

# Orr & Reno

*Professional Association*

## INFORMATION CHECKLIST

### Employer:

- Company name, address, telephone and fax numbers
  - Name & title of contact person and/or person responsible for signing forms
  - E-mail address of contact:
  - IRS tax/Federal ID #
  - Type of business
  - Year established
  - Current number of employees
  - Gross and net annual income from previous tax year
- Detailed job description
  - Job title
  - Wages offered
  - Job duties
  - Education, training &/or experience required to perform job
  - Work schedule for employee (e.g. 40 hours, 8 am – 5 pm)
  - Dates of intended employment
- Executed contract (if applicable)
- Proof of employer's ability to pay salary
  - Annual report, independent auditor's statement, most recent corporate tax return, letter from accountant, bank statements
- Brochure or other literature about company, its products or services

### Employee:

- Copy of all pages in passport (except blank pages)
- Copy of I-94 (front and back) - if in the U.S.
- If F-1 or J-1, copies of all current/previous Forms I-20, IAP-66 or DS-2019
- Copy of work authorization (EAD Card) - if applicable
- Copies of all previous immigration applications/approvals, if any (e.g. H-1B petitions)
- Copy of most recent pay stub if currently employed in U.S.
- Resume: Detailed education and job history. Include names of all employers, with dates of employment, and names of university/college(s), major field of study, type of diploma/degree(s).
- Copies of diplomas and transcripts for all educational programs; training certificates with translations, and state/provincial licenses  
NOTE: Most foreign degrees require an evaluation to determine that the degree is equivalent to U.S. baccalaureate or higher.
- VisaScreen Certificate for health care positions (registered nurses, physical therapists, occupational therapists, speech language pathologists, medical technologists (a.k.a. clinical laboratory scientists), medical technicians (a.k.a. clinical laboratory technicians) and physician assistants)
- Copies of offer letters or employment letters from employers (on company letterhead) re dates worked, job duties, and job title – if required to document relevant paid experience:
- Copy of birth certificate with English translation if necessary – only for green card process
- Spouse & children, if applicable - names, ages, place of birth, copies of passports and I-94 cards (include copies of marriage and birth certificates if spouse or children do not have the same last name)

NOTE: All foreign documents which need to be translated should include the translator's signature, name, and address, the date translated, and an attestation that the document has been translated from the foreign language to English to the best of the translator's ability.