  |  |
| --- | --- |
| U.S. Social Security Number, if any |  |

|  |  |
| --- | --- |
| U.S. Taxpayer Identification Number, if any |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Current Status |  |  | Expiration Date |  |  |  |
|  |  |  |  | Month | Day | Year |

 Child #1

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
|  | First | Middle | Last |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  |  |  |
|  | Month | Day | Year |

|  |  |  |  |
| --- | --- | --- | --- |
| Place of Birth |  |  |  |
|  | City | State / Province | Country |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country of Citizenship |  |  | Passport Number  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Country that issued Passport |  |  | Passport Expiration |  |  |  |
|  |  |  |  | Month | Day | Year |

|  |  |
| --- | --- |
| Does your family member hold citizenship in any other country? If so, please list all: |  |

|  |  |
| --- | --- |
| Current Address (if different from yours) |  |

|  |  |
| --- | --- |
| U.S. Social Security Number, if any |  |

|  |  |
| --- | --- |
| U.S. Taxpayer Identification Number, if any |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Current Status |  |  | Expiration Date |  |  |  |
|  |  |  |  | Month | Day | Year |

 Child #2

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
|  | First | Middle | Last |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  |  |  |
|  | Month | Day | Year |

|  |  |  |  |
| --- | --- | --- | --- |
| Place of Birth |  |  |  |
|  | City | State / Province | Country |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country of Citizenship |  |  | Passport Number  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Country that issued Passport |  |  | Passport Expiration |  |  |  |
|  |  |  |  | Month | Day | Year |

|  |  |
| --- | --- |
| Does your family member hold citizenship in any other country? If so, please list all: |  |

|  |  |
| --- | --- |
| Current Address (if different from yours) |  |

|  |  |
| --- | --- |
| U.S. Social Security Number, if any |  |

|  |  |
| --- | --- |
| U.S. Taxpayer Identification Number, if any |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Current Status |  |  | Expiration Date |  |  |  |
|  |  |  |  | Month | Day | Year |

 Child #3

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
|  | First | Middle | Last |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  |  |  |
|  | Month | Day | Year |

|  |  |  |  |
| --- | --- | --- | --- |
| Place of Birth |  |  |  |
|  | City | State / Province | Country |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country of Citizenship |  |  | Passport Number  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Country that issued Passport |  |  | Passport Expiration |  |  |  |  |
|  |  |  |  | Month |  | Day | Year |

|  |  |
| --- | --- |
| Does your family member hold citizenship in any other country? If so, please list all: |  |

|  |  |
| --- | --- |
| Current Address (if different from yours) |  |

|  |  |
| --- | --- |
| U.S. Social Security Number, if any |  |

|  |  |
| --- | --- |
| U.S. Taxpayer Identification Number, if any |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Current Status |  |  | Expiration Date |  |  |  |
|  |  |  |  | Month | Day | Year |

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

 Do you have any relatives living in the United States? [ ]  NO [ ]  YES

If "YES," describe relationship and immigration status of the relatives:

|  |
| --- |
|  |

Have any of your immediate family members who will accompany you to the United States ever been arrested or convicted of a crime? [ ]  NO [ ]  YES

D. YOUR EDUCATION AND OTHER QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree(s) Awarded | Name of Institution | Location of Institution(city, country) | Dates of Attendance | Major Field of Study |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 Licenses You Hold:

|  |  |  |
| --- | --- | --- |
| License | Issuing Authority | Expiration Date |
|  |  |  |
|  |  |  |
|  |  |  |

Professional Memberships:

|  |  |  |
| --- | --- | --- |
| Name of Professional Organization | Type of Membership | Expiration Date, if any |
|  |  |  |
|  |  |  |
|  |  |  |

**Please attach resume, if available.**

**Please provide copies of passports for yourself and accompanying family members.**

PART II. TO BE COMPLETED BY INDIVIDUAL ALREADY IN THE U.S. ON A TEMPORARY VISA

|  |  |
| --- | --- |
| **Current Nonimmigrant Classification** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Nonimmigrant Visa Number in Passport |  |  | Visa Expiration Date |  |  |  |
|  |  |  |  | Month | Day | Year |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I-94 Number |  |  | I-94 Expiration Date |  |  |  |
|  |  |  |  | Month | Day | Year |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date and Port of last entry into the U.S.:  |  |  |  |  | Port |  |
|  | Month | Day | Year |  |  |  |

Identify all changes in your nonimmigrant visa status since entry

|  |
| --- |
|  |
|  |
|  |
|  |

Please list all addresses at which you have resided since entry into the U.S., indicating dates at each address:

|  |  |  |
| --- | --- | --- |
| Address | From (mm/dd/yyyy) | To (mm/dd/yyyy) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Identify all connections which you have to your homeland, such as relatives there, property owned, home, bank accounts, professional association memberships, etc.

|  |
| --- |
|  |

**Please provide copies of I-94 cards for yourself and any accompanying family members.**

**If currently in F-1 status, please provide a copy of all I-20 I.D. Forms and all EAD cards.**

**If currently in J-1 or J-2 status, please provide a copy of all DS-2019 Forms and all J-1 or J-2 visas. If in J-2, please also provide a copy of all of spouse’s J-1 related documents.**