

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)

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

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

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.