

LIST OF NECESSARY DOCUMENTS

EMPLOYMENT FIRST PREFERENCE PRIORITY WORKERS

I.: PETITION FOR PERSONS OF EXTRAORDINARY ABILITY (National Interest)

- Diplomas and transcripts from colleges or universities
- Professional certificates
- Documents proving previous job experiences
- Documents proving special skills
- Tax returns of the employer's company for the past two years, if available.
- Financial statements, including profit and loss statements and balance sheets of the employer's company for the past two years, if available.
- Evidence you have received a major, internationally recognized award, or at least three of the following:
 - Documentation of the receipt of several lesser nationally or internationally recognized prizes or awards for excellence, or any other evidence of outstanding achievements receiving international recognition. (If the award is major, only one is necessary.)
 - Documentation of membership in associations which require outstanding achievements of their members
 - Published material about you in professional or major trade publications or other major media outlets relating to your work, or copies of articles about you or your work that appeared in internationally respected journals
 - Evidence of your participation as a judge or the work or others in your field
 - Evidence of your original scientific, scholarly, artistic, athletic, or business-related contributions of major significance
 - Evidence of your authorship of scholarly articles in professionally or major trade publications or other major media outlets
 - Evidence of the display of your work at artistic exhibitions, or copies of critically acclaimed reviews of your performances
 - Evidence that you have performed in a leading or critical role for distinguished organizations
 - Evidence that you have commanded a high salary (at least \$100,000.00 per year)
 - Evidence that you have achieved commercial successes in the performing arts as shown by box office receipts or sales or records, cassettes, compact disks or videos
 - Copy of U. S. employment contract, or written statement explaining how you will continue your extraordinary work in the U.S.

II. FOR OUTSTANDING PROFESSORS AND RESEARCHERS

- Letters from former employer verifying that you have at least three years of teaching or research experience
- If a University position, a Letter of Contract from the University stating that the U. S. position is either a tenured or tenure-track position
- If the employer is in a private industry, evidence that it has a history of significant achievements in research and employs at least three other full-time research workers
- At least two of the following:
 - Evidence that you have received major prizes or awards for outstanding achievement in your academic field
 - Evidence of your membership in associations in your academic field which require

- outstanding achievements for membership
- Published material in professional publications written by others about your work. Mere citations to your work in bibliographies are not sufficient
- Evidence of your participation as the judge of the work of others
- Evidence of your original scientific or scholarly research contributions to the academic field
- Evidence of your international recognition, such as copies of articles published in international journals, awards won, or international lecture engagements, or your authorship of scholarly books or articles in scholarly journals having international circulation

III. MULTI-NATIONAL EXECUTIVES AND MANAGERS

- Notice of Approval of L-1A (Managers and executives) visa petition, if any
- Documents proving employment with the parent company for one of the past three years outside of the U.S. as an executive or manager
- Articles of incorporation or other legal charter or business license of the foreign business
- Articles of incorporation or other legal charter or business license of the U. S. business
- Legal business registration certificate of the foreign business
- Legal business registration certificate of the U. S. business
- Tax returns of the foreign business for the past two years, if available
- Tax returns of the U. S. business for the past two years, if available
- If the company is publicly held, annual shareholder reports of both the U. S. and foreign companies
- Accountant's financial statements, including profit and loss statements and balance sheets of both the U. S. and foreign company for the past two years
- Payroll records of the foreign company for the past two years, if available
- Promotional literature describing the nature of the employer's business, both U. S. and foreign
- Copy of the business lease of deed for the premises of the U. S. business
- If either company is publicly held, statements from the secretary of the corporation attesting to how the companies are related
- For private companies, copies of all outstanding stock certificates
- For private companies, a notarized affidavit from the corporations' secretaries verifying the names of the officers and directors
- For private companies, copies of the minutes of shareholder meetings appointing the officers and directors
- If a joint venture, copy of the joint venture agreement

IMMIGRATION AS SKILLED WORKER

- Diplomas and transcripts from colleges or universities
- Professional certificates
- Documents proving previous job experience (two years)
- Documents proving special skills
- Tax return of the employer's company for the past two years
- Financial statements, including profit and loss statements and balance sheets of the employer's company for the past two years, if available
- Statement from the employer justifying any unusual or restrictive job requirements

IMMIGRATION AS NURSE

- A copy of your Registered Nurse License (NCLEX-RN)
- CGFNS Certification
- VisaScreen Certificate
- A resume
- A Nursing School diploma and transcripts
- Previous employment letters
- Passport-all pages
- I-94 both sides
- All previous INS filings
- Mailing address
- Birth certificate
- The employer's business card with Federal tax Identification number
- The name and job title of the person signing for employer
- Your job description, salary
- If you have a spouse and children under 21, tell us now, so that they can get their Green Card with you

IMMIGRATION AS CLERGY (RELIGIOUS)

- Written verification that you have been a member of that same organization
- Written verification that you have worked as clergy in the same denomination for at least two years continuously prior to filing petition
- Letter from the religious nonprofit corporation describing the church including evidence that the religious organization in the U.S. qualified as a tax-exempt organization under section 501© of the Internal Revenue Code
- Letter from the organization giving details of your job offer, including how you will be paid
- Diplomas and certificates showing your academic and professional qualifications

IMMIGRATION THROUGH RELATIVES PETITION

- Petitioner's proof U. S. Citizenship
- Long form birth certificate showing parent/child or brother/sister relationship
- Marriage Certificate showing marriage to Petitioner and documentation to trace all legal name changes from birth to present
- One photograph each of you and your and your spouse

APPLICATION FOR ADJUSTMENT (I-485) FOR ALL CATEGORIES

- Two photographs for each applicant
- Birth Certificate for each applicant
- Marriage Certificate, if married
- If either spouse was previously married, proof each previous marriage terminated by death or divorce
- Medical Examination
- Affidavit of Support, or Written Offer of Employment from U.S. Employer, or Financial Documents showing sufficient funds and investments to support yourself

TEMPORARY SPECIALTY WORKERS (H-1B)

- Basic rates of pay offered
- Detailed job description
- Evidence of prevailing wage survey, unless from local or state labor department office (EDD response to Prevailing Wage Request)
- Tax return of Employer for 3 years: Only the first two pages and Schedule C
- Written statement concerning (a) what the employer does including activities and goals; (b) why it requires a professional to accomplish the goals; (c) what the beneficiary (H-1b employee) will do; (d) how the employer will utilize the beneficiary (employee)
- Brochure or promotional articles
- College and university diplomas and transcript
- If you do not have a degree, evidence that your combined education and experience (a. Letter from current or previous employer verifying the employee's experience) is equivalent to a degree.
- Valid passport for you and each accompanying relative
- I-94 card for you and each accompanying relative (U.S. Filing only)
- One passport-type photo of you and each accompanying relative (consular filing only)
- Cover letter: Outline Job-verify professional job (Management not professional)

APPLICATION FOR STUDENT STATUS

- Original I-94 (U.S. Filing only)
- Form I-20 from your school
- Valid passport for you and each accompanying relative (Consular filing only)
- Long form birth certificate for you and each accompanying relative
- Marriage certificate if you are married and bringing your spouse
- If either you or your spouse have ever been married, copies of divorce and death certificates showing termination of all previous marriages
- Transcripts and diplomas showing your previous education
- Proof of financial support:
 - Affidavit of Support, for you and each accompanying relative
 - Financial documents showing sufficient funds to attend school for at least one year without working
- Documents showing that close family members or property are being left behind in your home country.
- Documents showing ownership of real estate in your home country
- Documents showing a job is waiting on your return to your home country