

ADJUSTMENT OF STATUS CHECKLIST (FAMILY)

The following documents are required by the U.S. Citizenship and Immigration Services (“USCIS”) to support your section 245 adjustment of status application. Please go to www.uscis.gov to fill out the forms.

****PLEASE SUBMIT ORIGINALS OF ITEMS 1 THROUGH 10:**

1. FORMS G-28 (“Notice of Representation”). Please **complete Part 2, Sections 5-11 and Part 4, Sections 3a and 3b** (three originals for applicant and one for petitioner).
2. FORM I-130 (“Petition for Alien Relative”) by petitioner (the U.S. citizen).
3. FORM I-485 (“Application for Permanent Residence”) by applicant.
4. FORM I-765 (“Application for Employment Authorization”) by applicant. Please provide a copy of any prior EAD cards issued.
5. FORM I-131 (“Application for Travel Document”) by applicant. Please **sign page 5 only**. We will complete the rest of the form on your behalf.
6. FORMS G-325A (“Biographic Data Sheet”): One each to be completed by the applicant (the non U.S. citizen) and the petitioner (the U.S. citizen).
7. FORM I-864 (“Affidavit of Support”): This form will need to be completed by the petitioner (U.S. citizen spouse). In support of the affidavit, you will also need a complete copy of your most recent tax return with all schedules, **Form W-2**, Form 1099 and all other attachments. Be sure the tax return is signed. If you do not have copies of your most recent tax return, you can request a copy from the IRS with Form 4506T (“Request for Transcript of Tax Return”) or contact 1.800.829.8040. We may request additional information from you if necessary to complete the application. You will need to have your employer to complete an employment verification letter to be printed on company letterhead which contains salary, title, start date. NOTE: You may be able to use Form I-864EZ if your income on your W-2 exceeds the current poverty guidelines. If you are self-employed or using a co-sponsor, you must complete Form I-864 (NOT EZ).
8. FORM I-508 (if applicable) (“Waiver of Rights, Privileges, Exemptions, and Immunities”) by any E visa holders who are adjusting status.
9. MEDICAL EXAMINATION REPORT: Each applicant will need to have a medical examination taken at a facility that has been approved by USCIS. You can access a list of the CIS approved civil surgeons in your area at: https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=CIV
DO NOT OPEN THE SEALED ENVELOPE THAT YOU WILL RECEIVE FROM THE DOCTOR!

You may want to bring proof of any vaccinations with you. Please note that the USCIS is now making each applicant prove that he or she has received all of the vaccinations designated in the following link. <http://www.uscis.gov/news/questions-and-answers/vaccination-requirements>

You can find out more information about the medical examination here:
<http://www.uscis.gov/sites/default/files/files/form/i-693instr.pdf>

10. PASSPORT PHOTOGRAPHS: Eight passport photos of each applicant will be required for the adjustment of status application. One passport photo of the petitioner will be required too. **Your expression should be neutral (non-smiling) with both eyes open and mouth closed. A smile with closed jaw is allowed but is not preferred.**

****PLEASE SUBMIT CLEAR PHOTOCOPIES OF ITEMS 11 THROUGH 19:**

11. I-94 RECORD (“Arrival/Departure Card”): You can find your most recent I-94 record (and travel history) on the CBP website at: <https://i94.cbp.dhs.gov/I94/request.html>. Please provide a copy of the front and back of any I-94 cards you have as well.
12. PASSPORTS AND I-797 APPROVAL NOTICES: Please provide us with a complete copy of each of your passports, including blank pages. We also need all your I-797 and I-20 forms evidencing your nonimmigrant history and any prior I-140 Approval Notices, if applicable.
13. TWO EXTRA COLOR COPIES of the biographic page of your passport.
14. BIRTH CERTIFICATE for applicant. Each birth certificate should state the name, place, date of birth, and names of parents. (These are generally referred to as “long-form” birth certificates.) The birth certificate should be issued by the appropriate local/state office authorized to issue such certificates, i.e., Civil Registry or a certified copy of registry. In the event that a birth certificate is unobtainable, secondary evidence such as affidavits from immediate relative family members, baptismal certificates, and school records may be acceptable. If you are unable to obtain a birth certificate, you must be able to show proof of any unsuccessful attempts to obtain it through copies of letters, applications, etc. Please provide a COPY of the birth certificate and retain the original for the USCIS interview.
15. PROOF OF U.S. CITIZENSHIP for petitioner. Please provide the biographic page of the U.S. passport, naturalization certificate, or birth certificate.
16. MARRIAGE CERTIFICATE AND PROOF OF BONA FIDES OF MARRIAGE: A certified copy of the certificate should be issued by the appropriate local/state office authorized to issue such certificates, i.e., Civil Registry. Proof of bona fides of marriage can include lease, mortgage, photos together, joint bills and bank statements, etc. Please provide a COPY of the certified marriage certificate and retain the original for the USCIS interview.
17. DISSOLUTION OF PRIOR MARRIAGE(S): A certified copy of the divorce decrees/death certificates must be obtained for prior spouse(s) of both the petitioner and applicant. Please provide a COPY of the divorce decree/death certificate and retain the original for the USCIS interview.
18. PROOF OF BONAFIDE MARRIAGE: Relationship story as to how you met, what common interests you have, why you got married and what are your goals as a married couple in a one-page document.
19. PROOF OF BONAFIDE MARRIAGE: Pictures to establish your relationship with description as to who, what, when and where (at least 10 photos).

FILING FEES: The filing fee for Form I-485 is \$1,070.00 per applicant over 14 years of age and \$635.00 per applicant under 14. These fees include the application costs for Forms I-131, I-765, and the biometrics fee. The filing fee for Form I-130 is \$420.00. Our firm will provide checks for the filing fees with USCIS. We will request these funds to be placed in trust in advance of filing the application.

**Please note that any documents that are not in English
must be accompanied by a CERTIFIED TRANSLATION.**

**Please RETAIN ANY ORIGINAL or certified birth and marriage certificates and other personal
documents for your interview and provide to us a clear PHOTOCOPY for filing with USCIS.**