

DOCUMENT CHECKLIST



Check your “Documents” folder in our online portal and upload copies of the following if you have not done so already:

YOUR required documents

- ☐ Passport biographic and signature pages
- ☐ Up-to-date resume (CV) that includes dates with each employer, each position held, and duties
- ☐ All degrees, diplomas, and transcripts
- ☐ Any education evaluations, training certificates, and experience letters, if previously issued to you
- ☐ Current U.S. visa and all previous U.S. visas
- ☐ Most recent Form I-94 “Arrival/Departure” Record
- ☐ All current and previous U.S. immigration paperwork, including:
 - Prior approval notices (Form I-797)
 - Form(s) DS-2019
 - Form(s) IAP-66
 - Form(s) I-20
 - Employment Authorization Card(s)
- ☐ 3 most recent pay statements from current U.S. employer

Your DEPENDENTS’ required documents (if applicable)

- ☐ Passport biographic and signature pages for each family member
- ☐ Marriage certificate
- ☐ Children’s birth certificates listing you and your spouse as parents
- ☐ Most recent Form I-94 “Arrival/Departure” Record for each family member
- ☐ All current and previous U.S. visas and other immigration paperwork for each family member

Documents in a language other than English must be accompanied by English translations. BAL will arrange the translation for all required documents, if client authorizes this service.

Academic degree(s) and/or experience may require an evaluation. Cases with complex evaluation issues may take longer to process.

Please note that BAL may request additional documents if needed.