



FAX COVER SHEET

Fax to: Green Card Data Collection at 717-506-5208 or email scanned images to data@immigrationsupport.com

From: _____ (Print your full name)

Company: _____ (Print your Company's name)

Number of pages including this cover sheet: _____

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)
 Blue Underlined words indicate links to important websites/email addresses that can provide you with more information concerning that topic.

		Select One			
Required Documentation (I-140 Schedule A)		Submitted with fax	Not included in fax	Does Not Apply	Previously submitted
<p>Submitted with fax means you are submitting this document as part of this fax Not included with fax means you know you need to send it and will do so later Does not apply means you do not need to provide this document Previously submitted means you have sent this document previously and we have it in our files</p>					
1	Green Card Biographical Data Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Photocopies of your: Do NOT fax item #2 documents; Mail to ISS, 2215 Millennium Way, Enola PA 17025 USA <ul style="list-style-type: none"> ▪ Passport (only pages containing biographic information and immigration stamps. No blank pages.); ▪ All current and prior US Machine Readable Visas; ▪ All current and prior I-94 cards (please remember to keep copies of all I-94 cards); ▪ Certificate of Citizenship (only if not born in country issuing your passport). 			<input type="checkbox"/>	<input type="checkbox"/>
3	All previous CIS Petition(s) filed, as well as, all CIS Approval Notices (Form I-797) you have received from the date of first arrival in the US (only if those petitions were not filed by Immigration Support Services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Complete Professional Resume (CV), 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. (Sample is available upon request)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Education Documentation: <ul style="list-style-type: none"> ▪ Official Diploma(s) for all degrees; ▪ Transcripts of course work for each degree(s) issued by a non-U.S. university; ▪ Copies of any Credential Evaluation Report(s), if any, for any non-U.S. university degree(s)/diploma(s). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Employment Verification letters from prior employers in CIS format (See Page #3 of this document).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Nursing Certificates: <ul style="list-style-type: none"> ▪ CGFNS ▪ NCLEX-RN ▪ VisaScreen 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Birth Certificate — 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"/>
9	Marriage Certificate and/or Divorce Decree(s)/Death Certificates on former spouses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	If you have dependent family member(s), (i.e. spouse and/or children), submit documents requested in #2, #3, #8, #9, and #12, for each dependent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	State Nursing License (if already in US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Copy of any and all Employment Authorization Card(s) (I-688A - EAD's) including while on OPT or CPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	If you have not already done so, begin work to obtain your VisaScreen Certificate (See Page #4 of this document).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Select One			
	Required Documentation (Adjustment of Status – AOS)	Submitted with fax	Not included in fax	Does Not Apply	Previously submitted
	<p>Submitted with fax means you are submitting this document as part of this fax Not included with fax means you know you need to send it and will do so later Does not apply means you do not need to provide this document Previously submitted means you have sent this document previously and we have it in our files</p>				
1	Photocopies of your: Do NOT fax item #1 documents; Mail to ISS, 2215 Millennium Way, Enola PA 17025 USA <ul style="list-style-type: none"> ▪ Passport (only pages containing biographic information and immigration stamps. No blank pages.); ▪ All current and prior US Machine Readable Visas; ▪ All current and prior I-94 cards (please remember to keep copies of all I-94 cards); ▪ Certificate of Citizenship (only if not born in country issuing your passport). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	All previous CIS Petition(s) filed, as well as, all CIS Approval Notices (Form I-797) you have received from the date of first arrival in the US (only if those petitions were not filed by Immigration Support Services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of any and all Employment Authorization Card(s) (I-688A - EAD's) including while on OPT or CPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Three most recent pay stubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	US Tax Returns (form 1040 or variation of 1040) for the past three years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	W-2s for the past three years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Marriage Certificate and/or Divorce Decree(s)/Death Certificates on former spouses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Birth Certificate — 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"/>
9	<p>***<u>Medical Exams</u>: Please secure an appointment, when we instruct you to do so, and mail to us the sealed exam results once received. If the physician the candidate selects does not have the necessary CIS forms related to this medical exam procedure, either the physician's office or the candidate should contact the CIS District Office in the local area in order to obtain the most current form(s)</p> <p>Do NOT fax item #9 documents; Mail to ISS, 2215 Millennium Way, Enola PA 17025 USA</p>				<input type="checkbox"/>
10	<p>***6 photographs , taken within the past 30 days to CIS Photo Specifications for each member of your family who will Adjust Status.</p> <p>Do NOT fax item #10 documents; Mail to ISS, 2215 Millennium Way, Enola PA 17025 USA</p>				<input type="checkbox"/>
11	If you have dependent family member(s), (i.e. spouse and/or children), submit documents requested in #1, #2, #3, #7, #8, #9 and #10, for each dependent.	<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 and year] to Date [month 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

VisaScreen™

A *VisaScreen™* Certificate is needed to present to a consular office (when Consular Processing), or in the case of Adjustment of Status, the Certificate is submitted with the Adjustment of Status Application (I-485) packet when filed with the applicable CIS Service Center.

The following topics are covered in this communication in order to assist you in obtaining your *VisaScreen™* Certificate:

- 1. Summary of *VisaScreen™* requirements**
- 2. *VisaScreen™* Streamline Process**
- 3. *VisaScreen™* application packet instructions and forms, i.e. where to obtain**
- 4. *VisaScreen™* Renewal Program Requirements**

1. Summary of *VisaScreen™* requirements

U.S. immigration law requires that certain healthcare professionals, other than physicians, complete a screening program in order to qualify for certain occupational visas. *VisaScreen™*, a program offered by the International Commission on Healthcare Professions (ICHP), enables healthcare professionals to meet this requirement by verifying and evaluating their credentials to ensure compliance with the government's minimum eligibility standards.

Applicants who successfully complete *VisaScreen™* receive a *VisaScreen™* Certificate, which is presented to a consular office, or in the case of adjustment of status, the Attorney General, as part of the final step in the permanent residency (Green Card) process. To satisfy all federal screening requirements, a *VisaScreen™* evaluation includes:

Educational Review:

To ensure that the applicant's education:

- Meets all applicable, statutory and regulatory requirements for the profession the applicant intends to practice.
- Is comparable to that of a U.S. graduate seeking licensure.

Licensure Review:

- To evaluate initial and current licenses, provided directly to ICHP by the issuing/validating institution, to affirm the applicant has completed all practice requirements and has no encumbrances.

English Language Skills Assessment:

- To confirm that the applicant has shown the required competency in oral and written English by submitting passing scores on a test approved by the U.S. Departments of Health and Human Services and Education.

Predictive Examination for Registered Nurses:

- Applicants who wish to practice as nurses must present a Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or a passing score on the U.S. registered nurse licensing exam, the NCLEX-RN.

2. *VisaScreen™* Streamline Process

- Applicants born outside of the U.S. who received their entry level professional education in the U.S. can use a streamlined process to obtain *VisaScreen™* authorization. Such applicants are exempt from the educational comparability review and English language proficiency examination.

3. VisaScreen™ application packet instructions and forms, i.e. where to obtain

- Go to web site to either apply online or download and mail applicable forms:
<http://www.cgfn.org/sections/programs/vs/>
- VisaScreen™ Handbook pdf: http://www.cgfn.org/files/pdf/apps/VS_Handbook.pdf
- VisaScreen™ FAQs: <http://www.cgfn.org/sections/tools/faq/vsfaq.shtml>

4. VisaScreen™ Renewal Program Requirements

- VisaScreen™ Certificates are valid for five years from the date of issue. A VisaScreen™ Certificate holder must continue to renew it until the applicant has obtained permanent residence (Green Card) or become a U.S. citizen. The renewal application needs to be submitted six months prior to the expiration of the VisaScreen™ Certificate.
- Applicants can apply online (<https://www.cgfn.org/cerpassweb/login.jsp>) or download and mail a renewal application (<http://www.cgfn.org/files/pdf/apps/VisaScreenReApp.pdf>).