



## I-140 and I-485 Checklist for Foreign Trained PT/OT already in the US

Needed information and/or documentation for the preparation and processing of the I-140 visa application:  
NOTE: ALL ADDRESS SHOULD BE PLACED: **5980 West 71<sup>st</sup> Street Suite 102, Indianapolis, IN, 46278**  
(for easy monitoring)

1. Copy of Passport
2. Copy of I-94 card (front and back)
3. Copy of existing visa (H1,H4, F1,F2,B1,B2, etc.)
4. Sign only ( Atty. Representation)  
<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnnextoid=44bd4154d7b3d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>
5. Signature needed on page 8 on this document (PLEASE DO NOT FILL UP)  
<http://www.foreignlaborcert.doleta.gov/pdf/9089form.pdf> (2 copies needed with original signatures)
6. Copy of Birth Certificate( Applicant, and dependent and marriage contract if applicable)
7. 4 copies of BCIS format photo ID (passport size photo)
8. Fill it up for EAD application (PLEASE PRINT)  
<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnnextoid=73ddd59cb7a5d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>
9. Fill up for Adjustment of Status and Biographic Information: (All family members need to fill this up individually)

### I-485

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnnextoid=3faf2ca6855d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

### Biographic Information

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnnextoid=d7c84154d7b3d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

10. Current RESUME including your employment history for the past two years (names, addresses, and exact dates of employment.)
11. Copy of college/university degree (diploma)
12. Copy of School Transcripts of Records
13. Copy of license from country of education(if applicable)
14. Copy of credential evaluation (ICA,ICD, FCCPT,IERF,,NYSED or NBCOT)
15. Visa Screen application certificate (if applicable)
16. Copy of TOEFL,TWE,TSE results (if applicable)
17. Copy of eligibility to take the NPTE exam, NPTE exam result if any.
18. Copy of state license if in possession.
19. Signed contract, and completed packet application for Applicants already in the US.

We must know:

-Your failure and passing dates for all states in which you have sought licensure if applicable

-Exact dates of unemployment in the U.S. (if applicable)

If you have any concerns regarding your spouse and/or children, please contact our office for further information.

Questions:

Call Manny at 317-388-0803  
[manuel@accesstherapies.com](mailto:manuel@accesstherapies.com)

Michelle at 317-388-0800  
[michelle@accesstherapies.com](mailto:michelle@accesstherapies.com)  
[amichelle07@gmail.com](mailto:amichelle07@gmail.com)