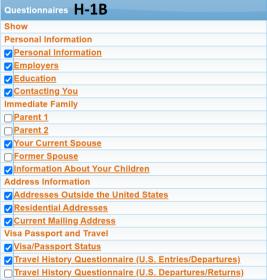# Immigration Case Management (ICM)

Power User Series

ICM is highly customizable and this extends to system default questionnaires. Questionnaires can be modified for each process type to better suit your organizational needs.

Note: The following may only be performed by a user with administrative privileges. If you are unable to proceed through the steps, please contact your administrator for assistance.

Customize Questionnaires for H-1B Process

To customize the default questionnaire:

1. Click on the username displayed in the upper right of the page and select **Administrative Settings** from the dropdown.
2. In the Firm Administration module, click the **Processes** tab.
3. Click the **Default Questionnaires** tab.
4. The left hand side of the page will display all of the Questionnaires that are available.
5. Click the dropdown arrow in the **Selected Process** section and select the H-1B process.
6. From the Questionnaires section, use the checkbox in the **Show** column to include or remove Questionnaires for the selected process. Below is our recommendation for the H-1B process.

Questionnaires **H-1B**
Show
Personal Information
☑ **Personal Information**
☑ **Employers**
☑ **Education**
☑ **Contacting You**
Immediate Family
☐ **Parent 1**
☐ **Parent 2**
☑ **Your Current Spouse**
☐ **Former Spouse**
☑ **Information About Your Children**
Address Information
☑ **Addresses Outside the United States**
☑ **Residential Addresses**
☑ **Current Mailing Address**
Visa Passport and Travel
☑ **Visa/Passport Status**
☑ **Travel History Questionnaire (U.S. Entries/Departures)**
☐ **Travel History Questionnaire (U.S. Departures/Returns)**

7. Clicking the name of each questionnaire will display all of the questions associated with it. **See our recommendations** for the H-1B individual questionnaires on Pages 2 and 3.
8. Use the checkbox in the **Hide** column to hide the questions you don't want displayed.
9. Click **Update Info** to save changes.

SEE NEXT PAGE

Personal Information	Employers	Education

Personal Information

- Family Name(s):
- ☐ Family Name(s) (Correction):
- First Name:
- ☐ First Name (Correction):
- ☐ Middle Name(s):
- ☐ Maiden Name:
- ☑ Nickname:
- ☐ All Other Names:
- ☐ Gender:
- ☐ Date of Birth:
- ☐ Nationality(ies):
- ☐ Country(ies) of Citizenship:
- ☐ City or Town of Birth:
- ☐ Country of Birth:
- ☐ Birth State/Province:
- ☐ A-Number (if any):
- ☐ Current Visa or Immigration Status:
- ☐ U.S. Social Security Number:
- ☐ Date Status Expires:
- ☑ I-129S Expiration Date:
- ☑ Driver's License No:
- ☑ Driver's License Expiration Date:
- ☐ Marital Status:
- ☑ Long term domestic partner:
- ☑ Date of Marriage:
- ☑ Place of Marriage:
- ☑ Any additional information:
- ☐ Student and Exchange Visitor Information System (SEVIS) Number:
- ☐ Employment Authorization Document (EAD) Number:
- ☑ First Entry into the U.S.:
- I-94 Entry Date/Issue Date:
- ☑ I-94 Expiration Date:
- ☑ I-94 Number:
- ☑ I-94 Entry Status:
- ☑ Most Recent I-94 Record:
- I-94 Entry Date/Issue Date:
- I-94 Expiration Date:
- I-94 Number:
- I-94 Entry Status:
- ☐ Management Information:
- ☑ Work Address:
- ☑ Manager:
- ☑ Manager Phone #:
- ☑ Manager Email:
- ☑ Department:
- ☑ Department/Group:
- ☑ Department Number:
- ☑ Cost Center:
- ☑ Client Billing Code:
- ☐ Salary:
- ☐ Employee ID:
- ☑ **Biographic Information**
- Ethnicity:
- Race:
- Height:
- Weight:
- Eye Color:
- Hair Color:

* - Fields are read-only due to being repeated

Employers

- Company
- ☐ Street Number and Name:
- ☐ Address line 2:
- ☐ Number:
- ☐ Type:
- Apartment:
- Suite:
- Floor:
- ☐ City:
- ☐ Country:
- ☐ State/Province:
- ☐ Zip/Postal Code:
- ☐ Business Type:
- Job Title :
- ☑ Annual Salary:
- ☐ Hours Worked per Week :
- ☐ From:
- ☐ To:
- ☐ Employment Status:
- ☐ Internship?:
- ☐ In the US?:
- ☐ Employer Phone Number:
- ☐ Supervisor's Name:
- ☑ Job Duties:

Education

- School:
- ☐ In the US?:
- ☐ Street Number and Name:
- ☐ Address line 2:
- ☐ Type:
- Apartment:
- Suite:
- Floor:
- ☐ Number:
- ☐ City:
- ☐ Country:
- ☐ State/Province:
- ☐ Zip/Postal Code:
- ☐ Degree:
- ☐ Highest level of education:
- ☐ Field of Study:
- ☑ From:
- ☑ To:
- ☑ Date Graduated:
- ☐ Date Degree Awarded:

Contacting You	Visa/Passport Status	Travel History Questionnaire

Hide English Label
 	
☐ **By E-mail**
  E-mail:
By Telephone
☐ Home Telephone:
☐ Work Telephone:
☐ Daytime Telephone:
☐ Cellular Telephone:
☑ Pager:
☑ Home Fax:
☑ Business Fax:
	Hide English Label
	☐ **Foreign Passport Information**
	☐ Date of Issuance:
	☐ Passport Expiration Date:
	  Passport Number:
	  Issuing Country:
	☐ City Issued in:
	☐ State/Province Issued in:
	☐ Country Issued in:
	☐ **U.S. Passport Information**
	  U.S. Passport Number:
	☐ Place Issued:
	☐ Date Issued:
	☐ U.S. Passport Expiration:
	☑ **Permanent Residence Status**
	☑ Date of Admission/Adjustment:
	☑ Method of attaining Permanent Residency:
	☑ Place of Admission or Adjustment:
	☐ **Visa Information**
	  Nonimmigrant Visa Number:
	☐ Visa Issue Date:
	☐ Visa Expiration Date:
	☐ Consulate that issued Visa:
	☐ Have you ever been in J-1/J-2 status, and subject to a two-year foreign residence requirement?:
	☐ Have you ever been granted a waiver of the two-year foreign residence requirement?:
		Hide English Label
		
		Initial Entry to the United States
		  First Entry Date:
		☐ I-94 Number:
		☐ Name as printed on I-94:
		☐ I-94 Expiration Date:
		☑ Location Stayed:
		☐ U.S. Port of Entry (City/State):
		☑ By means of:
		☐ Entry Status:
		☑ Inspected by U.S. Immigration Officer?:
		☑ Admitted to the US?:
		
		☐ **U.S. Entries/Departures**
		☐ Beneficiary's Entry Information
		☐ Departure Information
		☐ U.S. Entry Date
		☑ **EOS/COS Issuance Date
		  I-94 Number:
		  I-94 Expiration Date:
		  Entry Status:
		☑ Inspected Admitted Yes
		  Inspected
		  Admitted
		  Location Stayed:
		☐ U.S. Port of Entry
		☐ U.S. Departure Date
		☑ Destination
		☑ Reason for Trip
		☑ U.S. Port of Departure