

## H-3 Document Requirements

Please forward legible copies of the following:

Documentation Relevant to Candidate	Comments
Passport and I-94.	All pages containing alien personal data, visas and I-94 (front and back).
Complete Professional Resume (CV).	
Approval and/or Receipt Notices for previously filed petitions	
Documentation Relevant to Offer:	
A syllabus for the training showing the dates of the training and the specific topics covered.	Training should be structured, indicating the amount of classroom training and the amount of on-the-job training to be conducted.
If alien's dependent family members (spouse and children) are in the U.S.	
Passport and I-94 card(s)	
Approval and/or Receipt Notices for previously filed petitions	

Please forward clear, legible copies of the above information to us.

Ensure **your name and company name** are on the cover sheet.

Be sure to mark your fax: **Attention Non-immigrant visa processing department**

Our fax number is (717) 506-5208

**Email: [info@immigrationsupport.com](mailto:info@immigrationsupport.com)**

Our express mail address is:  
**Immigration Support Services**  
**2215 Millennium Way**  
**Enola PA 17025 USA**