

INSTRUCTIONS FOR SUBMITTING A REQUEST

For an Evaluation of Academic Credentials:

Documents Needed?

- Diploma/Degree/Certificate
- Transcripts/Mark sheets
- Thesis Title (For Ph.D. degrees only)

For an Evaluation of Work Experience and Academic Credentials:

Documents Needed?

- Diploma/Degree/Certificate
- Transcripts/Mark sheets
- A clear and detailed resume showing what you did and when you did it
- Work Experience Letters (such as a reference letter by an employer)

What is a clear and detailed resume?

- A detailed resume should include four things, the name of the corporation/company you were employed by, the dates of employment (month and year), the job positions held, and a detailed list of the job duties performed in each position.

For an Expert Opinion Letter Evaluating a Specialty Occupation:

Documents Needed?

- A detailed description of the position being offered
- Information about the company (i.e. size, revenues, history, services provided)
- RFE or Denial if applicable

Request for Evidence or a response from the government regarding a visa petition already filed:

Documents Needed?

- Government Response
- Any previous evaluation submitted to the government

How do I submit my documents to Morningside?

You can submit your documents via Mail, E-Mail, Fax, or Drop Off

Mailing Address

450 7th Avenue Ste. 603
New York, NY 10123

E-Mail

Intake@mside.com

(Please note we can only accept e-mails with no more than 3 .pdf attachments)

Fax Number

212-904-1025

(Don't forget to include your contact information so we know who you are!)

Drop Off Hours

Monday – Friday from 10am – 4pm

(Please have your application ready; this is a drop service only; Morningside consultants will not discuss your credentials with you until they are reviewed by our experts; Please note we cannot photocopy documents. Please arrive with the photocopies of your documents)

***Please only send your request ONCE; please choose ONLY one method of submission. If you submit more than one request it increases the risk of being charged twice.**