

What to Have Ready — Employment

Documents you can upload to ImmigrationUSA — Employment petition (PERM / Form I-140)

Employment cases (PERM labor certification and Form I-140) rest on three things: the employer can pay the wage, the job was properly advertised, and the worker truly has the required education and experience. Gather what you can — ImmigrationUSA reads each document and fills the details in for you. You can add items over time; nothing is filed until you review and approve it.

A. Employer / sponsoring company (the business filing the petition)

Document	What it fills in
Company registration / incorporation papers & IRS EIN (FEIN) letter	Legal company name, FEIN, principal address, year established
Most recent federal business tax return, audited financials, or annual report	Ability to pay the offered wage; gross & net income; number of employees
Company website & About / Careers page link	Business description, industry (NAICS), locations
Recent payroll records or the worker's pay stubs (if already employed)	Current wage paid to the beneficiary

B. The job & recruitment (PERM labor certification)

Document	What it fills in
Links to the company's job postings (careers page or job-board URLs)	Where and when the role was advertised
Printed / hard-copy Notice of Filing (the internal posting)	Internal-posting compliance, dates posted
Electronic descriptions of the available job(s) / job-order postings	Job title, duties, minimum requirements
Newspaper or trade-journal recruitment ads	Additional recruitment steps and dates
Prevailing Wage Determination (ETA-9141), if you have it	Wage level, occupation code, validity dates

C. The foreign worker / beneficiary (proof of qualifications)

Document	What it fills in
Foreign passport (photo page)	Name, date of birth, nationality, passport number
Resume / CV	Full work history, job titles, dates, skills
Diplomas / degrees	Degree earned, institution, graduation date
Academic transcripts	Coursework, major, field of study
Professional certificates & licenses	Credentials relevant to the offered role
Academic equivalency / credential evaluation	U.S.-equivalent education for foreign degrees

Experience & reference letters from prior employers	Qualifying experience, job titles, dates, duties
Current U.S. status documents — I-94, visa, I-797, EAD (if in the U.S.)	A-Number, current status, authorized stay

What you'll simply answer (no document needed)

Some details are simply entered in the questionnaire rather than pulled from a document: the exact job duties and minimum requirements, the offered wage, the worksite address(es), and the number of positions.

Focus here first: the worker's credentials (resume, diplomas, transcripts, equivalency evaluation, and experience letters) and the recruitment records (job postings, the printed notice, and ads). Those are what prove the case — the employer financials round it out.

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