



VisaScreen®: Visa Credentials

Assessment Application

Handbook

Contents

Introduction	3
Summary of Steps to receive your VisaScreen® Certificate.....	4
Step 1: Create an Account on the CGFNS Connect Applicant Portal.....	4
Step 2: Complete Your Applicant Profile.....	5
Step 3: Purchase VisaScreen®: Visa Credentials Assessment Order.....	5
Step 4: Send Required Forms to Academic and Professional Authorities	5
Higher/Tertiary Education	6
License/Registration to Practice Your Profession.....	7
Step 5: Submit Proof of Higher Secondary Education Completion.....	7
Step 6: (Registered Nurses Only): Submit proof of successful completion of Nursing Examination	8
Step 7: Submit Proof of English Language Proficiency	9
Alternative Processes	11
After Your Application is Complete	12
Order Types and Fee Schedule	14
Contact Information.....	15
Appendix A: VisaScreen®: Visa Credentials Assessment Checklist	15
Appendix B: VisaScreen®: Visa Credentials Assessment Stages	18

Introduction

VisaScreen®: Visa Credentials Assessment Service is a comprehensive screening service for healthcare professionals seeking an occupational visa from the federal government to work in the United States.

U.S. federal law requires specific healthcare professionals to complete a screening program before they can receive either a permanent or temporary occupational visa, including Trade NAFTA status (Section 343 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996).

Applicants who successfully complete VisaScreen® receive an official ICHP Certificate for the VisaScreen®: Visa Credentials Assessment Service. This certificate satisfies United States Federal screening requirements.

The VisaScreen® program includes an education analysis, licensure validation, an English language proficiency exam, and in the case of registered nurses, an exam of nursing knowledge.

CGFNS International, Inc. is approved by the United States Department of Homeland Security (DHS) to validate the credentials of nine foreign healthcare professions for occupational visas, of which CGFNS is the only organization to validate seven of those professions.

Which professions may order the VisaScreen®: Visa Credentials Assessment

Service? CGFNS/IHCP provides VisaScreen® services for the following professions: •

Registered Nurses

- Licensed Practical or Vocational Nurses
- Physical Therapists
- Physician Assistants
- Occupational Therapists
- Audiologists
- Speech Language Pathologists
- Clinical Laboratory Technicians / Medical Laboratory Technicians
- Clinical Laboratory Scientists / Medical Laboratory Technologists

Order Expiration

CGFNS must receive all documents required by the VisaScreen®: Visa Credentials Assessment within 12 months of the date of your paid application or your order will expire.

Eligibility

If you have not completed an entry-level educational program in one of the above professions, you are not eligible to apply to the VisaScreen®: Visa Credentials Assessment. The specific educational program that qualifies as an entry-level program varies per profession.

Summary of Steps to receive your VisaScreen® Certificate

Step 1: Create an account on the CGFNS Connect Applicant Portal.

Step 2: Complete your personal profile using the “My Profile” menu tab.

Step 3: Purchase an order for the VisaScreen®: Visa Credentials Assessment.

Step 4: Send all required forms to authorities from which you:

- a) received higher/tertiary level education
- b) held a license/registration to practice your profession

Step 5: Submit proof of completion of higher secondary education.

Step 6: (Registered Nurses only): Submit proof of successful completion of a Nursing Examination.

Step 7: Submit proof of your English Language proficiency if required.

After you have completed these steps, CGFNS will evaluate your credentials to determine if you qualify for a VisaScreen® Certificate.

Step 1: Create an Account on the CGFNS Connect Applicant Portal

The first step to applying to any CGFNS service is creating a CGFNS account to access the CGFNS Connect Applicant Portal. All correspondence from CGFNS can be accessed through the Applicant Portal. There is no cost to create an account.

- Go to www.cgfns.org and click the “Apply” button.
- Enter your email address.
- Check your email for a message containing a secure login link and security code.
- Fill in your account information:
 - Provide your personal and demographic information
 - Agree to the Terms and Conditions
 - Create and save your security questions and responses
 - Create a strong password

Creating a CGFNS Connect account does not mean you have completed an application for The VisaScreen®: Visa Credentials Assessment. To apply, you must continue with all the steps below.

Step 2: Complete Your Applicant Profile

Once you have created your CGFNS account and gained access to the CGFNS Connect Applicant Portal, you will be asked to complete your applicant personal profile. This profile will help us confirm your eligibility for our services and provide you with a positive application experience.

- Log in to your CGFNS Connect Applicant Portal Account.
- Select the “My Profile” tab from the top menu.
- Provide your personal, academic, and professional information as prompted.

You will have the option to pause and log out of your account at any time. Your information will be saved automatically. Upon your return, you may return to previous sections or continue where you left off.

Step 3: Purchase VisaScreen®: Visa Credentials Assessment Order

To begin the VisaScreen®: Visa Credentials Assessment application, you will need to place an order in your shopping cart and purchase it.

- Click on the Shopping Cart from the menu in your Dashboard.
- Add the VisaScreen®: Visa Credentials Assessment to your shopping cart. ➤ Upon checkout, enter your credit card payment information and complete the order. ➤ Navigate to your dashboard where you will see your purchased VisaScreen application. Enter your application by selecting the program name.
 - Here you will see your order requirements and have access to the forms that you must send to your primary source institutions for completion.
 - Your primary source institutions are required to send all forms and documents directly to CGFNS.

Step 4: Send Required Forms to Academic and Professional

Authorities When you complete your order for the VisaScreen®: Visa Credentials Assessment, you will receive access to forms that must be sent to and filled out by your academic institutions and professional bodies. The forms request primary source information regarding your:

- Higher/Tertiary Education
- License/Registration to Practice your Profession

- **Download and print** the forms from the CGFNS Connect Applicant Portal. Access them by selecting your VisaScreen®: Visa Credentials Assessment order from your dashboard and navigating to the requirements section.
- **Send** each form to your corresponding academic or professional authority. ○ The official(s) at each academic or professional authority who is authorized to provide the requested information should complete the form(s) and send them directly to CGFNS by mail/courier or electronically, along with any additional documents requested that supplement the forms.

- CGFNS **does not accept** these forms if they are sent from anyone other than the designated officials at your academic or professional authorities.

A Note on Document Language: All documents received from your schools or other primary sources must be in English or accompanied by an English translation. If needed, CGFNS can provide you with translation services for a fee (See Order Type and Fee Schedule). CGFNS does not accept translations directly from applicants.

Higher/Tertiary Education

The educational evaluation ensures that your secondary and post-secondary (tertiary) education meets all applicable statutory and regulatory requirements for the profession that you intend to practice in the U.S. It also ensures that the education of applicants who are applying for licenses are comparable to the education of graduates in the U.S. applying for licenses in that same profession.

CGFNS must receive documentation of all higher/tertiary level education you received that has contributed to your professional knowledge. This includes:

- Education at the following levels:
 - Entry-Level Education (Associates Degree, Diploma, Bachelor's Degree)
 - Master's Degree
 - Doctoral/PHD Programs
 - Post-Graduate Specialty Programs
- Profession-Related Tertiary Level Education
- Non-Professional Education Transfer credit
 - An educational program in any discipline that preceded your professional education for which you received transfer credit.

In addition to the completed form, your educational institutions should send CGFNS:

- A full academic transcript
 - CGFNS defines a full academic transcript as a record of an applicant's courses taken along with credit/clock hours that the applicant received for each course.
 - Transcripts from certain countries/jurisdictions also require supplemental documentation such as:
 - Related Learning Experience (Philippines)
 - School and University Mark Sheets (India)
 - Diploma Supplement (European Union Countries)
 - Evidence of your Clinical experience hours (United States)
- A Completed Education Form
- Curriculum (Required for Physical Therapists)
 - To be acceptable, the curriculum must:
 - Reflect the dates of attendance of your education
 - Include descriptions of all courses on your academic transcript.

License/Registration to Practice Your Profession

The license/registration/diploma validation is an evaluation of all licenses that you have been issued. The issuing authority provides validations directly to CGFNS to confirm that you have completed all practice requirements and that your license / Registration / diploma has not been suspended or revoked.

CGFNS requires documentation of all your licenses directly from the authorities that issued the licenses. All professional licenses that you have ever held must be submitted, regardless of the current status of the license.

You are not required to have held a license in your profession to apply to the VisaScreen®: Visa Credentials Assessment, however, all licenses that you have ever held must be validated by CGFNS.

If a license validation submitted to CGFNS is more than three (3) years old, we cannot approve you for a VisaScreen®: Certificate until an updated license validation has been received.

Please Note: If you have not yet been licensed/registered to practice in your profession, you may still apply for the VisaScreen®: Visa Credentials Assessment.

Step 5: Submit Proof of Higher Secondary Education Completion

Submit a secondary school diploma or an external exam certificate showing the highest level of secondary education received. Secondary school (high school) is the school between elementary (primary school) school and university, usually offering general, technical, vocational, or university-preparatory courses.

All documents must be in English. Secondary diplomas can be translated by you or someone you choose.

If it has been more than 10 years since you have completed Higher Secondary Education, this requirement may be waived.

Step 6: (Registered Nurses Only): Submit proof of successful completion of Nursing Examination

As part of the VisaScreen® assessment, registered nurses applying for occupational visas must have a passing score on either the CGFNS Qualifying Exam® or the U.S. registered nurse licensure examination (NCLEX-RN®) to provide evidence of their nursing knowledge.

What is the CGFNS Qualifying Exam®?

The CGFNS Qualifying Exam® is a computer-based test that assesses your nursing knowledge in the four basic areas of nursing: psychiatric/mental health nursing, nursing of children, maternal/infant nursing and adult health nursing. The exam is required for **CGFNS Certification Program®** and satisfies the nursing exam component for the VisaScreen®: Visa Credentials Assessment. A passing score on the CGFNS Qualifying Exam® will also meet the nursing knowledge exam component of Section 343 of the IIRIRA.

What is the NCLEX-RN® examination?

The NCLEX-RN® (National Council Licensure Examination for Registered Nurses) is the national licensure exam for registered nurses in the United States. All registered nurses must pass this examination in order to become a registered nurse in the United States. To take the NCLEX-RN® examination, nurses must apply directly through the U.S. state board of nursing where they wish to become licensed, because licensure requirements differ from state to state. To enable you to confirm current examination, registration and any other practice requirements, the National Council of State Boards of Nursing (NCSBN ®) website, <http://www.ncsbn.org>, provides a list of all state boards of nursing and licensing jurisdictions with relevant contact information.

Nurses who passed the NCLEX-RN® must send a *Request for Validation of License / Registration / Diploma* form to the state board of nursing where they passed the NCLEX-RN®. The board of nursing must confirm your examination information and return the form directly to CGFNS/ICHP as part of your VisaScreen® application. If you have passed the NCLEX-RN® exam but have not been issued a license, you can download the supplemental form *Proof of Passing NCLEX* to have NCSBN or the State Board of Nursing for which you tested complete in order to confirm your successful completion of the exam.

Step 7: Submit Proof of English Language Proficiency

To satisfy the CGFNS/ICHP VisaScreen® English language proficiency portion of the evaluation, you must take an English language proficiency exam approved for your profession. The English language proficiency examination confirms that you are competent in oral and written English, based on your scores on the examinations that are jointly approved by the U.S. Department of Education and the U.S. Department of Health and Human Services.

Exemption from the English Language Proficiency Requirement

For All VisaScreen® Applicants

In some circumstances, a VisaScreen® applicant may be exempt from taking an English language proficiency examination. To be exempt from having to take an English language proficiency examination based on the completion of an English-based professional education, an applicant must meet the following two criteria:

- Entry-level professional education must have occurred in the United Kingdom, Australia, Canada (except Quebec), New Zealand, Ireland or the United States; AND
- English must have been the language of instruction, including the language of the textbooks.

For VisaScreen® Renewal Applicants

In addition to the general exemption rules, applicants for a VisaScreen® Renewal may also be exempt through demonstration of employment in the United States. For this to take place, an applicant must meet the following three (3) criteria:

- Demonstrate employment in the United States for at least 27 months, including 9 months employment prior to the date of the renewal order.
- The applicant must be employed in the profession for which they are seeking the VisaScreen® service.
- The U.S. employer must sign and submit an employment summary on corporate letterhead.

If you are not exempt from the English language proficiency examination: Applicants for *VisaScreen®* must demonstrate oral and written competency of the English language as mandated by federal law. The English proficiency requirement varies by profession and is demonstrated by achieving a passing score in one of the tests listed below.

English Competency Tests	Scores: Occupational Therapists/Physical Therapists	Scores: Registered Nurses and other B.S. level Health Care Workers	Scores: <B.S. level Health Care Workers
Cambridge Assessment English: B2 First, C1 Advanced, or C2 qualifications exams	Cambridge English Scale 185 overall and 185 Speaking	Cambridge English Scale 176 overall and 185 Speaking	Cambridge English Scale 169 overall and 185 Speaking
Educational Testing Service: Test of English as a Foreign Language (TOEFL) Paper-delivered Test	560	540	530
Educational Testing Service: TOEFL Internet-Based Test	89 with minimum of 63 on Reading, Listening, and Writing and 26 on Speaking	81 with minimum of 57 on Reading, Listening, and Writing and 24 on Speaking	77 with minimum of 53 on Reading, Listening, and Writing and 24 on Speaking
Educational Testing Service: TOEIC (Listening and Reading)	No	725	700
Educational Testing Service: TOEIC (Speaking/Writing)	Not applicable	160 Speaking/150 Writing	160 Speaking/150 Writing

International English Language Testing System (IELTS)	Not applicable	6.5 academic with minimum of 7 on Speaking	6 academic or general with minimum of 7 on Speaking
Michigan English Test (MET)	Not applicable	Overall 55; minimum Speaking section score of 55	Overall 55; minimum Speaking section score of 55
Occupational English Test (OET)	Not applicable	OET Grade C+ for Reading, Writing, and Listening OET Grade B for Speaking	OET Grade C for Reading, Writing, and Listening OET Grade B for Speaking
Pearson PTE Academic	Not applicable	55, no section below 50	55, no section below 50

U.S. Citizenship and Immigration Services (USCIS) does not allow you to combine scores from different testing services.

All English language proficiency scores are valid for two years from the date of exam administration. All exam scores must be forwarded to CGFNS/ICHP by the examining institution. CGFNS/ICHP will not accept scores submitted by you or anyone else.

Alternative Processes

There are two alternative processes of the VisaScreen®: Visa Credentials Assessment that registered nurse applicants who meet certain criteria may benefit from:

Section 212(r) Certified Statement

Section 212(r) of the IIRIRA authorizes CGFNS to issue Certified Statements to nurses born outside the United States seeking an occupational visa for entry into the United States who meet the following 212(r) requirements:

- The registered nurse must have been educated in one of the listed exempt countries: Australia, Barbados, Canada (Quebec approved schools include: McGill University, Dawson College in Montreal, Vanier College in St. Laurent, John Abbott College in Sainte Anne de Bellevue, and Heritage College in Gatineau), Ireland, Jamaica, New Zealand, South Africa, Trinidad & Tobago, United Kingdom (England, Wales, Northern Ireland and Scotland), or the United States.
- To verify the graduation from an approved school of nursing other than in the United States, we require that the school send a verification of graduation, stating that the language in which you were instructed, and the textbooks were in English. The verification of graduation must carry the official school seal and signatures. We do not require full academic records/transcripts. CGFNS will only require a validation of an active license from one of five 212(r) states: Florida, Georgia, Illinois, Michigan, or New York. You will not be required to submit language proficiency testing scores.

Streamlined Process (for U.S. Educated Visa Applicants)

The IIRIRA also authorizes CGFNS/ICHP to perform a streamlined process for applicants born outside of the United States who received their entry-level post-secondary (tertiary) education in the United States.

This streamlined review process is available to nurses, occupational therapists, physical therapists, speech language pathologists and audiologists who have been educated in the United States. The streamlined review requires proof that you completed a program accredited by the appropriate U.S. accreditation agency. CGFNS will accept official verification that you graduated from the program. The verification of graduation must contain the official school seal and signature. The requirements for each profession are as follows:

- Nurses: graduation from an entry-level program accredited by the Accreditation Commission for Education in Nursing or the Commission on Collegiate Nursing Education
- Occupational Therapists: graduation from a program accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association
- Physical Therapists: graduation from a program accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association
- Speech Language Pathologists and Audiologists: graduation from a program accredited by

the Council on Academic Accreditation in Audiology and Speech Language Pathology of
the American Speech-Language-Hearing Association

After Your Application is Complete

Once all documents are received and your file is complete, it will be reviewed by CGFNS. If documents are incomplete or inaccurate, we will contact you or the school or licensing authority in writing to request the specific information. After all the required documents and fees are received, processed and reviewed, CGFNS determines whether you meet all requirements set forth in Section 343 of the IIRIRA and whether you are eligible for the ICHP VisaScreen® certificate.

If you meet the requirements of the VisaScreen® assessment for your profession, CGFNS/ICHP will issue you a digital certificate that is valid for five years.

Receiving your report copy: CGFNS will send your VisaScreen® Certificate to the address listed on your CGFNS Connect Applicant Portal Account. Please keep your address current. If CGFNS is required to resend a VisaScreen® Certificate based on an address change that was not communicated to CGFNS, a processing fee may be applied.

Incomplete Applications: If your file is incomplete, or in cases where you do not meet the requirements for your profession, we will send correspondence detailing the outstanding requirements and the steps that you must take to complete them in order to earn the ICHP VisaScreen® certificate.

Revocation of Certificates and Statements

Grounds for revocation

We may revoke an ICHP VisaScreen® certificate or 212(r) Certified Statement. Revocation may happen if it is discovered that:

- The applicant is not eligible. CGFNS may revoke an ICHP VisaScreen® certificate or 212(r) Certified Statement upon learning that the certificate or statement holder is not eligible or has become ineligible. If you were not eligible when your certificate or statement was issued, but later became eligible, CGFNS has the option of revoking your certificate or statement altogether or reissuing the certificate or statement as of the current date, or the date you became eligible (assuming you did not engage in fraud or other improper actions) AND/OR
- The applicant has committed fraud or misrepresentation, including but is not limited to:
 - using an impostor to take one or more of the examinations
 - submitting false or erroneous information or documents or pictures, in any form, by you or by others on your behalf, if that information or documents was or could have been relevant to the issuance of a certificate or statement, and if CGFNS determines that the submission of the material was not an unwitting or innocent mistake.
 - deliberately omitting information which, if known, would render you not eligible

- for a certificate or statement
- Fraud and misrepresentation take many forms, and this list does not try to describe them all. Any effort by you or by persons on your behalf to deceive or defraud CGFNS/ICHP into issuing a certificate or statement is grounds for revocation of that certificate or statement.
- The applicant has committed actions that compromise the integrity of the certification process. This includes fraud or misrepresentation as defined above, and/or attempts to compromise the tests or examinations that are required for certification, and/or to compromise the people who give the tests or examinations, for your benefit or the benefit of other applicants (e.g., trying to memorize or obtain test questions in advance for a test that is not freely available to the public).

When a VisaScreen® certificate is revoked, CGFNS informs the appropriate authorities and organizations.

Revocation Procedure

If CGFNS revokes your certificate or statement, we notify you by mail or email. CGFNS makes a good-faith effort to contact applicants to make them aware that their certificate may be revoked. Notification occurs at least 20 days before the revocation is considered, which gives the applicant a reasonable period to present information relevant to that decision. The applicant/holder may choose to present this information electronically, by mail or in person.

If you object to the decision, he/she may submit a written appeal to the CGFNS chief executive officer. There is a charge of \$500 for submitting this written appeal.

If new evidence relevant to the revocation arises after the decision to revoke has been made, you may submit the new evidence to the original decision-making panel with a request that they review the evidence and reconsider the original decision to revoke.

Falsified or altered documents

If CGFNS/ICHP finds that your documents have been altered in any way or that information in your application is falsified, your file will be sealed, you will lose your entire application fee and you will not be eligible for other CGFNS/ICHP services in the future. This includes all documents and application documents submitted by you, or on your behalf by another person. Therefore, before anything is sent to CGFNS, make certain that none of the documents and forms have been falsified or altered in any way.

Order Types and Fee Schedule

VisaScreen® Application - \$740.00 USD

The initial VisaScreen®: Visa Credentials Assessment purchased if you have not applied for VisaScreen® in the past. Your application will be “active” for up to 12 months from the date of paid application. The order expires if all required documents are not received by CGFNS within that time.

Expedited Review Service - \$650.00 USD

Expedited Review within ten (10) business days after all required documents are received and processed for an active VisaScreen® application. Certificates will not be issued within this timeframe if the evaluator requires additional information or documentation. The Expedited Review Services is for review only and does not guarantee issuance of a certificate.

Renewal - \$475.00 USD

For renewing an existing VisaScreen® Certificate that will expire in less than 12 months or has expired within the last 6 months. For certificates with expiration dates more than 6 months from the current date, a new VisaScreen® Application is required to issue another Certificate.

Reprocess an Expired Application - \$250.00 USD

Extends an expired initial VisaScreen® application within 12 months after expiration to allow another 12 months of “active” status (only one reprocess application accepted after initial VisaScreen® application expires).

Request for a Paper Certificate - \$195.00 USD

Request for Paper VisaScreen® Certificate. Limit one (1) per applicant.

Certificate Verification Letter - \$1500.00 USD (Per Report)

Designated recipient receives an official letter that the applicant was issued a VisaScreen® certificate. Allow 10 business days for delivery.

Document Translation

You may request CGFNS to facilitate the translation of the documents for a fee of \$85 USD per page.

Refunds

CGFNS has a no-refund policy. Once an order has been submitted and payment has been made, no refunds are issued.

Appeals to CGFNS

You may submit an appeal through a written request to CGFNS if you feel that there are elements of your credentials that were misrepresented. The fee for an appeal is \$500. This fee is returned to you if your appeal is successful. During the appeal, your case will be reviewed by an impartial committee and CGFNS will send you a written response regarding the committee’s decision.

Contact Information

If you have questions about the application process, want to check on your order, or provide us with additional information, we're here to help:

ONLINE: <https://www.cgfns.org/>

- Apply for CGFNS services
- Access our contact wizard in your CGFNS Connect Applicant Portal Account Message Center
- Check the status of your VisaScreen Order
- Verify that your documents and language test results have been received
- Keep your contact information up to date in the CGFNS Connect Applicant Portal

PHONE: +1 (215) 222 8454

Applicant Navigation Services Phone Hours:

Monday through Friday 9:30 a.m. to 3:00 p.m. (EST)

DOCUMENT SUBMISSION: All required forms and documents, identity documents and written correspondence from issuing authorities can be mailed directly to CGFNS at the following address. We do not accept these documents sent from anyone else.

Mailing Address

CGFNS International, Inc.
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651 USA

Appendix A: VisaScreen®: Visa Credentials Assessment Checklist

Pre-Application Checklist

- **Research**

- **Education:** We recommend that you research the process of having your educational documents forwarded to a third party such as CGFNS. In addition to your academic transcript, we require a Request for Academic Records Form completed by an official at your educational institution. This form may require input from a registrar and faculty from your discipline.
 - Be aware of the educational institution(s) requirements in order to properly complete the Request for Academic Record/Transcript Form. Determine whether your academic institution can send documents in English or if CGFNS can assist in obtaining translations for a fee. Research whether your educational institution is closed or unable to send your documents prior to applying to CGFNS.
- **License/Registration:** Ensure that the licensing authority will validate license/registration to third parties such as CGFNS.
- **Language Proficiency Testing:** Determine whether you will be required to meet a language proficiency test requirement. If you have previously taken an English language proficiency test which is still valid, you may request that results be forwarded to CGFNS. If you have not tested, we recommend that you take the language proficiency test prior to applying to CGFNS and to only apply once you have met the minimum required score on an approved test.
- **Higher Secondary Education Documentation:** CGFNS requires documentation of the highest level of secondary education you have completed. This can take the form of a diploma, or in countries such as the United Kingdom, India, Africa and the Caribbean, CGFNS will require examination certificates. You may submit these documents directly at time of application.

Document Collection and Submission Checklist

- Retrieve all required forms for your educational and license/registration authorities.
- Send the Request for Academic Records/Transcripts Form to all educational institutions that have contributed to your professional education along with any fees they require to process such requests. In addition to completing the Request for Academic Records/Transcripts Form, your school must attach an academic transcript in English or along with an English translation. If any information is not completed by your school, a request for additional information will be forwarded to the school and may cause delays.
- Send the Request for Validation of License/Registration Form to the licensing/registration bodies for which you have been registered to practice your profession along with any required processing fees. If you were educated in a jurisdiction where your profession is not regulated, request the educational institution that granted you a diploma to complete this form.
- Request that your Language Proficiency Testing vendor share your test scores with CGFNS (if applicable).
- Send documentation of your Higher Secondary Education to CGFNS.

Order Progress Checklist

- Ensure that your email address and contact information are up to date with CGFNS to receive correspondence in a timely manner.
- Log in to your CGFNS Connect Applicant Portal account regularly to check the status of your order.
- If you have any questions/concerns regarding the progress of your order, contact CGFNS via phone or through the Contact Us feature available through your CGFNS Connect Applicant Portal Account Message Center.
- Provide any requested additional information from you, your school(s) or your registration authorities as requested.

Post-Order Checklist

If your order expired/was not completed successfully

- If your order has expired, due to lacking fulfillment of your order requirements, you may purchase a reprocess order at a discounted fee.

If your certificate was issued

- You will receive your certificate in the mail. Please ensure that your mailing address is up to date with CGFNS prior to your certificate being issued.
- You may be required by a license/registration authority (such as a U.S. State Board of Nursing), or any other entity to have CGFNS send a verification of your CGFNS VisaScreen Certification Status. If you require CGFNS to verify that you have been certified through this program, you can purchase a VisaScreen® Verification Letter.
- Purchase additional document retention through our eSAVED™ service to have CGFNS retain the documents that were received in support of your application.
- A VisaScreen® Certificate has a validity of 5 years. If you need to renew your VisaScreen® Certificate for the purpose of renewing a visa, you can purchase a VisaScreen Renewal application at a discounted fee within one year of expiration. If you have not been working in the U.S for at least two and a half years, you must also re-take the English Language Proficiency examination.

Appendix B: VisaScreen®: Visa Credentials Assessment Stages

Stage 1: Application and Payment

Responsible Party: Applicant (You)

Description: You have completed the My Profile section of your CGFNS Connect Applicant account and purchased VisaScreen®: Visa Credentials Assessment using your Shopping Cart.

Stage 2: Document Collection and Submission

Responsible Party: Applicant (You)

Description: Collect required documents needed by CGFNS for evaluation of credentials. Academic forms and license verification forms must be received directly from the source (school or licensing authority).

Stage 3: Document Receipt and Authentication

Responsible Party: CGFNS

Description: Once we receive and process all your documents, they will be entered to your account. Registered Nurses must submit proof of successfully completing a nursing examination. CGFNS will perform a preliminary review of each document to determine that the document was sent from the correct source and can be authenticated. If CGFNS has any questions regarding the authenticity of any documents, CGFNS will correspond with the primary source. If there are any missing documents or required information is missing, CGFNS will contact you.

Stage 4: Document Review and Credentials Evaluation

Responsible Party: CGFNS

Description: Authenticated documents are evaluated for completeness and comparability to applicable U.S. standards. If additional information is needed to make this determination, you will be contacted regarding outstanding requirements.

Stage 5: VisaScreen® Certificate Issued/Notification of Ineligibility

Responsible Party: CGFNS

Description: If your credentials are determined to meet the standards required of the VisaScreen®: Visa Credentials Assessment, you will be issued a VisaScreen® Certificate. Your certificate will be sent directly to you, through trackable mail. If your credentials do not meet the required standards, you will receive a detailed determination letter with steps on how to remediate any deficiencies.

Order Expiration: If all requirements are not met within 12 months of your application, your order will expire. If your order expires, you may be able to apply for a reprocess VisaScreen®: Visa Credentials Assessment order at a discounted fee, should you wish to continue with your VisaScreen® order.