



### Additional Items Regarding Transferee's Work Experience

- **Organizational chart** showing the chain of supervisors (to the senior executive level), as well as any employees supervised. Please include names and job titles for all individuals.
- **A list of each employee supervised by the individual**, including name, job title, a brief description of job duties, and academic background (e.g., "Bachelor's degree in Engineering").
- **Copies of subordinates' CV.**
- **Copies of subordinates' degree credentials**, if available.

### Additional Items Required from the Transferee

- **Copy of payroll records or pay statements covering 1 full year of experience at the company abroad.**

**Also:** Please contact our office confidentially if you have any prior records of arrest, including DUIs, but excluding traffic violations.