DOCUMENTS AND INFORMATION NEEDED FOR GREEN CARD PROCESSING

\*\*\* *In order to begin processing your Green Card Application, we need you \*\*\**

*to provide* ***all*** *information and documentation requested below.*

* ***Please provide clean and legible PHOTOCOPIES (no originals), one-sided on 8 ½ x 11 paper***
* ***Scanned PDF’s sent by email is fine***
* ***Please send COLOR scanned copies whenever possible, especially for your Passport, VISA Stamps, EAD Card, or any other document containing your picture (the USCIS prefers color copies).***
* ***All copies should be FIRST GENERATION copies; please do not make a “copy of a copy” if possible, as this diminishes the legibility of the copy.***

**Information need from Employee:**

1. Are you aware of any reason or grounds for your inadmissibility into the U.S.? **NO**
2. **Has any of your former employers, or your current employer, ever filed a PERM (Form 9089) application for you? NO**
   1. **If so**, please give us the details regarding this filing.
   2. If you have any **documents** regarding this filing, please send them to us.
3. **Has any of your former employers, or your current employer, ever filed an I-140 application for you? NO**
   1. **If so**, please give us the details regarding this filing.
   2. If you have any **documents** regarding this filing, please send them to us.

**Documents needed from Employee:**

* ***Please provide clean and legible PHOTOCOPIES (no originals), one-sided on 8 ½ x 11 paper***
* ***Scanned PDF’s sent by email is fine***
* ***Please send COLOR scanned copies whenever possible, especially for your Passport, VISA Stamps, EAD Card, or any other document containing your picture (the USCIS prefers color copies).***
* ***All copies should be FIRST GENERATION copies; please do not make a “copy of a copy” if possible, as this diminishes the legibility of the copy.***

1. Education and Experience
   1. Copy of all Master’s and Bachelor’s **degree(s) (diplomas)** and **transcripts (marksheets)** for each level of education completed (Bachelor’s degree and above).
   2. Copy of any Educational Equivalency Evaluation you have received for your degrees (if any).
   3. Any translations that you have of any documents requested that are in a foreign language, such as educational degrees, marriage licenses, etc. (if any)
   4. Detailed PERM VERSION resume for filing for Green Card (See attached form example for you to fill out).
      1. Include the address of employer, name of the immediate supervisor, phone number of employer, and all job title(s) held for each employer.
2. Specify **in detail** the job duties, technologies and environments you worked with while working with each employer.
3. Specify how many hours per week (i.e., 40 hours/week) that you worked for each employer.
4. Specify if you supervised any other employees during any position of employment, and if so, how many employees you supervised.
   * 1. For all colleges attended, include the full name and address of college, each degree received, and date each degree was received.
   1. Copies of any relevant awards and/or certifications received.
   2. Copy of experience letters or employment verification letters from **all** prior employers (if any)
      1. **We have provided you with a template to use for the letters. This template contains ALL information we need from your former employers. If one of your current letters does not include all the required information, we may ask that you obtain a new letter from that employer.**
   3. Provide a non-technical, simplified explanation of your job description for your current job.
      1. i.e., “I’m a computer programmer. I write computer code so that our customer’s website runs better.” “I analyze…to make programs run more efficiently.”
5. Visa Status:
   1. Alien Registration Number(s) (A#), if applicable
   2. Copy of I-94 (back and front) from most recent entry into the United States
   3. Copy of current, unexpired passport
      1. **Please include all pages that have any writing, stamps, or stickers on them.**
   4. Copy of expired passport (if any)
      1. **Please include all pages that have any writing, stamps, or stickers on them.**
   5. Copy of all I-797 Approval Notices received
      1. **This includes prior filed H-1B, PERM, and/or I-140 Approval or notices**
   6. Copy of all I-20 forms you received while attending school in the U.S. (if applicable)

Note: Please provide a copy of every single I-20 form even if you are no longer in F-1 status.

* 1. Copy of any IAP-66 forms or DS-2019 “Certificate of Eligibility” forms received for any period of J (Exchange Visitor) Visa status (if applicable)
  2. Copy of any Employment Authorization Documents (EAD cards) received (if any)
  3. Copy of your most recent U.S. IRS W-2 forms (from current and/or previous U.S. employers, if applicable)
  4. Copy of most recent pay check stubs from your current Employer for the past three (3) months