



# Hammond Law Group<sup>LLC</sup>

"Serving the Global Immigration Needs of Business."

## STEP BY STEP GUIDE FOR THE NURSE WHO IS IN THE USA

### **STEP #1: OBTAIN THE STATE LICENSE (NCLEX)**

#### NCLEX Examination / State License

The NCLEX is offered six days a week in every US state. Each state has specific requirements in addition to the NCLEX. Some states require CGFNS examination passage as well. You should check with your state's nursing board. You must have a state license in the state of intended employment.

Each state's specific licensure requirements can be found here: [www.ncsbn.org](http://www.ncsbn.org)

### **STEP #2: MAIL ITEMS TO HLG**

Obtain all of the items on this checklist -- and mail to:  
Hammond Law Group LLC  
3311 Carew Tower  
441 Vine Street  
Cincinnati, OH 45202  
USA  
Attn.: ATTORNEY NAME

Be sure to use a tracking service, such as Federal Express, DHL or UPS.

### **STEP #3: REVIEW AND SIGN THE DOCUMENTS**

Allow one week for Hammond Law Group to prepare your case. We will then email the complete, typed version of Form 750B, I-485, I-765 (EAD card), and I-131 (Advance Parole) for you to sign. We will also email you a secure password and user identification number so you can access the status of your case through our website. You may also download your forms via the website. After signing the documents, you should mail them to Hammond Law Group. We will promptly file the documents with the Citizenship and Immigration Service (successor to the Immigration and Naturalization Service or INS). You may monitor the status of your case through our website's Case Status.

### **STEP #4: COMPLETE THE VISASCREEN CERTIFICATION PROCESS**

The Visa Screen establishes:

- That the nurse's education is **equivalent to a U.S. nursing education**;
- That the nurse has either **passed CGFNS or holds an unencumbered US state license**; and

- That the nurse has proven **English proficiency** by passing either the TOEFL (Test of English as a Foreign Language) OR the International English Language Testing System (IELTS).

#### *English Language Proficiency*

All nurses must pass a test of English Language proficiency. The two examinations which are permitted are the TOEFL/TSE and the IELTS.

If the nurse was educated outside of the United States, she can be excused from taking an English proficiency exam if she meets ALL of the following criteria:

- i. The nurse's native language is English;
- ii. The country of nursing education was in Canada (except Quebec), the United Kingdom, Ireland, Australia or New Zealand;
- iii. The language of instruction was English; and
- iv. The language of the textbooks was English.

#### **VisaScreen Certification Application**

[http://www.cgfns.org/cgfns/downloads/Visascreen Application.pdf](http://www.cgfns.org/cgfns/downloads/Visascreen%20Application.pdf)

#### **STEP #5: USCIS APPROVAL – EAD AND ADVANCE PAROLE**

Approximately 90 days after filing the CIS will approve your EAD. This allows you work authorization.

Approximately 90-150 days after filing the CIS will approve your Advance Parole. This allows you to travel outside the United States.

#### **STEP #6: FINGERPRINT APPOINTMENT**

Within the first year of filing you will be asked to appear at your local USCIS office to have your fingerprints taken. If you cannot appear on the appointment date, please contact HLG immediately.

#### **STEP #7: I-140 APPROVAL**

You do not need to take action upon the approval of the I-140.

#### **STEP #8: I-485 APPROVAL**

Approximately two years after filing, you will be notified of the approval of your Green Card case. You will need to take the approval notice to the local USCIS office and have a stamp placed in your passport. At this time you are a US Permanent Resident.

#### **STEP #9: PERMANENT RESIDENCY CARD ISSUANCE**

Approximately six months after the I-485 approval, you will be issued a Permanent Residency card. The card should be valid for ten years.

**CHECKLIST FOR A GREEN CARD APPLICATION  
FOR A PROFESSIONAL NURSE**

**General Information for the Green Card Application**

Name \_\_\_\_\_ of  
employer: \_\_\_\_\_  
Address \_\_\_\_\_ of \_\_\_\_\_ employer:  
\_\_\_\_\_

**Documents required for the INS I-140 Petition:**

**Your Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Date you began and completed college (e.g.  
May 1997 – May 2001):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_

**Documents required for the CIS I-140 Petition:**

- A copy of your college/university diploma
- A copy of your college transcripts
- A copy of your nursing license from your home country
- A copy of your state license to practice in the U.S. OR NCLEX pass letter
- A copy of your resume/CV
- A copy of letters from previous employers verifying your experience as a nurse (if you have them)
- A copy of your Visa Screen (if you have already received it)
- A copy of Passport
- A copy of all approval notices and I-94 cards that you have received from the CIS or INS

**Documents required for the CIS I-485 Application:**

- A copy of Passport (for each family member applying with you)
- A copy of all approval notices and I-94 cards that you have received from the CIS or INS (for each family member applying with you)
- A copy of the birth certificate (for yourself and each family member applying with you)
- A copy of the marriage certificate
- A copy of the divorce decree (if you have been previously divorced)
- 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). 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). Note: Please email [medexams@hammondlawfirm.com](mailto:medexams@hammondlawfirm.com) with your name, address and the number of family members applying with you and we will mail you the medical examination forms. You will then need to schedule a medical appointment from an INS approved doctor. To obtain a list of the INS doctors in your area, please call 1-800-375-5283.
- Two passport size photographs, per the attached instructions (for yourself and each family member applying for a green card)
- Two passport size photographs, per the attached instructions (for yourself and each family member applying for authorization to work while the INS processes the green card application)
- Two passport size photographs, per the attached instructions (for yourself and each family member applying for authorization to travel outside the U.S. while the INS processes the green card application)

SAMPLE RESUME / CV

CHRISTOPHER T. MUSILLO  
DATE OF RESUME: JAN 01, 2003

US ADDRESS:  
123 MAIN STREET  
CINCINNATI, OH 45202  
UK  
[CMusillo@HAMMONDLAWFIRM.COM](mailto:CMusillo@HAMMONDLAWFIRM.COM)  
513-381-2011(W) 513-555-1212 (H)

FOREIGN ADDRESS:  
456 SEVENTH STREET  
LONDON, ENGLAND

VITAL INFORMATION

DATE OF BIRTH: MAY 08, 1970  
WHERE: NEW YORK, NY, 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, PA, USA  
START DATE: SEPT 1992  
GRADUATION: MAY 1996  
DEGREE RECEIVED: NURSE

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYER: XYZ HOSPITAL.  
789 TENTH STREET – SUITE 11  
SYDNEY, AUSTRALIA  
TOTAL EMPLOYMENT: MAY 1999 – CURRENT  
TITLE: REG. NURSE  
CURRENT SALARY: \$1,000,000 PER YEAR

PREVIOUS EMPLOYMENT:

HOSPITAL ABC  
1212 THIRTEENTH STREET – SUITE 1415  
NEW YORK, NY 10012  
TOTAL EMPLOYMENT: JUN 1998 – MAY 1999  
TITLE: REGISTERED NURSE