

*VisaScreen® Certificate holders:*

## Check the expiration date!

The *VisaScreen®* Certificate is valid for five years. *VisaScreen®* Certificate holders who have not adjusted their status or obtained a permanent United States visa are required to renew their *VisaScreen®* Certificates within five years of the date it was issued. *VisaScreen®* Certificates that were issued in 2003 will expire in 2008.

### **VisaScreen® Renewal Program requirements**

*VisaScreen®* Certificate holders must reapply to CGFNS/ICHP and obtain a new Certificate prior to the expiration date of the current *VisaScreen®* Certificate. Applicants should begin the renewal process six months before the expiration of their current *VisaScreen®* Certificate.

To renew your *VisaScreen®* Certificate, you will need:

1. To complete and sign a *VisaScreen®*: Visa Credentials Assessment Renewal Form (available through CGFNS connect or download at [www.cgfns.org](http://www.cgfns.org)).
2. A bank check or international money order (drawn on a U.S. bank in U.S. funds) made payable to ICHP, or credit card payment (Visa, MasterCard or Discover), for the full *VisaScreen®* renewal application fee in U.S. dollars. DO NOT SEND CASH.

### **Want to prevent having to retake the English Language Proficiency exam?**

English Language Proficiency test scores are valid for two years. This two-year time frame must coincide with the receipt of all required documents, otherwise the scores will expire and applicants will need to retake the required English Language Proficiency exams.

**Please note:** We have noticed a number of applicants applying for our services with English scores that are about to expire, and that doesn't allow CGFNS sufficient time to receive the remaining required documents before the scores expire. Unfortunately, this means that the *VisaScreen®* Certificate cannot be issued because the applicant must retake the required English exams.



3. The completed "Request for Validation of Registration/License" form from each licensing agency where you have ever held a registration/license/certification as a professional in your field; or, in cases where your diploma authorizes legal practice, this same form mailed to CGFNS/ICHP from the institution that issued your diploma. If you hold a lifetime license or certificate to practice, you still must have a validation completed to document that there were no suspensions, revocations or restrictions on your practice since the initial validation was received by CGFNS/ICHP. **Note:** Some licensing/registration authorities may charge a fee for verifying your license(s)/registration(s). You are responsible for any additional fees associated with processing your *VisaScreen®* application.
4. Proof of English proficiency through examination (scores are valid for two years) or by exemption as designated in the *VisaScreen®* handbook.
5. Certified English translation of all documents not in English. **Note:** CGFNS/ICHP is unable to accept any transcript or licensure documentation sent by email, fax or via the Internet. All official documentation must be in hard copy format with the appropriate seals and sent to CGFNS/ICHP by mail or courier.

# General timeline for reviewing and processing applicant files

*CGFNS/ICHP VisaScreen® Certification Program, Credentials Evaluation Service and Credential Verification Service for New York State Program data*



Country of education	Average length of time to receive official transcripts and licensure verifications after receipt of application	Average CGFNS/ICHP file review and processing time, after receipt of all required documents
Canada	97 calendar days	17 calendar days
India	86 calendar days	27 calendar days
Korea (ROK, South)	61 calendar days	45 calendar days
Nigeria	82 calendar days	39 calendar days
People's Republic of China	87 calendar days	50 calendar days
Philippines	85 calendar days	30 calendar days
Taiwan	96 calendar days	43 calendar days
United Kingdom	109 calendar days	26 calendar days
United States of America	53 calendar days	13 calendar days

## *Average length of time to receive required documentation and review and process applicant files by countries of education*

- The average document receipt file review and processing time lengths above are based on the 2007 issuance of 32,595 certificates and reports on behalf of applicants educated in the countries identified. The sample size consisted of 7,500 applicants from nine countries.
- The average document receipt time lengths above are based on receipt of 150,000 school transcripts and license verifications.
- **Please keep in mind that these time lengths are averages and not sums.** Because of the number of documents and the level of detail required to complete a thorough review of an applicant's education and licensure, time lengths may vary.
- **The length of time it takes to receive transcripts and licensure verifications from countries and institutions is impacted by the volume of requests to that country or institution and their resources for processing them.**
- **Both the VisaScreen® and Certification Programs have English proficiency exam requirements and, for registered nurses, nursing knowledge exam requirements, which may increase the time it takes an applicant to receive a Certificate. The graph above does not account for this time.**
- The CGFNS/ICHP review:
  - determines whether an applicant has achieved an education level that compares to United States counterparts
  - determines if the transcript is deemed sufficient or insufficient
  - verifies that license(s) to practice are valid and unencumbered
  - ensures the authenticity of the documents received
- In order to remain fully informed of the application process, **it is important that applicants check the status of their application using their CGFNS/ICHP identification number, on-line at [www.cgfns.org](http://www.cgfns.org) or via the 24-hour automated telephone response system at +1 215 599 6200.** Any correspondence from CGFNS/ICHP regarding an applicant's status and additional required items should be acted upon immediately to avoid delays.

For 30 years, CGFNS International has committed itself to a two-fold mission grounded in high standards and equality. The CGFNS mission is to provide expert credentials evaluation and professional development services to promote the health and safety of the public. The CGFNS mission is upheld through a rigorous assessment process that is based on consistent and objective standards and is equitably applied to all applicants across all programs.