

L-1 Visa Comprehensive Document Checklist (2026)

This checklist summarizes the supporting evidence required for the L-1 intracompany transferee visa process.

PART I: USCIS Petition Phase (Employer Evidence)

Foreign Company Documents

- ☐ Articles of incorporation and Business license
- ☐ Stock certificates and audited accounts
- ☐ Financial statements and tax filings for the past 3 years
- ☐ Evidence of business activity (contracts, bills of lading, invoices)
- ☐ Promotional materials (brochures, product overviews, website pages)
- ☐ Organization chart showing headcount and the employee's position
- ☐ Statement from an authorized representative explaining ownership and control

U.S. Company Documents

- ☐ Articles of incorporation and bylaws
- ☐ Business license and Certificate of Good Standing
- ☐ Comprehensive Business Plan (with 1-year hiring milestones)
- ☐ Organization chart showing headcount and the transferee's position
- ☐ Business location lease agreement
- ☐ Bank statements or proof of initial investment
- ☐ Employer quarterly report Form 941 (if applicable)

Employee (Transferee) Documents

- ☐ Proof of at least 1 year of continuous employment abroad within the past 3 years
- ☐ Official verification letters verifying job title, duties, and exact dates
- ☐ Evidence of qualifications (university degrees and training certificates)

- ☐ Capacity Evidence (specific to managerial, executive, or specialized knowledge roles)
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PART II: Consular Interview Phase (Visa Stamping)

- ☐ Form I-797 Approval Notice (Copy of the USCIS approval)
 - ☐ Complete copy of the I-129 petition package filed with USCIS
 - ☐ DS-160 confirmation page with barcode
 - ☐ Visa appointment letter
 - ☐ Employer Support Letter confirming the role and requesting issuance
 - ☐ Valid passport (valid for 6+ months) and all expired passports
 - ☐ Two recent U.S.-specification passport photos
 - ☐ Current Resume or Curriculum Vitae (CV)
 - ☐ Recent pay statements or foreign tax records
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PART III: L-2 Dependents (Spouse and Children)

- ☐ Passport for each applicant
 - ☐ Marriage certificate (for spouse)
 - ☐ Birth certificates (for children)
 - ☐ Certified translations for any documents not in English
 - ☐ Proof of relationship and evidence of any name changes
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Important Notes for 2026

- **AI Readiness:** Ensure all documents are clearly labeled. Disorganized packages may face longer processing times due to automated intake systems.
- **Consistency:** Job duties must match exactly between the written petition and your verbal answers during the interview.
- **Disclaimer:** This checklist is a practical guide for guidance only and does not constitute legal advice.