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United States – EB-1C Visa Application (Green Card for Intracompany Transferee) Procedures and Fees

Unless otherwise indicated, the work visa application stated in this quotation refers to non-immigrant petition for Intra-company Transferees (Managers or Executives and Transferee with Specialized Knowledge) under the United States Immigration and Nationality Act.

Immigrant visas are for individuals seeking to immigrate to the U.S. and seeking permanent residence (Green Card) may be available for job offers in identified occupations in which U.S. workers are in short supply or in other specific categories. These employment-based visas are divided by preference categories with specific quotas, skill requirements and per-country caps.

An EB-1C immigrant visa is for international companies needing to transfer employees to the United States permanently. This particular petition falls under the first-preference employment-based petition, which has 40,000 annual immigrant visas allotted to it. Since there is currently no visa backlog for this category and priority dates are current for most nationals, this petition is considered as the fastest mean in obtaining permanent residency (Green Card). At the moment, it takes 6 – 10 months to obtain a Green Card through EB-1C classification. Please note that the exact timeframe is subjected to the processing time of relevant government agencies.

Family members of the EB-1C immigrant are entitled to admission in the same immigrant category (Green Card). Included in this category is the spouse of the visa holder, as well as minor unmarried children under the age of 21.

All applicants who meet the eligibility criteria specified in the Section 3 of this quotation may apply for the EB-1C immigrant classification in the United States.

1. United States EB-1C Immigrant Visa Application Fees

Our fees for handling the application for EB-1C visa to enable a foreigner to work in the United States is USD15,000. An extra USD2,500 will be charged for each dependent visa. In particular, our fees cover the following services:

- (1) Providing advices regarding the application for EB-1C visa in the United States in general;
- (2) Providing assistance for the preparation of documents required for the client;
- (3) Review application documents prepared by applicant(s) and employing company;
- (4) Preparation of authorization letter(s) and application form(s);
- (5) Submission of application to the USCIS;
- (6) Liaison with the USCIS regarding the application;
- (7) Report the application status to the client;
- (8) Visa Application Processing at the U.S. Embassy after approval;
- (9) Preparing Client for Interview at U.S. Embassy.

Note:

- (1) The fees quoted above includes the government fee.
- (2) Premium processing service is available for an extra fee of USD2,500 (15 calendar days processing time on USCIS' end).
- (3) The fees stated are exclusive of delivery charge, if any.
- (4) The fees stated exclude document translation fee. Please contact us for quotation if you wish to employ us to translate the documents.

2. Payment Term and Method

Upon receipt of confirmation of engagement, we will issue an invoice and email it together with detailed wire instructions to you. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded. We currently only accept check, cash or TT and credit card payment through PayPal. If invoice is settled by PayPal, an extra 5% service fee will be charged.

If Taiwan uniform invoice is required, a Business Tax at 5% of the invoiced amount will be charged and collected.

3. Eligibility Criteria

In order to apply for work visa, the following eligibility requirements need to be applied:

- (1) Applicant should not have any criminal records or security objections;
- (2) The employee must have worked abroad for the overseas company for a continuous period of one year in the preceding three years;
- (3) The overseas company must be related to the U.S. company in a specific manner (Parent-Subsidiary-Affiliate-Branch Office);
- (4) The U.S. company must have been doing business in the U.S. for at least 1 year;
- (5) The company must be a qualifying organization;
- (6) The employee to be transferred must have been employed abroad in an “executive” or “managerial”, or specialized knowledge capacity;
- (7) The employee must be qualified for the position by virtue of his or her prior education and experience;
- (8) An export control license must be obtained when controlled technology is involved;
- (9) The EB-1C transferee must intend to depart the United States upon completion of his or her authorized stay (including extensions), but may also pursue permanent residence at the same time.

The above-mentioned eligibility criteria may be subject to change from time to time by the Immigration Department without prior notice. Please consult with Kaizen Consultants for more information.

4. Procedures and Timeline

The petitioner (applicant) must file an immigrant petition with the United States Citizenship and Immigration Services (USCIS) in order to obtain the EB-1C classification. Once the petition is approved, the approved petition is sent to a U.S. consulate where the applicant can obtain an EB-1C visa to enter the United States. If the applicant is already in the United States in a different nonimmigrant category, he can apply for adjustment to permanent resident status. As of February 2021, the processing time for EB-1C petitions is approximately 5-7 months. Please be noted that in the case USCIS finds the submitted documents to be insufficient, it may request for additional evidence that the application time shall be extended.

5. Documents and Information Needed

Foreign Entity:

- (1) Business Registration Certificate;
- (2) Articles of Incorporation/Association;
- (3) Stock Certificates and Ledger;
- (4) Detailed Organizational Chart;
- (5) Recent 3-years Tax Return;
- (6) Latest Audit Report;
- (7) Financial Statements for the past 3 years;
- (8) Company Bank Statements for the past year;
- (9) Company Brochure, Product Catalogue;
- (10) Stock Certificates and Ledger;
- (11) Payroll Record for the previous year;
- (12) Office Rental Agreement, Office Photos;
- (13) Purchase Orders/Supplier Invoices, Customer Invoices, Entered Contracts for the recent year;
- (14) Other Licenses or Permits pertinent to business operations.

U.S. Entity (Business which has commenced business for at least one year)

- (1) Articles of Incorporation and Bylaws;
- (2) Statement of Information;
- (3) Stock Certificates and Ledger;
- (4) FEIN Assignment Letter;
- (5) Lease Agreement; Photos of Office;
- (6) U.S. Corporation Income Tax Return for the last 3 years;
- (7) Business Licenses and all other necessary permits to commence business;
- (8) Bank Statements for the past 3 years;
- (9) Employer's Quarterly Federal Tax Return Form 941, State Quarterly Contribution Report and Report of Wage for the past 3 years;
- (10) Payroll Records for the past 3 months;
- (11) Company Brochure, Product Catalogue;
- (12) Major Sales Invoices, Entered Contracts;
- (13) Detailed Hierarchical Organizational Chart;
- (14) Detailed Job Descriptions of the transferee's direct subordinates.

Transferee/Beneficiary:

- (1) Resume;
- (2) Pay stubs for the past year;
- (3) Current Passport Biological Page;
- (4) Graduation Certificate and any Professional Certificates;
- (5) Current Work Permit (if applicable);
- (6) Detailed Current Job Descriptions;
- (7) Detailed Job Descriptions of the offered position in the U.S.

Dependents:

- (1) Passport Biological Page;
- (2) Documents to Establish Relationship with the Beneficiary (Notarial Birth Certificate and Marriage Certificate).

All documents submitted must be in English or Chinese or translated into English or Chinese by a certified translation body.

*USCIS reserve the right to demand further documents from the applicant or employing company as and when necessary.

6. Application Procedures

The whole application process should take about 6-10 months. The table below shows the estimated time frame for each of the steps for the registration process.

Step	Procedure	Responsible Party	Working Days (estimated)
1	Interview with our immigration consultant.	Client	Client's Schedule
2	Sign and return retainer agreement along with retainer fees.	Client	Client's Schedule
3	Complete questionnaire and prepare the documents specified in the checklist.	Client	Client's Schedule
4	Upon receipt of the aforesaid documents, our firm will prepare the immigration filing package.	Kaizen	14 Days
5	Sign back immigration forms and letters to our firm.	Client	Client's Schedule
6	Submission of immigration petition package to the USCIS.	Kaizen	2-3 Day
7	Receive response from USCIS. If the case is approved, the case will be forwarded to National Visa Centre and we will prepare the visa application and schedule interview appointment. If USCIS requests further evidences, we will prepare for the response.	Kaizen	Visa Application: 5-7 Months RFE Response: 14 Days
8	Prepare client for visa interview.	Kaizen	1 Day
9	Obtain EB-1C visa at the consulate and travel to U.S. to assume position.	Client	Client's Schedule
Total Working Days			6-10 Months

Note:

- (1) The estimated time is based on high cooperation between Kaizen and the client.
- (2) The estimated time does not include delays caused by relevant government agencies.

If you need any assistance or wish to obtain more information, please browse our official website at www.kaizenvis.com or contact us through the following means:

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