

## H-3 Document Requirements

Once a case is formally initiated with us, you will be assigned a case manager. The case manager will provide a secure way for you to send documents to us. At that time, we will need legible copies of the following documents.

Documents	Comments
<b>From alien</b>	
Passport and I-94.	All pages containing alien personal data, visas and I-94 (front and back).
Complete Professional Resume (CV).	
Approval and/or Receipt Notices for previously filed petitions	
<b>Documentation Relevant to Offer</b>	
A syllabus for the training showing the dates of the training and the specific topics covered.	Training should be structured, indicating the amount of classroom training and the amount of on-the-job training to be conducted.
<b>If alien's dependent family members (spouse and children) are in the U.S.</b>	
Passport and I-94 card(s)	
Approval and/or Receipt Notices for previously filed petitions	