

CHECKLIST FOR A GREEN CARD APPLICATION FOR A REGISTERED NURSE

Documents required for the CIS I-140 Application

- A copy of your college/university diploma
- A copy of your college/university transcripts
- A copy of your RN license from your home country (if you have one)
- A copy of EITHER your valid U.S. state license(s) -OR- eligibility to take NCLEX exam
- A copy of your resume/CV (see below)
- A copy of letters from previous employers verifying your experience (**required info: job title, job description, employed full time or worked 40 hours / week**)
- A copy of your Visa Screen/CGFNS Certificate (if you have already received it)
- A copy of your FCCPT / CGFNS education evaluation (if you have one)
- A copy of your Passport (ID page), visa page
- A copy of all approval notices (I-797) and I-94 cards (front and back) that you have received from the CIS/INS
- A copy of your Social Security Card
- A copy of your Driver's license
- A copy of the most recent 3 months of paystub
- Information about any upcoming travel plans

Documents required for the CIS I-485 Application

- A copy of your Passport ID page, visa pages, with stamped pages (no blank pages) and for each family member applying with you (if applicable)
- A copy of all approval notices (I-797, I-539) and I-94 cards that you have received from the CIS/INS and for each family member applying with you (if applicable)
- A copy of the birth certificate for yourself and each family member applying with you (if applicable)
- A copy of your marriage certificate or divorce decree (if applicable)
- A copy of your income tax returns from the last three years (note: if you have not been in the U.S. for the last three years, simply submit a copy of the tax returns that you have filed since entering the U.S.,(if any)
- A completed Form G-325, Biographic Form (for yourself and each family member applying with you). You will find a blank G-325 form on the CIS' website at www.uscis.gov. Please print clearly on the form but you do not need to sign the form at this time. Please write legibly.
- A completed medical examination (for yourself and each family member applying with you). To obtain an I-693, medical examination form, please go to <http://uscis.gov/graphics/formsfee/forms/files/I-693.pdf>. You will then need to schedule a medical appointment with a CIS approved doctor. To obtain a list of the CIS approved doctors in your area, please call 1-800-375-5283. (**WILL LET YOU KNOW WHEN YOU NEED TO GET IT**)
- Six passport style and size photographs (for yourself and each family member applying for a green card/immigrant visa except if child's age is under 18 then only four passport style pictures)

**RESUME SHOULD INCLUDE ALL OF THE FOLLOWING INFORMATION OR
BE REFORMATTED TO MATCH THE BELOW**

SAMPLE RESUME / CV

CHRISTOPHER T. MUSILLO
DATE OF RESUME: JAN 01, 2009

US ADDRESS:

123 MAIN STREET
CINCINNATI, OHIO 45202
CMusillo@gmail.com and Chris@yahoo.com
513-744-4080 (Work) 513-555-1212 (Home) 513-555-7788 (Cell/Mobile)

FOREIGN ADDRESS:

456 SEVENTH STREET
LONDON, ENGLAND 12G H13
UNITED KINGDOM

VITAL INFORMATION

DATE OF BIRTH: MAY 08, 1970
WHERE: NEW YORK CITY, NEW YORK, USA
CITIZENSHIP: US
SOCIAL SECURITY NUMBER: 088-28-5999

MARITAL STATUS: MARRIED
WIFE: ANNA MUSILLO
DATE OF BIRTH: MAY 03, 1970
WHERE: NEW YORK, NY, USA
SOCIAL SECURITY NUMBER: -NONE-

FORMAL EDUCATION

VILLANOVA UNIVERSITY
VILLANOVA, PENNSYLVANIA, USA
START DATE: SEPT 1992
GRADUATION: MAY 1996
DEGREE RECEIVED: BACHELOR OF SCIENCE IN NURSING

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYER: XYZ HOSPITAL. (Name of H1b employer if applicable)
789 TENTH STREET – SUITE 11
SYDNEY, AUSTRALIA
TOTAL EMPLOYMENT: MAY 1999 – CURRENT
TITLE: REGISTERED NURSE
JOB DESCRIPTION (DETAILED)

PREVIOUS EMPLOYMENT:

HOSPITAL ABC
1212 THIRTEENTH STREET – SUITE 1415
NEW YORK, NY 10012
TOTAL EMPLOYMENT: JUN 1998 – MAY 1999
TITLE: STAFF NURSE
JOB DESCRIPTION (DETAILED)