

IMMIGRATION CHECKLIST FOR FOREIGN REGISTERED NURSES CURRENTLY OUTSIDE THE US

The purpose of this letter is to explain the steps required from you in order to receive your (and your family's) Immigrant Visa from the United States Citizenship and Immigration Services (USCIS).

In order to qualify, you must be fully licensed in the country of your nursing education, must have a Diploma from a nursing school, and must either have a full and unrestricted license to practice professional nursing in the state of intended employment (Ohio) by taking the NCLEX exam or have a Commission on Graduates of Foreign Nursing School (CGFNS) Certification.

In addition, in order for us to file your application, the following documents are required from you:

- Signed Employment Agreement;
- Resume with detailed job descriptions for each position;
- Copy of your Diploma;
- Copy of your Transcripts;
- Copy of your valid Nursing License from the country of your education;
- Copy of your (your spouses's and children's) valid Passport (biographic page only);
- Copy of your (your spouse's and children's) Birth Certificate with certified English Translation;
- Copy of your Marriage Certificate (if applicable) with certified English Translation;
- Copy of your CGFNS Certificate or
- RN License in the state of intended employment by taking the NCLEX exam.

To find out more information on any of these required exams please visit:

CGFNS – www.cgfns.org
NCLEX – www.ncsbn.org

Once the Immigration Service approves your immigrant visa petition, it will be sent to the National Visa Center (NVC). The NVC will review your file and send out an Immigrant Visa Fee Bill for you (and your family members). This fee needs to be paid in order to receive your Immigrant Visa Forms. If the Cleveland Clinic agrees to sponsor a Registered Nurse for their Green Card, the employer will pay the legal fees and the I-140 application fee for the RN only. Much of the information is very simple to complete, and includes your family background information. Once all of this is completed the NVC will send your file to the U.S. Consulate where you reside. The U.S. Consulate will schedule you for an immigrant visa interview. Various original documents must be presented at this time, including Birth and Marriage Certificates, valid Passport, Medical Exam, Police Certificate, Fingerprints, Photographs, and most importantly, a VisaScreen Certificate. VisaScreen Certificates are issued by the International Commission for Healthcare Professionals (ICHP). In order to receive this certificate you have to have the following:

- Educational review;
- Licensure review;
- English Language examinations – Unless you were educated in an English speaking country, you must achieve passing scores on these English exams (TOEFL, TWE and TSE) or (TOEIC, TWE and TSE) or (IELTS).

For more information on the VisaScreen Certificate please visit:

www.cgfns.org then click on “Programs” and select “VisaScreen”.

To find more information on any of these English examinations please visit:

TOEFL and TWE – www.toefl.org
TSE – www.toefl.org/tse
TOEIC – www.toeic.com
IELTS – www.ielts.org

Once you process through the U.S. Consulate, you (your spouse and children) will be able to travel to the United States. If you have the CGFNS Certificate, but you do not have the RN license for your state of intended employment (Ohio), you will be admitted to the U.S. as a Resident Alien (Green Card holder), but you will not be able to practice nursing as a Registered Nurse at CCF until you actually pass this exam.