

## REQUIRED DOCUMENTS FOR PERM CASES

- Updated resume, including your work in the U.S. (please list actual employers, not clients or projects)
- Letters confirming previous work experience – these letters must include your previous job title, the date your employment started and ended, the hours per week you worked, and a list of your previous job duties/skills.

**Please provide only those work experience letters currently in your possession.** Do not delay returning your questionnaire and other requested documents while you arrange for additional letters. Upon review of your case, we will contact you to advise whether additional work experience letters are required for your application. **In addition, we may ask you to obtain updated letters or additional documentation where the letters previously provided do not include all necessary information**

- Educational documentation, including complete copies of all degrees and transcripts. Also provide Certificates of Completion for any training programs attended (for example Oracle or Java classes).
- Complete copy of Passport excluding only blank pages (for you and immediate family members)
- Copy of most recent I-94 (front and back) – date stamp must be legible (for you & immediate family) Note: If you and/or any dependents have been subject to special registration, whether at a District Office and/or at a port of entry, please provide us with copies of all I-94 cards (front and back) annotated to show that you and/or they have complied with special registration.

You will need to provide copies of birth certificates (or other acceptable evidence) for yourself and all accompanying family members and evidence of marriage (if applicable) upon approval of the PERM application.