**CASE MANAGER GUIDE: ADVANCED DEGREE REQUIREMENT**

As a Case Manager at GreenPath Immigration LLC, your role includes ensuring that the client's advanced degree documentation meets USCIS requirements for EB1 and NIW petitions. This guide provides key considerations and best practices for handling the advanced degree requirement.

1. **Diploma Requirements**

Each advanced degree claimed by the client must be supported by a scanned copy of the diploma. Ensure the diploma includes:

1. The client’s full name.
2. The name of the university.
3. The degree awarded.
4. The date of conferral.

**Common Issues & Solutions:**

1. **Non-English Diplomas**: If the diploma is not in English, ensure the client provides a certified translation. If a client or colleague translates it, they must complete and sign a translation affidavit.
2. **Latin Diplomas:** If the diploma is in Latin, check if the university provides an official translation template. If not, instruct the client to obtain a professional translation.
3. **Transcript Requirements**

A scanned copy of the official transcripts must be provided. Ensure transcripts:

1. Are issued by the university and marked as official.
2. Are printed on or after the conferral date of the diploma.
3. Clearly state the following details:
4. Name of the degree awarded.
5. Field of study (major).
6. Date of degree conferral.
7. Dates of attendance (start and end years of study).

**Common Issues & Solutions:**

1. **Unofficial Transcripts**: Do not accept transcripts labeled as "unofficial." Only official transcripts should be used.
2. **Pre-Conferral Transcripts:** Ensure that transcripts are issued after the degree conferral date. Pre-conferral transcripts often lack key information and should not be used.
3. **Unavailable Transcripts**: If transcripts are not provided by the university, the client may submit one of the following alternatives:
4. **Diploma Supplement:** An official document issued by the university describing the program, degree, field of study, and dates of enrollment.
5. **Registrar’s Letter:** A formal letter from the university registrar on official letterhead, confirming degree details and dates of enrollment.
6. **Degree Evaluation (For Foreign Degrees)**

If the client holds a foreign degree, a degree evaluation is required to confirm its equivalency to a U.S. advanced degree.

**Best Practices**:

1. Ensure the evaluation is from a reputable credential evaluation service, preferably one listed on NACES.org. We recommend Trustforte.
2. A general equivalency evaluation is usually sufficient; a course-by-course evaluation is not required.

**Common Issues & Solutions**:

1. **Non-Equivalent Evaluation**: If the evaluation states that the degree is equivalent to a U.S. bachelor's degree or does not confirm an advanced degree, the evaluation is not usable. Advise the client to seek a new evaluation from a different provider.
2. **Inconsistent Information**: If there are discrepancies between the evaluation, diploma, or transcripts (such as conflicting graduation dates), request a corrected evaluation from the evaluation provider.
3. **Final Review and Submission**

Before finalizing the advanced degree section, review:

1. The diploma for completeness and legibility.
2. The transcripts for required details and official status.
3. The degree evaluation (if applicable) for accuracy and equivalency confirmation.
4. Any translations and affidavits for non-English documents.