

## **Checklist of Items Needed for Processing PERM L/C Applications**

**Name of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Complete Part B of the Questionnaire in its entirety. Show names and addresses of colleges and universities you attended, and the dates in months/years. Give complete addresses of employers, not employer's clients where you worked, as they are not your employer.
- Passport (and that of any spouse/children, if applicable); just the first 3 pages with the personal information and the page with the U.S. visa stamp (*only if in the U.S.*).
- Personal information: name, date of birth, place of birth; address in home country, **social security number** (also for family members, if to be included).
- I-94 card (*only if in the U.S.*).
- I-20 and employment authorization card (*only if alien is currently on a student visa in the U.S. and under practical training*).
- Degree certificates/diplomas; if still in school, a letter from school verifying completion of study or graduation date.
- College/university transcripts or grade sheets.
- Credential evaluation of foreign degrees (required only if all degrees are from outside the United States).
- Experience letters showing dates, title and skills used. Ensure that the titles you show in Q.B above match the titles in experience letters. Avoid titles simply as Consultant, System Executive or Team Lead. Title should be descriptive of your occupation, e.g. Software Consultant, Computer Systems Executive, IT Team Lead. The best titles are Software Engineer, Software Developer, Systems Analyst, IT Supervisor, so that titles indicate your profession.
- Resume/curriculum vitae (Showing current employment with start date)
- All H-1 approval notices and petitions (*only if currently in the U.S. on H-1 visa*).
- Translations (documents not in English must be accompanied by translations into English).

Please submit in above order and circle or check items being sent. Do not fax, unless we ask, as we must submit clear, legible, certifiable (by us) photocopies to the Immigration.

**IMPORTANT: Even if one of the above items or information is not provided, it will delay your case as we must submit only complete information and documentation to the Immigration.**