DOCUMENT SUBMISSION GUIDE
LIVE YOUR DREAM

The following documents are required to start your immigration process:

STAGE 1		
	1	Visa Solutions Permanent Resident Application *(completed electronically)*
	2	Visa Solutions Family Questionnaire *(completed electronically)*
	3	Profile Picture
	4	Passport *(must be valid for a minimum of 14 months)*
	5	U.S. Visa
	6	Driver License - *ONLY if applying for Delivery Partner position*
	7	Personal Introduction Video

The following documents are required within 30 days from receiving your U.S. Department of Labor approval:

STAGE 2		
	8	Visa Solutions DS-260 Questionnaire *(completed electronically)*
	9	Applicant's Birth Certificate*
	10	Spouse's Birth Certificate * *(if legally married)*
	11	Children's Birth Certificate *
	12	Marriage Certificate * *(if legally married)*
	13	Divorce or Spouse's Death Certificate * *(if previously married)*
	14	Police Clearance of all members applying
	15	I-94 Forms – ***Only*** for foreign nationals currently living in the U.S.A.

The following documents are also required from any additional family members you wish to include in your immigration process (spouse and unmarried children under the age of 21):

Family		
	16	Visa Solutions DS-260 Questionnaire
	17	Passport *(must be valid for a minimum of 14 months)*

INSTRUCTIONS

1. Download the Visa Solutions' forms from documents.visasolutions.com
2. Fill out the Visa Solutions' online forms and gather all documentation required for each stage
3. Scan and save all documents and pictures in JPEG format
4. Save electronically filled out forms in PDF format
5. Send all your documentation to your recruiter

DOCUMENTS

1. Visa Solutions Permanent Resident Application
It must be completed electronically. Attention to detail is needed to avoid delays in your process.
- Dates must be entered in the MM/DD/YYYY format
- Do not leave blank spaces. If a question does not apply, please type N/A

2. Visa Solutions Family Questionnaire
Must be filled out electronically.

3. Profile Picture
We require a full-face color photo of the candidate taken within the last 6 months, similar to a passport photo. It must be saved in JPEG format.

4. Passport
Passport must be valid for a minimum of 14 months from the date of submission.

5. U.S. Visa
Must send us a copy of your current or latest U.S. Visa if ever issued one.

6. Drivers License
Required only for Delivery Driver positions. Send a copy (front and back) of your current Drivers License.

7. Personal Introduction Video
Record a brief video of maximum 1 minute long answering the following:
- Complete name and background
- Previous experience
- Reason for immigrating to the U.S.

8. Visa Solutions DS-260 Questionnaire
Follow the instructions and complete the online DS-260 Visa Solutions' Form maximum 30 days after DOL approval. Must be completed electronically.

9. Applicant's Birth Certificate

10. **Spouse's Birth Certificate**
Only required if legally married.

11. **Children's Birth Certificate**

12. **Marriage Certificate**

13. **Divorce or Spouse's Death Certificate**
Only if either applies.

14. **Police Clearance**
The main applicant and each applying member must obtain a Police Clearance from every country that they have previously lived for at least 6 months since the age of 16.
For USA Consulate purposes, this document is valid for 12 months from the date it was issued.

15. **I-94 Forms**
Candidates that currently live in the U.S.A., must also submit their I-94's forms.

16. **Visa Solutions DS-260 Questionnaire (Family)**
Each dependent you wish to include must have a separate DS-260 Visa Solutions' Form and complete it electronically.

17. **Passport (Family)**
Each dependent you wish to include must have a valid passport for a minimum of 14 months from the submission date.

IMPORTANT

- Save each document individually, do not combine multiple documents into one file.
- All non-English documents must include a certified translation. Combine certified translations and original documents into one file
- Name each saved document as follows:
  - Number to identify each file according to the document list
  - SURNAME in CAPITAL letters
  - First Name – first letter capitalized, remaining letters lower case.
  Examples:
      "1.Visa Solutions Permanent Resident Application-SMITH,John.pdf"
      "3.Profile Picture-SMITH,John.jpg"
      "4.Driver License-SMITH,John.jpg"

* South African citizens must present their unabridged documents.

YOUR ATTENTION TO DETAIL IS CRITICAL SO THERE IS NO DELAY IN YOUR PROCESS.