



**DOCUMENT SUBMISSION GUIDE
POSITION: TRUCK DRIVERS**

The following table contains all documents that must be submitted to Visa Solutions for each candidate.

STAGE 1 <i>(Required for Processing)</i>	1	Visa Solutions Permanent Resident Application Form
	2	Profile Picture
	3	Video interview in English
	4	Commercial Driver's License
	5	Criminal Record Verification
	6	Driver Accident History Verification
	7	Pre-Medical Certificate <i>(or proof of payment)</i>
	8	Passport <i>(must be valid for a minimum of 14 months)</i>
	9	U.S.A. Visas <i>(if ever had one)</i>
	10	Employment Verification Format
	11	Birth Certificate
	12	Marriage Certificate <i>(if legally married)</i>
	13	Divorce or Spouse's Death Certificate <i>(if applicable)</i>
	14	Visa Solutions Family Questionnaire <i>(completed electronically)</i>

STAGE 2 <i>(Required max. 30 days after DOL submission)</i>	15	Employment Verification Letter <i>(refer to sample)</i>
	16	Police Clearance Certificate
	17	Military Records <i>(if applicable)</i> +translation in English
	18	Visa Solutions DS-260 Questionnaire <i>(completed electronically)</i>

Family The above 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)

Other Additional relevant documents for each region but not required across the board

EVERY DOCUMENT THAT IS IN A FOREIGN LANGUAGE MUST INCLUDE ENGLISH TRANSLATION



Documents Instructions:

- Candidates must have the required experience/qualifications to be processed
- All documents should be reviewed by the agency before submission
- Document copies must be 100% legible and scanned from the original document in color.
- Documents must be saved separately in .PDF or .jpg format
- Documents that require to be scanned from 2 sides should be combined into one file
- Documents should be named as follow: **1 – EB-3 APPLICATION FORM - SURNAME, Name; 2 – PROFILE PICTURE – SURNAME, Name**, and so on...
- Documents that require translation should contain original and English translation: **1 – EB-3 APPLICATION FORM - SURNAME, Name, 2 – PROFILE PICTURE – SURNAME, Name**, and so on...
- Documents should be made available via Box.
- All documents must be in line with the NVC documents guidelines:
<https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>

*We require the candidate's data log to be updated once a week with the status of their documents.

DOCUMENT'S INSTRUCTIONS:

1. VISA SOLUTIONS PERMANENT RESIDENT APPLICATION FORM

Candidates must follow the instructions contained in the online EB-3 Form.

2. PROFILE PICTURE

We require a full-face color photo of the candidate with white background taken within the last 6 months, similar to a passport photo. Must be saved in .jpg

3. VIDEO INTERVIEW IN ENGLISH

Candidates must record a casual video of maximum 1 minute long answering the following questions:

- Complete name and background
- Previous experience
- Reason why candidate wants to immigrate to the USA

Visa Solutions will not accept any videos recorded while driving.

4. COMMERCIAL DRIVER LICENSE

It is essential to submit a copy (front and back) of the candidate's valid CDL. Copy must show the required driving category. South African candidates must present **PDRP** (Professional Driving Permit).

5. CRIMINAL RECORD VERIFICATION

Document needs to be submitted together with a translation if was not issued in English.

6. DRIVER ACCIDENT HISTORY VERIFICATION

Document needs to be submitted together with a translation if was not issued in English.



7. PASSPORT

Passport must be valid for a minimum of 18 months from date of submission.

8. PRE-MEDICAL CERTIFICATE (or/and proof of Payment)

9. U.S.A. VISAS (If ever had one)

10. EMPLOYMENT VERIFICATION FORMAT

Employment to be verified by an agency/recruiter.

11. BIRTH CERTIFICATE

Birth Certificate cannot be laminated.

South African citizens are required to have their unabridged birth certificate by DOL approval.

12. MARRIAGE CERTIFICATE

Marriage Certificate cannot be laminated.

South African citizens are required to have their unabridged marriage certificate by DOL approval.

13. DIVORCE OR SPOUSE'S DEATH CERTIFICATE (if applicable)

Divorce or death certificate of a previous spouse.

14. EXPERIENCE VERIFICATION LETTER (EVL)

Visa Solutions will provide a sample.

15. FAMILY QUESTIONNAIRE

Completed electronically.

16. POLICE CLEARANCE CERTIFICATE

Candidates must obtain a Police Clearance from every country that they have previously lived for at least 6 months since the age of 16.

17. MILITARY RECORDS

If candidate has served in a military, a copy of military record/card/certificate is required.

18. DS-260 QUESTIONNAIRE

Candidates must follow the instructions and complete the online DS-260 Visa Solutions' Form maximum 30 days after DOL approval.