

## Thompson Immigration Law Associates

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### ***“Employee” Work Visa Document Request***

- *Please make sure the copies are enlarged and clear so that all stamps and entries are readable.*
- *Please provide both original language and English translations of all documentation, and include a “Translation Certification” (using the sample included at the end of this document) with each translation.*
- *Note that the translation can be done by anyone, and need not be done by a translation service or be notarized (or legalized).*

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#### **Credentialing Documentation Required**

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1. A copy of a three recent payroll stubs.
2. A *detailed* job description for the position for which you are being sponsored.
3. A list of any special requirements, certifications or licenses required for the position.
4. A copy of any certifications or licenses that relate to the job for which you are being sponsored.
5. If you currently have a work visa and your visa petition was *not* filed by Thompson Immigration, a copy of your most recent work visa petition *including supporting documents*.
6. A copy of your current resume sorted by your dates of employment and actual employer. Please include a job description and skill sets used for each position.
7. A copy of your college diploma(s) and transcripts.
8. A copy of any educational or work history evaluations conducted o your behalf.

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#### **Immigration Documentation Required**

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1. A copy of the information page from your current and all prior passports.
  2. A copy of all U.S. visa stamps from your current and all prior passports.
  3. A copy of your current and *all* past I-94 cards (*front and back*).
  4. A copy of *all* of your prior USCIS Approval Notices, Form I-20, Employment Authorization Document, etc.
  5. A copy of your Social Security card.
  6. A passport-style photo.
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**Translation Certification**

I certify that I, \_\_\_\_\_, speak, read and write both English and \_\_\_\_\_, and that the attached document, \_\_\_\_\_, is a true and accurate translation of the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date