

## DOCUMENT COVER SHEET

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Number of pages including this cover sheet: \_\_\_\_\_

From: \_\_\_\_\_ (Print your full name)

Company: \_\_\_\_\_ (Print your Company's name)

**Instructions:** Please provide us with clean copies of all of the following documentation that applies to you and your dependents. **Any document submitted in a foreign language must be translated into English with an accompanying certification as to the competency of the translator and accuracy of the translation.** If you need information about translation services, please contact our office. (800-437-7313)

		Select One			
<b>Required Initial Documentation</b>		Submitted / Included	Not Included	Does Not Apply	Previously Submitted
<p><b>Submitted / Included</b> means you are submitting this document with this Cover Sheet  <b>Not included</b> means you know you need to send it and will do so later  <b>Does not apply</b> means you do not need to provide this document  <b>Previously submitted</b> means you have sent this document previously and we have it in our files</p>					
1	Photocopies of all current <u>AND prior</u> : <ul style="list-style-type: none"> <li>▪ <b>Passport</b>—No blank pages: only pages containing biographic information and immigration stamps;</li> <li>▪ <b>Certificate of Citizenship</b> (only if not born in country issuing your passport);</li> <li>▪ <b>US Machine Readable Visas</b> (e.g. B, E, F, H, J, L, etc); AND</li> <li>▪ <b>I-94 cards</b> (please remember to keep copies of all I-94 cards).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Photocopies of all current <u>AND prior</u> : <ul style="list-style-type: none"> <li>▪ <b>EAD Cards</b> - Employment Authorization Cards (I-688A) including while on OPT.</li> <li>▪ <b>I-20 forms</b> if ever on F status (include ALL I-20's including for initial and continued attendance, etc)</li> <li>▪ <b>IAP-66 and/or DS-2019 forms</b> if ever on J status</li> <li>▪ <b>I-612 Waiver</b> of the Foreign Residence Requirement (re J status).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	All <b>CIS approval notices (I-797s)</b> you have received from the date of first arrival in the US, and all previous CIS petition(s) filed (only if those petitions were not filed by Immigration Support Services).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Current Resume (CV)</b> , including your current employer. Please ensure that the month and year of experience and education are included, as well as job titles and a short job description for each employment experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Education Documentation:</b> <ul style="list-style-type: none"> <li>▪ <b>Diploma</b> for each degree;</li> <li>▪ <b>Transcripts</b> of course work for each degree.</li> <li>▪ <b>Credential Evaluation Report(s)</b>, if any, for any non-U.S. university degree(s)/diploma(s).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	<b>Certification, licenses, or credentials</b> required to practice your profession (e.g. teaching certification, P.E., E.I.T. etc.). Ensure documentation shows date of first/original issuance as well as current validity dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Documentation supporting official <b>name change(s)</b> , if different names exist on any of your documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>Marriage Certificate and/or Divorce/Death Certificates</b> on former spouses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<b>Birth Certificate</b> – Please make sure that all birth certificates are issued by a government agency or civil authority and include not only the person's name and date and place of birth, but also both parents' names.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<b>Family documents:</b> If you have dependent family member(s), (i.e. spouse and/or children), submit documents requested in #1, #2, #3,#7, #8 and #9 for each dependent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<b>Employment Verification letters</b> from prior employers in CIS format (see page #2 of this document). These letters are a very important piece of information because they provide proof of your prior experience (before working at your current company). <b>The CIS requires that this proof be in the sample format.</b> This is important because the first stage of the employment based green card process is Labor Certification which concerns a specific job with specific job requirements. If the Labor Certification Petition process describes a job with "x" years experience required, and you can not prove "x" years experience, then eventually the CIS will deem you are disqualified from the job <i>and the green card case will likely fail.</i> We want to ensure you have the best chance for success the entire way through the green card process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SAMPLE EMPLOYMENT and EXPERIENCE VERIFICATION LETTER**  
**On Company Letterhead**

## Date

To Whom it May Concern:

I am writing to confirm the employment of Name of Candidate at Name of Company. *[Provide some detail about the company or institution, including the nature of its business operations. Please include brief statement of any corporate structure changes between the time of Name of Candidate's employment and the present].*

Name of alien worked # hours per week (or full time) as a Job Title for Name of Company for the period Date [month day and year] to Date [month day and year]. In this capacity, Name of Candidate *[Insert a job description preferably highlighting technologies/tools used on the job].*

**NOTE: If more than one actual job at this company, then repeat paragraph above for EACH job.**

Closing (optional).

Sincerely,

*Signature*