# NELSON & ASSOCIATES
## A PROFESSIONAL LAW CORPORATION

## INFORMATION SHEET

**Petitioning Employer:  Please provide complete responses to ALL in order for us to work on your case.**

| | |
|---|---|
| **Full Legal Name of Company/Organization:** | **Federal ID Number:** |
| **Address: (Number & Street)          (City)          (State)     (Zip Code)** | |

| | | |
|---|---|---|
| **Name of Co. Representative/Job Title:** | **Telephone Number:** | **Fax Number** |

| | |
|---|---|
| **Gross Annual Income:** | **Net Annual Income:** |
| **Year Established:** | **Number of Current Employees:** |
| **Number of H3 sponsored (if applicable, please provide the position(s) of each):** | **Company Website:** |
| **Nature of Business:** | **Proffered Job Title:**<br><br>**Salary:** |

*Please include additional documents listed on attached sheet and Sign & Date this form certifying that all information provided herewith are correct and current.  If there are any changes to this form, please notify us as soon as possible to prevent any delays.*

I attest that the information provided is true to the best of my knowledge.

Employer's signature: _____

Please print name:   _____

Date _____

# EVIDENCE PERTAINING TO THE PETITIONER:

- ☐ Company Profile
- ☐ Explanation of the uniqueness of the company
- ☐ Income Tax Returns
- ☐ Quarterly Wage Report for the last 4 quarters
- ☐ Photographs of the training Facility
- ☐ Floor Plan indicating where the training program will be held
- ☐ Organizational Chart indicating the training department and the names of trainers
- ☐ Resumes of trainers
- ☐ Names of trainers and include *job titles and immigration status*
- ☐ Company/training manuals
- ☐ Salary for training

I attest that the attached documents are exact true copies of the original.

Employer's signature: _____

Please print name:     _____

Date _____

*\*If you wish to keep your financial documents confidential, please forward these documents to the address above.  It is imperative that you provide these documents during the initial application process.  Failure to do so, will create complications in your beneficiary's H-3 application.*