

# Caribou

Foreign National Resource Guide

Seyfarth Shaw LLP

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## Table of Contents

- 1. General Navigation
- 2. Questionnaire Completion
- 3. Submit Information Updates
- 4. File Management
- 5. Review Case Information
- 6. Contact Seyfarth

#### **General Navigation: Home Page**

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



#### **General Navigation:** Search

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



#### **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 a 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.

Active Questionnaires	]				View Previous Questionnaires
Questionnaire Name	ІС Туре	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**

- 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 Questionnaire	25				View Previous Questionnaires
Questionnaire Name	ІС Туре	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**



#### **Questionnaire Submission**

My Details
My Parent Details
Spouse Details
Child Details
Attachments
Go to Immigration Case Submit Questionnaire

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 various aspects of your life without submitting a Questionnaire.
- From the Home Page, click the "Submit Information Updates" tile, then select the update flow you wish to complete.
- Once you have completed the desired flow, click on "Submit" or "Next" to submit your updates to Seyfarth.



#### **File Management**

Once logged in, you will be able to upload and download documents from any of the "My Profile and Data," "My Family Members," "View Active Immigration Cases," and "View & Upload Documents" 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



#### **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



#### **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



#### **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

File Mana	ger	
Add Files	,	
▲ Upload Files	Or drop files	

• 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

Upload Files		File	<b>Manager</b>	
Resume.jpg 7 KB	Caribou	• Document Name	Document Category    None Issue Date	•
Legolas Passport.jpg 1.5 MB 3 of 3 files uploaded Done	girl-celebrates	Document Comments  Document Name	Document Category None Issue Date	•
Enter the required information about the file(s) Click "Done" when all documents are ready to be reviewed by the Seyfarth Team	smile	Document Comments	Document Category None Issue Date	•

Done

Cancel

## 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



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	File	$\sim$	Upload Status	$\sim$	Download	Contact	$\sim$	Immigration Case Type 🗸	Created Date ↑
	📄 test	doc	Document Approved		⊻	Ross GELLER			2021-03-02
	<b>a</b> 789		Document Approved		⊻	Rachel Green			2021-09-23
	📄 gh		Awaiting Review		⊻	Ross GELLER			2022-04-11
	a wer	Wr	Awaiting Review		⊻	Ross GELLER			2022-04-19
	📄 sd		Awaiting Review		₹	Ross GELLER			2022-04-19
	📄 sd		Awaiting Review		Ł	Ross GELLER			2022-04-19
	a ewr		Awaiting Review		₹	Ross GELLER			2022-04-19
	📄 dfsd		Awaiting Review		Ł	Ross GELLER			2022-04-19
4	ᡖ fdg		Document Approved		⊻	Ross GELLER		H-1B (Specialty Occupation - nonCAP)	2022-04-25
	📄 dfgd	1	Document Approved		⊻	Ross GELLER		H-1B (Specialty Occupation - nonCAP)	2022-04-25

## **Review Case Information**



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Immigratio	on Case ELLER-H-1B (Spe	cialty Occupation - r	nonCAP)-TBD - user in			+ Follow	
Record Type LCA HandE	Beneficiary Ross GELLER	Immigration Case Type H-1B (Specialty Occupati	Authorizing Account ion - nonCAP) CARIBOU - CARIBOU DEMO	) 2 - BIG U.S. Live - Caribou Sm	nog Test - Caribou Smog Center	Disposition Initiated/None	
	Info Cothering C A	Core Dore					
· ·		Case Prep	Case Review Filed & Pending De	ecision Comple	ete Closed	✓ Mark Case Status as Complete	
Details Questi	onnaires Worksites	Related Immigration C	Case Review Filed & Pending De	ecision Comple	ete Closed           Milestones	✓ Mark Case Status as Complete C <sup>i</sup>	
Details Question Immigration Case Nam 2020-GELLER-H-1B	onnaires Worksites e (Specialty Occupation - nor	n Case Prep Related Immigration C nCAP)-TBD - user in	Case Review Filed & Pending De Cases Status Documents Related Files Immigration Case Type H-1B (Specialty Occupation - nonCAP)	ecision Comple	<ul> <li>Closed</li> <li>Milestones</li> <li>Completed Milestones</li> </ul>	✓ Mark Case Status as Complete           C <sup>a</sup> (2)	 ] ]
Details Questi Immigration Case Nam 2020-GELLER-H-1B Authorizing Account CARIBOU - CARIBO Caribou Smog Center	onnaires Worksites e (Specialty Occupation - nor U DEMO 2 - BIG U.S. Live -	Case Prep Related Immigration C nCAP)-TBD - user in Caribou Smog Test -	Case Review Filed & Pending De Cases Status Documents Related Files Immigration Case Type H-1B (Specialty Occupation - nonCAP) Parent Immigration Case	Notes	<ul> <li>Closed</li> <li>Milestones</li> <li>Completed Milestones</li> </ul>	<ul> <li>✓ Mark Case Status as Complete</li> <li>C<sup>2</sup></li> <li>(2)</li> </ul>	 ] ].
Details Questin Immigration Case Nam 2020-GELLER-H-1B Authorizing Account CARIBOU - CARIBO Caribou Smog Center Petitioner (Company) CARIBOU - CARIBO Caribou Smog Center	onnaires Worksites e (Specialty Occupation - nor UDEMO 2 - BIG U.S. Live -	Caribou Smog Test - Caribou Smog Test -	Case Review Filed & Pending De Cases Status Documents Related Files Immigration Case Type H-1B (Specialty Occupation - nonCAP) Parent Immigration Case Case Status Info Gathering & Analysis	Notes	<ul> <li>Closed</li> <li>Milestones</li> <li>Completed Milestones</li> <li>Appointment Update</li> </ul>	✓ Mark Case Status as Complete       C <sup>2</sup> f (2)	  
Details Questi- Immigration Case Nam 2020-GELLER-H-1B Authorizing Account CARIBOU - CARIBO Caribou Smog Center Petitioner (Company) CARIBOU - CARIBO Caribou Smog Center Beneficiary Ross GELLER	onnaires Worksites e (Specialty Occupation - nor U DEMO 2 - BIG U.S. Live -	Case Prep Related Immigration C nCAP)-TBD - user in Caribou Smog Test - Caribou Smog Test -	Case Review Filed & Pending De Cases Status Documents Related Files Immigration Case Type H-1B (Specialty Occupation - nonCAP) Parent Immigration Case Case Status Info Gathering & Analysis FEIN of Hiring Unit or PEO	ecision Comple	ete Closed          Image: Closed         Image: Milestones         > Completed Milestones         Appointment Update         Biometrik	✓ Mark Case Status as Complete (2) : 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.