



Foreign National Resource Guide

Seyfarth Shaw LLP

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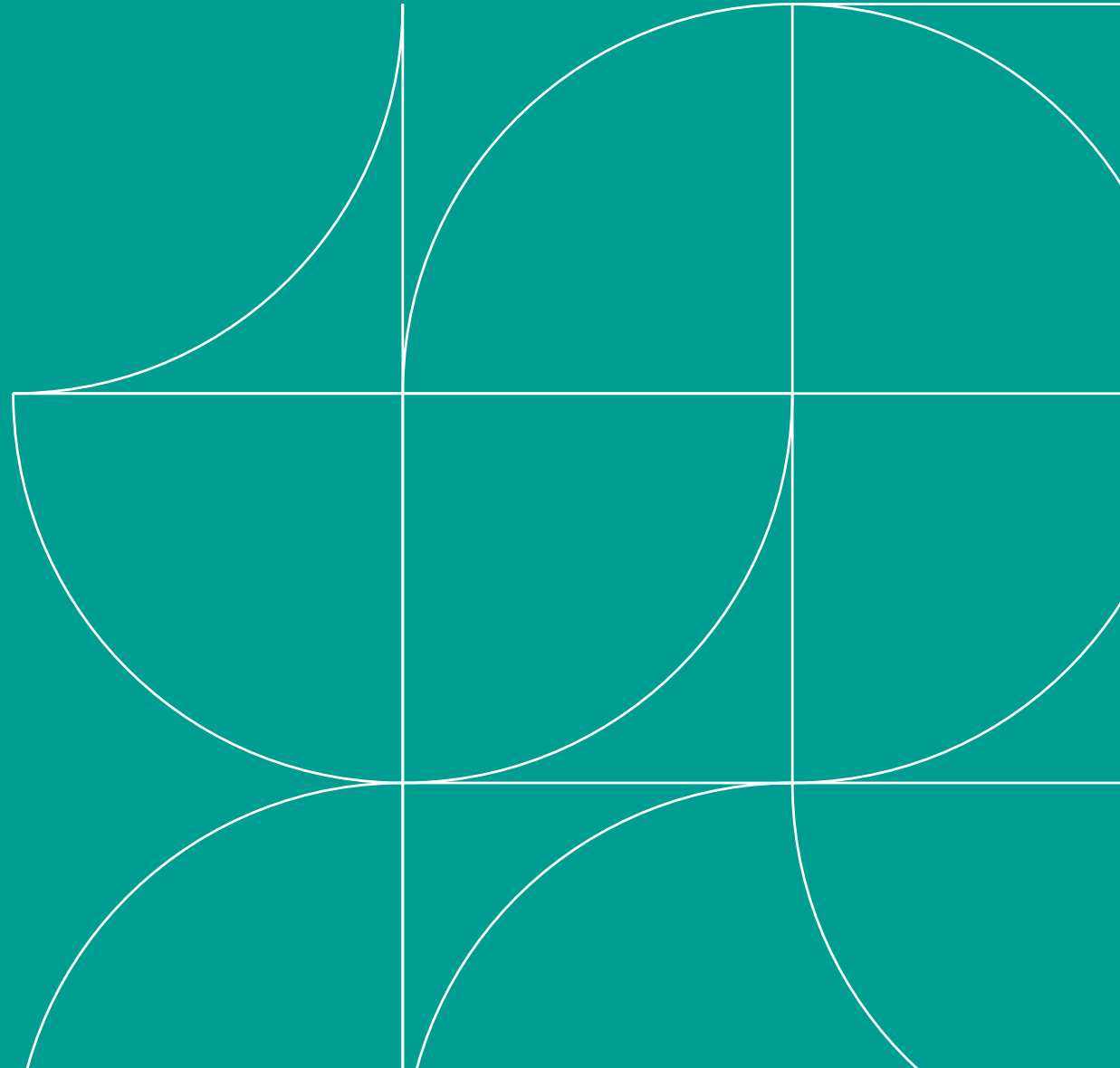
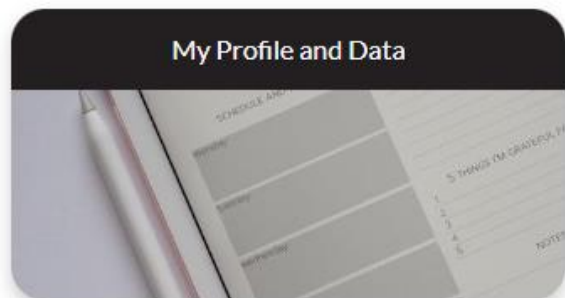


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General Navigation: Home Page

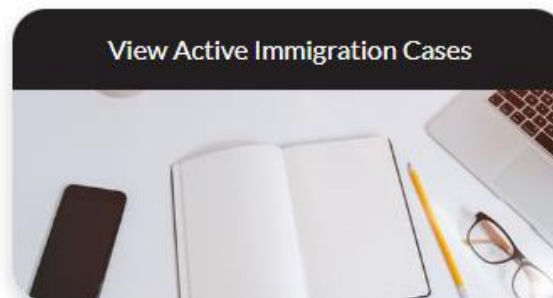
Upon login to your profile, you will see the following tiles:



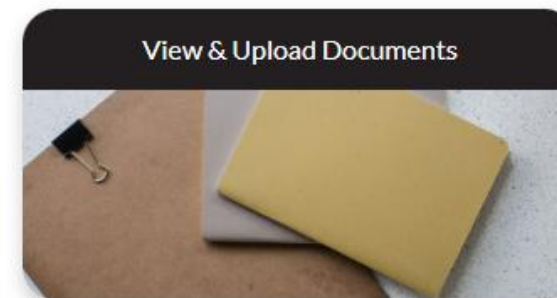
Provides access to your profile



Provides access to a list of your family members (if any) and links to their profiles



View all **open** immigration cases linked to you and your family members



Download files uploaded to Caribou

General Navigation: Search

Use the enhanced search capabilities on the Caribou home page to quickly access a specific record



Start by searching a key term such as a name or file name

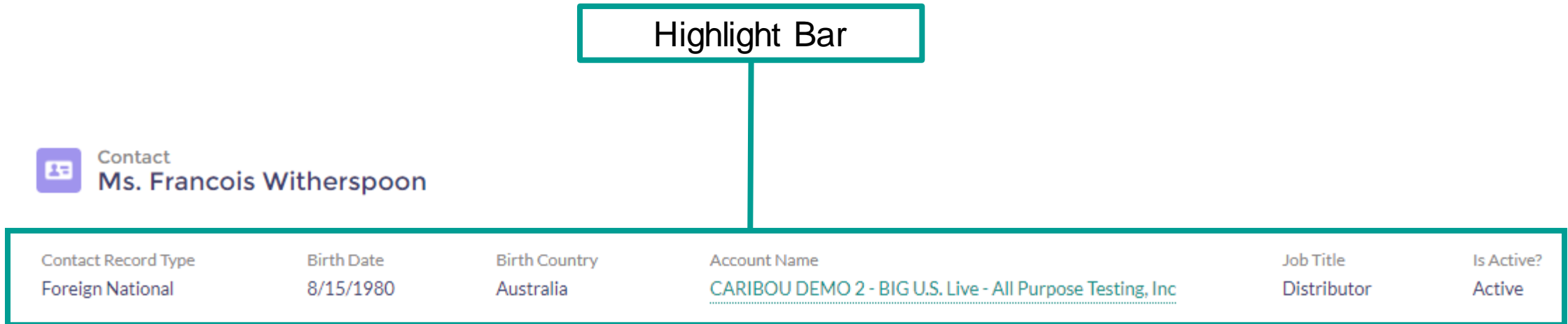
Search Results

- All
- Accounts
- Contacts
- Immigration Cases
- Files

The results are organized and easy to scan, including sections for accounts, contacts, cases and files

General Navigation: Highlight Bar

Several record types such as your profile page, Immigration Case pages, and Questionnaire Record pages contain highlight bars at the top of the page which display key information points from that record. Use this to review information quickly.



Questionnaire Completion

After receiving a Welcome Email from Seyfarth or a new case initiation email, a new Questionnaire will become available to you in the **Active Questionnaires** section of the Home screen.

Click the “Start” button on the Questionnaire that corresponds to your immigration case to begin.

Questionnaire Name	IC Type	Created Date	Last Modified Date	Questionnaire Status	Action/Status
QR-00136381	H-1B (Specialty Occupation - nonCAP)	Oct 01 2024 12:51	Oct 01 2024 14:29	Submitted	Submitted 2024-10-01
	H-1B (Specialty Occupation - nonCAP)				Start

Questionnaire Completion

- Prior to starting the Questionnaire, we recommend locating **all immigration-related documents** (such as passports and approval notices) and **have access to your biographical information and histories** (such as address history and job histories).
- Anticipate the questionnaire response process taking **up to an hour per person**.
- Complete all applicable fields to the best of your ability.
- Fields with a red asterisk * are required fields and are mandatory in order to move forward.
- **IMPORTANT:** When you reach the family member section of the Questionnaire, please be sure to confirm our office has the correct details (Full legal name, country of birth, and date of birth) for each of your immediate family members (spouse and children only).
 - If you have any additional immediate family members not already listed in Caribou, please be sure to provide each additional person's full legal name, country of birth, date of birth and relationship to you (even if the person is a U.S. citizen) in the Questionnaire.

Questionnaire Completion: **FAQ on Specific Fields**

- **Employee ID:** If you do not have one or are unsure, leave blank
- **USCIS A-number:** If you do not have one or are unsure, leave blank. If you do not know if you have an A-number, it is possible that you do not have one. An A# is issued upon receipt of the immigrant petition (Form I-140 or I-130)
- **National ID:** Your national identification number is a unique number that might be assigned by your state or country (outside of the United States). If you do not have one or are unsure, leave blank
- **Address History:** **If completing Questionnaire for an AOS case:* Provide at least the last 5 years of residential addresses and most recent foreign address. Dates of residence should be as precise as possible.
- **Proffered Job:** You can comment on the validity of the data presented to you in this tab to update any necessary details for the job for which you are being sponsored, keeping in mind that this may be a future role that you don't currently hold
- **Future Travel:** It is very important that you note any future travel plans as it may impact when or how your case is filed
- **Employment History:** Include all relevant working experience **If you are completing a Questionnaire for an AOS case, provide at least the last 5 years of employment history and most recent foreign position. Dates of employment should be as precise as possible.*
- **Education/Credentials:** Include all post-secondary degrees; secondary degrees are not required
- **Immigration Questions:** If you are unsure if an event/instance qualifies, check the box and provide explanation.

Questionnaire Completion

- If you won't be completing your Questionnaire in one sitting, you can continue an in-progress Questionnaire by clicking on the "Resume" button in the **Active Questionnaires** section of the Caribou home screen. Any information that you previously entered and saved should be retained.
- A Questionnaire can only be edited when its status is "**In Progress (Not Submitted)**". Once you submit the Questionnaire it can no longer be edited. If you need to make changes or provide additional information about your case, reach out to your Seyfarth legal team.

Active Questionnaires					View Previous Questionnaires
Questionnaire Name	IC Type	Created Date	Last Modified Date	Questionnaire Status	Action/Status
QR-00136381	H-1B (Specialty Occupation - nonCAP)	Oct 01 2024 12:51	Oct 01 2024 14:29	Submitted	Submitted 2024-10-01
QR-00136382	H-1B (Specialty Occupation - nonCAP)	Oct 01 2024 14:37	Oct 01 2024 14:38	In Progress (Not Submitted)	Resume

Questionnaire Completion: File Upload

Upload all relevant case files requested by Seyfarth






Reference the case initiation e-mail sent by Seyfarth for instructions on which files to upload.

The screenshot shows a 'Document Upload' interface. At the top, it says 'Document Upload'. Below that is a 'File Manager' button with a document icon, highlighted with a teal box. Underneath is an 'Add Files' section with an 'Upload Files' button (with an upload icon) and the text 'Or drop files'. Below that is a 'Related Files' section with a link icon and the text 'No Related Files!'. At the bottom of the interface, there are two buttons: 'Return to Questionnaire Main Menu' and 'Save & Mark Complete', with the latter highlighted by a teal box.

Click Save and Mark Complete to finalize the Questionnaire and proceed to the Questionnaire submission screen

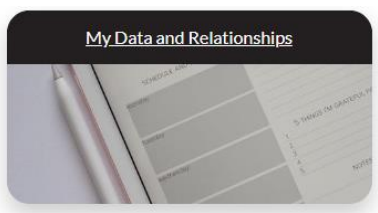
Questionnaire Submission

Caribou Questionnaire: AOS (Adjustment of Status)
Please provide, update or confirm details for each section below. A check mark confirms completion of each section. Click Submit Questionnaire when all sections are complete.

 My Details	✓
 My Parent Details	✓
 Spouse Details	✓
 Child Details	✓
 Attachments	✓

[Go to Immigration Case](#)

Once you have completed all sections of the Questionnaire, click on the “Submit Questionnaire” button to send your Questionnaire to Seyfarth.



Information Update

- **Inform Seyfarth of any changes to biographical details or immigration status**
- Navigate to my Data and Relationships tile, click on your name, select the **Submit Updates** tab to start an update questionnaire

Contact **Dr. Ross GELLER** + Follow Edit

Contact Record Type	Birth Date	Birth Country	Account Name	Job Title
Foreign National	3/18/1970	Argentina	CARIBOU - CARIBOU DEMO 2 - Rose Enterprises	Spudnik

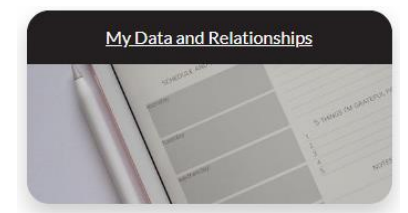
Details Current Snapshot **Submit Updates** Immigration Cases Worksite Hub History Records Files Status / Status Documents Family Relationships Notes

Please press **Next** to launch the Information Details update

Next


Select **Submit Updates** from your contact page and click Next to begin an *Information Details Update* questionnaire

Information Update



- Click on the tile(s) you wish to update and enter your information

Please click on the menu item to update related data. Once done, please click on finish



Update General Information

To update your personal information

Update Current Address Inform...

To update current domestic and foreign addresses

Update Family Member Informa...

To review your relationships with family and update family member data

Pause

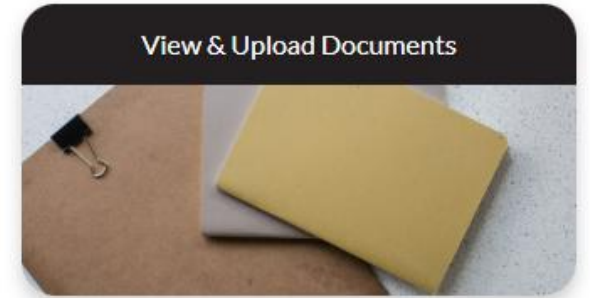
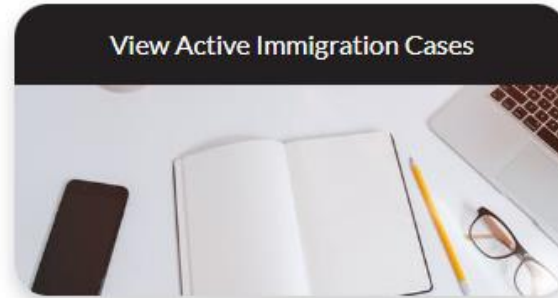
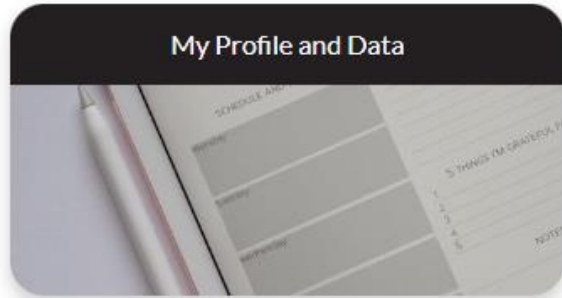
Once you have completed the desired tiles, click on “Next” from the main screen to submit your updates to Seyfarth.

Previous

Next

File Management

Once logged in, you will be able to upload and download documents from any of the tiles on the Home screen:



Document Access from the “My Profile and Data” Tile

- Click on the “**Files**” tab.
- **File Manager** is where you will be able to **upload** new files
- **Related Files** is where you will be able to **download** files

The screenshot displays a user profile page for a contact named "Contact". The profile information includes "Contact Record Type: Foreign National", "Birth Date", "Birth Country", "Account Name: CARIBOU - CARIBOU DEMO 2 - Rose Ent...", and "Job Title". The navigation tabs are "Details", "Current Snapshot", "Submit Updates", "Immigration Cases", "Worksite Hub", "Files" (which is selected and highlighted with a red box), and "More".

The "Files" section is divided into two main areas:

- File Manager:** This section is highlighted with a red box. It contains an "Add Files" section with a button labeled "Upload Files" and the text "Or drop files".
- Related Files:** This section is also highlighted with a red box. It displays "No Related Files!" with a document icon and a "View Related Files" button.

Document Access from the “My Family Members” Tile

- Select a Family Member’s profile from the list.
- Click on the “**Files**” tab.
- **File Manager** is where you will be able to **upload** new files
- **Related Files** is where you will be able to **download** files

The screenshot displays a user profile for a contact named 'Contact'. The profile includes a purple icon, a '+ Follow' button, and an 'Edit' button. Below the profile information, there are tabs for 'Details', 'Current Snapshot', 'Submit Updates', 'Immigration Cases', 'Worksite Hub', 'Files', and 'More'. The 'Files' tab is selected and highlighted with a teal box. Under the 'Files' tab, there is a 'File Manager' section with a teal box around the 'File Manager' header and a teal box around the 'Add Files' section. The 'Add Files' section contains an 'Upload Files' button and the text 'Or drop files'. Below the 'File Manager' section, there is a 'Related Files' section with a teal box around the 'Related Files' header. The 'Related Files' section shows a message 'No Related Files!' with a document icon and a 'View Related Files' button.

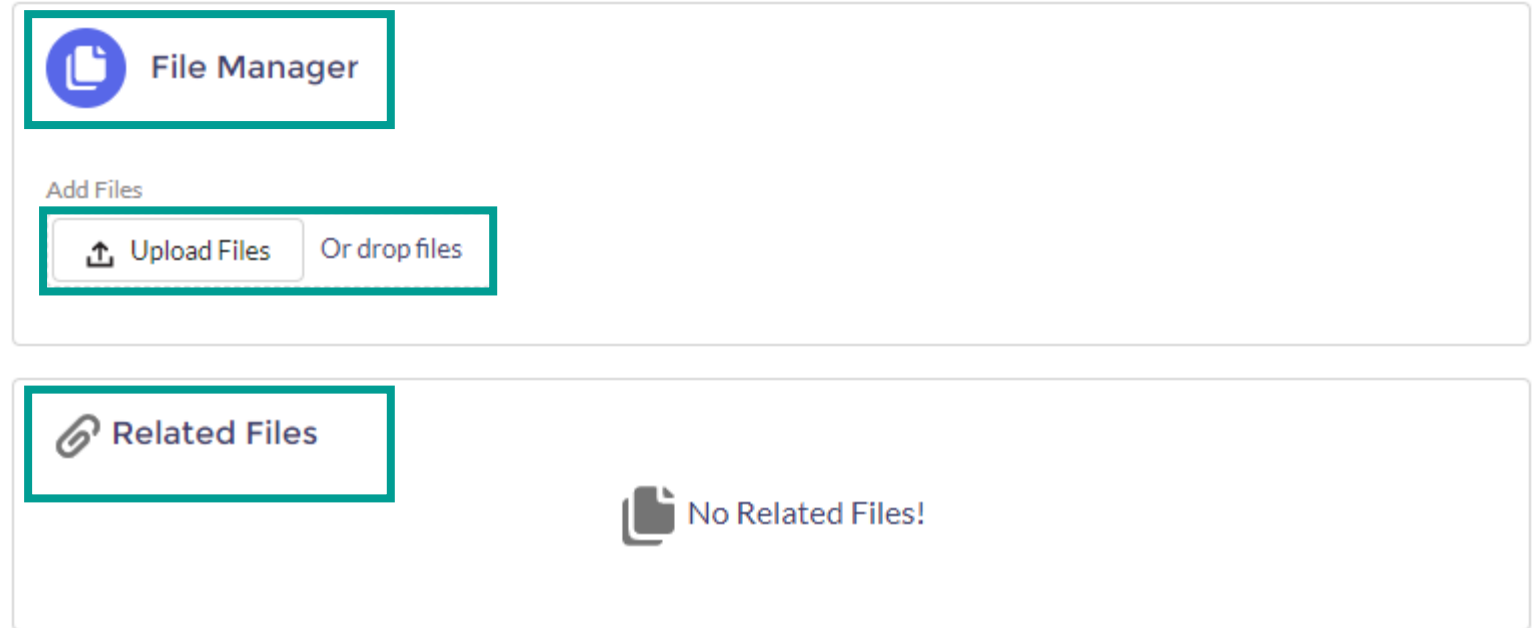
Document Access from the “View Active Immigration Cases” Tile

- Select an Immigration Case from the list.
- Click on the “**Related Files**” tab.
- **File Manager** is where you will be able to **upload** new files
- **Related Files** is where you will be able to **download** files

The screenshot displays the user interface for an immigration case. At the top, the case title is "Immigration Case 2024-Barajas-Kay-H-1B (Specialty Occupation - nonCAP)-Extend / Rene". Below this, key details are listed: Record Type (LCA HandE), Beneficiary (redacted), Immigration Case Type (H-1B (Specialty Occupation - nonCAP)), and Authorizing Account (CARIBOU - CARIBOU DEMO 2 - Rose Enterprises). A progress bar shows the case is in the "Info Gathering &..." stage. The "Related Files" tab is selected and highlighted with a red box. Under this tab, the "File Manager" section is highlighted with a red box, containing an "Add Files" section with "Upload Files" and "Or drop files" buttons, also highlighted with a red box. Below the File Manager, the "Related Files" section is highlighted with a red box, showing a message "No Related Files!" and a "View Related Files" button.

Document Access from the “View and Upload Documents” Tile

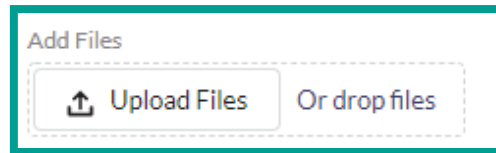
- **File Manager** is where you will be able to **upload** new files
- **Related Files** is where you will be able to **download** files
- Note that any files uploaded here will be attached to your Contact record, not an active Immigration Case.
- If you need to upload files regarding an active Immigration Case, you should upload them from that Immigration Case record.



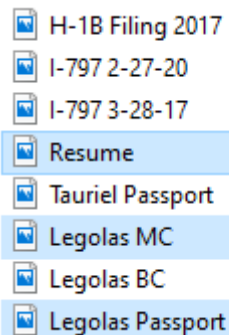
Uploading a File

- Click “Upload Files” or drag files from your local drive into the “drop files” box

Document Upload

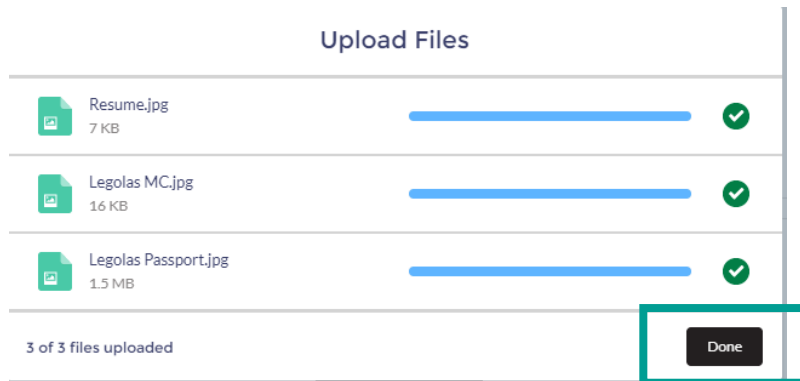


- Use your keyboard shortcut to add +1 files at a time

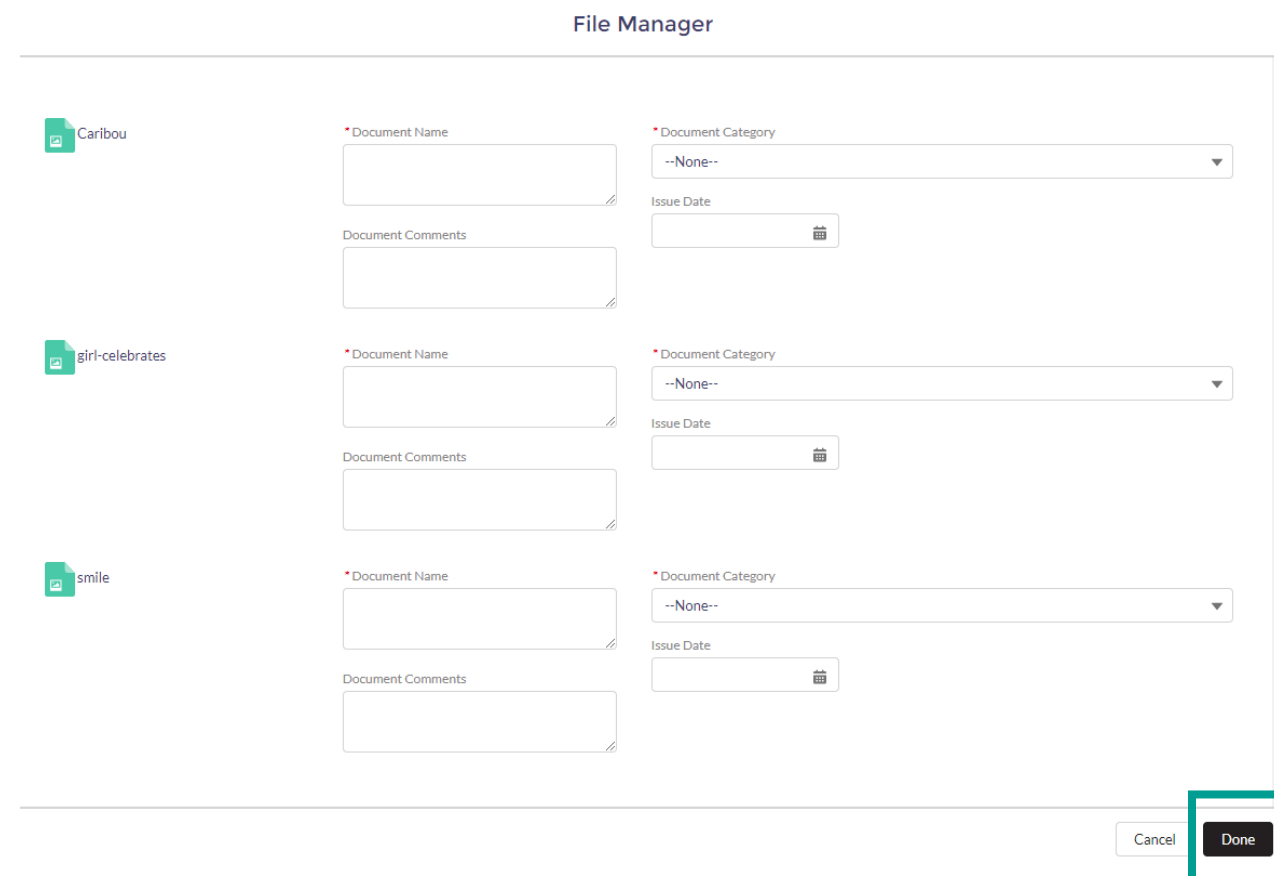


Uploading a File

- You will see a progress bar next to each document being uploaded
- Click “Done” when all documents uploaded have a green checkmark



- Enter the required information about the file(s)
- Click “Done” when all documents are ready to be reviewed by the Seyfarth Team



Uploading a File

- You will receive a message stating your documents were successfully uploaded



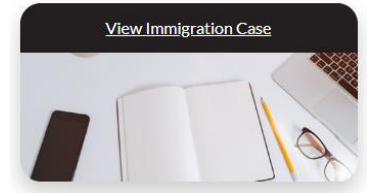
- The documents will have an “Awaiting Review” upload status until the Seyfarth team has reviewed and approved them

- The Upload Status will then change to “Document Approved”

- Click the download icon to download the file into your local drive

File	Upload Status	Download	Contact	Immigration Case Type	Created Date
test doc	Document Approved	⬇️	Ross GELLER		2021-03-02
789	Document Approved	⬇️	Rachel Green		2021-09-23
gh	Awaiting Review	⬇️	Ross GELLER		2022-04-11
werwr	Awaiting Review	⬇️	Ross GELLER		2022-04-19
sd	Awaiting Review	⬇️	Ross GELLER		2022-04-19
sd	Awaiting Review	⬇️	Ross GELLER		2022-04-19
ewr	Awaiting Review	⬇️	Ross GELLER		2022-04-19
dfsd	Awaiting Review	⬇️	Ross GELLER		2022-04-19
fdg	Document Approved	⬇️	Ross GELLER	H-1B (Specialty Occupation - nonCAP)	2022-04-25
dfgd	Document Approved	⬇️	Ross GELLER	H-1B (Specialty Occupation - nonCAP)	2022-04-25

Review Case Information



The pathbar provides an up-to-date visual indication of case status.

Expand the milestones to review specific steps completed on a case.

Immigration Case
2020-GELLER-H-1B (Specialty Occupation - nonCAP)-TBD - user in + Follow

Record Type	Beneficiary	Immigration Case Type	Authorizing Account	Disposition
LCA HandE	Ross GELLER	H-1B (Specialty Occupation - nonCAP)	CARIBOU - CARIBOU DEMO 2 - BIG U.S. Live - Caribou Smog Test - Caribou Smog Center	Initiated/None

Pathbar: [Completed] Info Gathering & A... Case Prep Case Review Filed & Pending Decision Complete Closed ✓ Mark Case Status as Complete

Details | Questionnaires | Worksites | Related Immigration Cases | Status Documents | Related Files | Notes

Field	Value
Immigration Case Name	2020-GELLER-H-1B (Specialty Occupation - nonCAP)-TBD - user in
Authorizing Account	CARIBOU - CARIBOU DEMO 2 - BIG U.S. Live - Caribou Smog Test - Caribou Smog Center
Petitioner (Company)	CARIBOU - CARIBOU DEMO 2 - BIG U.S. Live - Caribou Smog Test - Caribou Smog Center
Beneficiary	Ross GELLER
Proffered Job	
Immigration Case Type	H-1B (Specialty Occupation - nonCAP)
Parent Immigration Case	
Case Status	Info Gathering & Analysis
FEIN of Hiring Unit or PEO	
Signing Attorney	

Milestones ↻

> Completed Milestones (2)

Appointment Update

Biometric Reschedule

Contact Seyfarth

- Please **email** your Seyfarth account team member if you need to inform them of anything not covered in the Questionnaire or Information Update flows.