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I-140 PROFESSIONAL NURSE CHECKLIST

The following is a list of documentation/information required by our office to commence the preparation and filing of the I-140 Professional Nurse/Schedule A Certification.

ALIEN'S PERSONAL DOCUMENTS including:

- Completed Personal Questionnaire.
- Copies of passport and I-94 entry document.
- Copy of INS/DOL documentation including applications and approvals forwarded/received by alien.
- Copies of academic credentials, i.e., diploma, transcript.
- Educational Equivalency Evaluation by recognized evaluator, if diploma obtained outside U.S.
- Copy of CGFNS Certification.
- Copy of State Nursing License.
- Copy of Nursing License (from home country).
- Copies of personal documents (i.e., marriage certificate and birth certificates of self, spouse and/or children together with written notification of inclusion of family members (there will be additional processing fees for inclusion of family members)).
- Copy of alien's resume which must include the details of his/her professional experience for a minimum of 5 years.

EMPLOYER DOCUMENTS including:

- Completed Employer Questionnaire to include job title, detailed job description, salary, other compensation and Employer Tax ID #.
- Copy of position description/requirements from Human Resources manual (if available).
- Copy of contract between alien and employer (if applicable).
- Contact person name, address, telephone and fax numbers.
- Promotional piece(s) highlighting major focus of business and clients of hospital/clinic.

Upon our receipt of the above-noted items, the office will commence preparation of the 2nd preference I-140 Immigrant Visa Petition.