

The L-1 visa is a popular option for companies transferring executives, managers, or employees with specialized knowledge to their U.S. branch. Whether applying for an L-1A (for executives and managers) or an L-1B (for employees with specialized knowledge), proper documentation is key to getting approval. Here's a helpful checklist to ensure a smooth process.

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## 1. Company Documents

To qualify for the L-1 visa, both the U.S. company and the foreign company must meet specific criteria, such as being a branch, subsidiary, affiliate, or parent company. Companies interested in applying for this visa should gather the following documents:

- **Business Registration Documents:** Proof of the existence of both the foreign and U.S. companies.
- **Ownership Structure:** Documentation that shows the relationship between the foreign and U.S. companies, such as organizational charts or stock certificates.
- **Business Operations:** Proof that the company is actively doing business, such as tax returns, financial statements, contracts, or lease agreements.

## 2. Employee Documentation

For the L-1 visa, the employee must have worked for the foreign company for at least one continuous year within the past three years. Documentation to support this includes:

- **Employment Verification Letter:** A letter from the foreign company confirming your employment details, including job title, duties, and duration of employment.
- **Resume/CV:** A detailed resume showcasing your qualifications and work experience.
- **Educational Certificates:** Copies of relevant degrees or certifications, particularly for L-1B applicants.
- **Pay Stubs or Tax Records:** These can help verify your employment with a foreign company.

### 3. Position-Specific Documents

The type of L-1 visa you apply for will determine the additional documents you need:

- **For L-1A (Executives/Managers):** Documents showing your authority over the organization, such as organizational charts, job descriptions, or proof of decision-making responsibilities.
- **For L-1B (Specialized Knowledge):** You must demonstrate that you possess specialized knowledge that is crucial to the company's operations. Examples include technical documents, patents, or proprietary procedures you've worked on.

### 4. U.S. Company Documentation

The U.S. branch must demonstrate its readiness to receive and employ the transferred worker. Essential documents include:

- **U.S. Office Lease or Property Documents:** Proof that the U.S. company has a physical office space.
- **Payroll Records or Employment Contracts:** Documentation showing that the U.S. company can support the employee financially.
- **Business Plan (if the U.S. company is new):** A detailed plan explaining the U.S. company's operations and growth strategies.

## 5. Additional Supporting Documents

- **Form I-129 (Petition for Non-immigrant Worker):** This is the primary form that needs to be filed for an L-1 visa.
- **Visa Fee Receipt:** Proof that you've paid the necessary visa application fees.

## Conclusion

Securing an L-1 visa can be a complex process, but with the right preparation and thorough documentation, companies and employees can navigate it successfully. The L-1 visa remains an attractive option for businesses looking to transfer key personnel to the U.S.

**Note:** For personalized immigration legal advice or assistance with other immigration matters, Lunel Law specializes in [family-based immigration](#), [asylum](#), and more. If you are seeking legal support for your immigration journey, contact Lunel Law to explore how we can assist with your case.