

FORM I-485 ADJUSTMENT OF STATUS CHECKLIST FOR PRINCIPAL APPLICANT

In order to file your adjustment of status application, you must provide your Fragomen representative with signed application forms as well as all supporting documentation. This checklist identifies the documents needed for your completed application. In order to expedite the filing, we ask you to:

1. Gather the items listed below; please see the glossary for important instructions about key items;
2. Place the items in the order listed;
3. Complete a checklist for the principal applicant and each family member (see below for Dependent Applicant Checklist);
4. Affix each applicant's checklist(s) to the top of the applicant's documents; and
5. Forward documents to your Fragomen representative in the manner they have prescribed.

Foreign National Name:	Employer Name:		
I-485 Supporting Documents in Recommended Order of Submission to Fragomen	N/A	Applicant	
Signed G-28 to accompany I-485			
Signed Form I-485 Application to Adjust Status			
6 passport-style photos with name & A#, if any, written on back and paperclipped to the I-485. See photo requirements below.			
Employment Verification letter confirming your full-time employment, title and salary (see template below)			
Signed Form I-944, Declaration of Self-Sufficiency			
Documentation supporting the filing of Form I-944. <i>Please refer to I-944 Document Checklist for Public Charge Related Information</i>			
Copy of current passport biographic page and any passport pages containing visas or stamps			
Copy of most recent I-94 Arrival Record (or passport admission stamp if I-94 is unavailable). Your I-94 can be obtained at https://i94.cbp.dhs.gov/i94/#/home			
Copy of J-1 waiver of 2-year home residence requirement, if you currently hold or previously held J-1 status			
Documentation demonstrating you have maintained nonimmigrant status while in the United States, such as:			
Employment Authorization Documents (EAD cards)			
I-797 Approval Notices			
I-566(s), if you are or have been in A or G status			
I-20(s), if are or have been in F status			
DS-2019(s), if you are or have been in J status			
Copy of Birth Certificate			
With certified translation, if not in English			
OR Two (2) Affidavits of Birth, if birth certificate is deficient or missing (see template below)			
Marriage Certificate (if applicable)			
With certified translation, if not in English			
OR Affidavits, if marriage document is deficient or missing			
Divorce Certificate or Death Certificate of Prior Spouse (if applicable)			
With certified translation, if not in English			
Medical Examination, Form I-693 in a sealed envelope from a USCIS Civil Surgeon, stapled to an 8.5 by 11" sheet of paper, for each applicant (not mandatory; may be submitted later in response to RFE or at interview)			
Copy of any record of military service			
Certified police and court records for all criminal charges, arrests or convictions regardless of whether you were convicted or not. This should include the final court disposition with the official seal or stamp of the court			
Paystubs, if in nonimmigrant status			

I-765 Supporting Documents in Recommended Order of Submission to Fragomen	N/A	Applicant
Signed G-28 to accompany I-765		
Signed Form I-765		
Copy of applicant's passport biographic page		
Copy of most recent I-94 (or passport admission stamp if I-94 is unavailable) Your I-94 can be obtained at https://i94.cbp.dhs.gov/I94/#/home		
Copies of prior EADs (if applicable)		
I-131 Supporting Documents in Recommended Order of Submission to Fragomen	N/A	
Signed G-28 to accompany I-131		
Signed I-131		
Copy of applicant's passport biographic page		
Copy of most recent I-94 (or passport admission stamp if I-94 is unavailable) Your I-94 can be obtained at https://i94.cbp.dhs.gov/I94/#/home		
Copies of prior Advance Parole documents (if applicable)		
Before sending, confirm that you have signed and dated the following forms	N/A	
Form I-485		
G-28 to accompany I-485		
Form I-944		
Form I-765		
Form G-28 to accompany I-765		
Form I-131		
Form G-28 to accompany I-131		

FORM I-485 ADJUSTMENT OF STATUS CHECKLIST FOR DEPENDENT APPLICANT

In order to file your adjustment of status application, you must provide your Fragomen representative with signed application forms as well as all supporting documentation. This checklist identifies the documents needed for your completed application. In order to expedite the filing, we ask you to:

1. Gather the items listed below; please see the glossary for important instructions about key items;
2. Place the items in the order listed;
3. Complete a checklist for each family member applying for adjustment of status;
4. Affix each applicant’s checklist(s) to the top of the applicant’s documents;
5. Forward documents to your Fragomen representative in the manner they have prescribed.

Foreign National Name:	Employer Name:		
I-485 Supporting Documents in Recommended Order of Submission to Fragomen		N/A	Applicant
Signed G-28 to accompany I-485			
Signed I-485			
6 passport-style photos with name & A#, if any, written on back and paperclipped to the I-485. See photo requirements below.			
Signed Form I-944			
Documentation supporting the filing of Form I-944. <i>Please refer to Form I-944 Document List for Public Charge Related Information</i>			
Copy of current passport biographic page and any passport pages with visas or stamps			
Copy of most recent I-94 (or passport admission stamp if I-94 is unavailable). Your I-94 can be obtained at https://i94.cbp.dhs.gov/i94/#/home			
Documentation demonstrating you have maintained nonimmigrant status while in the United States, such as			
Employment Authorization Documents (EAD cards)			
I-797 Approval Notices			
I-566(s), if you are or have been in A or G status			
I-20(s), if are or have been in F status			
DS-2019(s), if you are or have been in J status			
Copy of Birth Certificate			
With translation, if not in English			
OR two (2) Affidavits of Birth, if birth document is deficient or missing (see sample below)			
Marriage Certificate (if applicable)			
With translation, if not in English			
OR Affidavit, if marriage document is deficient or missing			
Divorce Certificate or Death Certificate of Prior Spouse (if applicable)			
With translation, if not in English			
Medical Examination, Form I-693 in a sealed envelope from a USCIS Civil Surgeon, stapled to an 8.5 by 11” sheet of paper, for each applicant (not mandatory; may be submitted later in response to RFE or at interview)			
Copy of any record of military service			
Certified police and court records for all criminal charges, arrests or convictions regardless of whether you were convicted or not. This should include the final court disposition with the official seal or stamp of the court			

I-765 Supporting Documents in Recommended Order of Submission to Fragomen	N/A	Applicant
Signed G-28 to accompany I-765		
Signed I-765		
Copy of Marriage or Birth Certificate and English translation (required for dependent applications to establish relationship)		
Copy of applicant's passport biographic page		
Copy of most recent I-94 (or passport admission stamp if I-94 is unavailable) Your I-94 can be obtained at https://i94.cbp.dhs.gov/i94/#/home		
Copies of prior EADs (if applicable)		
I-131 Supporting Documents in Recommended Order of Submission to Fragomen	N/A	
Signed G-28 to accompany I-131		
Signed I-131		
Copy of Marriage or Birth Certificate (required for dependent applications to establish relationship)		
Copy of applicant's passport biographic page		
Copy of most recent I-94 (or passport admission stamp if I-94 is unavailable). Your I-94 can be obtained at https://i94.cbp.dhs.gov/i94/#/home		
Copies of prior Advance Parole documents (if applicable)		
Before sending, confirm that you have signed and dated the following forms	N/A	
Form I-485		
G-28 to accompany I-485		
Form I-944		
Form I-765		
Form G-28 to accompany I-765		
Form I-131		
Form G-28 to accompany I-131		

GLOSSARY OF SUPPORTING DOCUMENTS TO FORM I-485

Please review the following instructions for Form I-485 supporting documents.

Among the documents listed below are certain civil documents, such as marriage records, birth certificates and police records. To verify that the documents you are providing will be considered acceptable by the U.S. government, we suggest that you refer to the U.S. State Department's [Visa Reciprocity Website](#). To view the civil documents for your country of nationality, select your country/area of authority from the drop-down menu on the website, and click on the appropriate tabs to see the categories of Civil documents and how to obtain them.

PASSPORT

A copy of each applicant's current passport's biographic page and any page containing a visa or an entry/exit stamp. Please provide high-quality copies, preferably color, single-sided; do not combine multiple family members on one page.

COURT AND PRISON RECORDS

A certified copy of each court record or any prison record must be obtained for any criminal conviction(s).

PHOTOGRAPHS

You must provide a total of six passport-sized photographs for yourself and each family member applying with you. Two (2) photographs are required per application (I-485, I-131 and I-765). Please clearly print your first and last name on the backside of each photograph in pencil.

Please refer to government photo specifications to ensure that your photographs comply with government requirements: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>.

Place each applicant's photographs in a Ziploc bag or envelope and clip the bag or envelope to the applicant's Form I-485

MARRIAGE CERTIFICATE OR AFFIDAVIT OF MARRIAGE

A copy of an official marriage certificate, if applicable. (This applies to all previous marriages, either in or outside the U.S., if married more than once.)

BIRTH CERTIFICATE OR AFFIDAVIT OF BIRTH

A copy of an extract of a "Registered" Birth Certificate for all applicants. The birth certificate must state the date and place of birth and full names of both parents, including the maiden name of the mother. (In some countries this is the form of birth record referred to as "full birth certificate" or "long-form birth

certificate".) If you have legally changed your name since birth, other than through marriage, legal evidence of the name change must also be supplied.

An acceptable birth certificate must include the information below, and must be issued by a governing authority (not a religious authority or hospital):

- Your name
- Your birth date
- Your place of birth (city and country)
- Names of both parents

If a birth certificate does not exist or does not contain all of the above information, you must obtain the following:

1. Certificate from a government office in your country stating clearly that a record of your birth does not exist; and
2. Two sworn and notarized affidavits. Please see affidavit template below.

Affidavits should be from your parents, if possible. If neither parent is alive or if they cannot execute the affidavit(s), the next closest relative who was old enough to have personal knowledge of your birth at the time and place it occurred (such as an aunt or uncle) may execute the affidavit stating:

- Complete names of both parents, including the maiden name of the mother (if parents are executing the affidavit they should also mention the date and place of their marriage)
- Your complete name
- That you are, in fact, their child (or, if signed by a relative, stating their relationship to you)
- Your date of birth
- Your place of birth (city and country)

U.S. IMMIGRATION STATUS DOCUMENTS

If you are currently holding, or previously held, any nonimmigrant status such as H, L, O or E status, provide copies of all Forms I-797 (approval notices). If entered on blanket L, provide copy of stamped I-129S.

EMPLOYMENT AUTHORIZATION

If current or prior E-2, L-2 or H-4, provide copies of EAD cards. If current or prior F-1, J-1 or J-2, provide copies of all EAD cards and Forms DS-2019 (formerly known as IAP-66).

LAST TWO MONTHS OF PAY STATEMENTS

If you are currently authorized to work in the U.S. pursuant to valid non-immigrant status or an EAD, please provide your last two months of pay statements to establish maintenance of status.

I-94 RECORD ARRIVAL RECORD

If in the U.S., current copies of your Form I-94 for you and all family members, making sure that all information on the I-94 is correct. I-94 printouts can be obtained here: <https://i94.cbp.dhs.gov>

STUDENT AND EXCHANGE VISITOR RECORDS

- **Form I-20:** If you previously held F-1 status, provide complete copies of all pages of Forms I-20 for you and any family members.
- **DS-2019 or IAP-66:** If you previously held J-1 or J-2 status, provide complete copies of all pages of Forms DS-2019 or its legacy version, IAP-66.

LEGAL EVIDENCE OF NAME CHANGE

If you have changed your name other than by marriage, you must provide documentation of the name change, such as a court decree.

PROOF OF TERMINATION OF PRIOR MARRIAGE(S); CUSTODY DECREE FOR CHILDREN

If you have been married previously, provide proof of termination of prior marriage(s), such as final decree of divorce, annulment, or death certificate of the prior spouse.

Custody documents must be provided for any minor children who will be applying for permanent residence. (Applies to all previous divorces or annulments, either in or outside the U.S.)

AFFIDAVIT OF BIRTH TEMPLATE

Below is a sample template for an affidavit in lieu of birth certificate. If a birth certificate is not available from your home country, you should obtain an affidavit from at least 2 individuals who can attest to the circumstances of your birth. A parent and another relative or friend of the family would be fine. The affidavits must be notarized in the country where they are executed. Affidavits are only acceptable if a birth certificate is not available. If a birth certificate is available, you must obtain one.

AFFIDAVIT OF BIRTH

State of _____)

County of _____)

I Name being duly sworn, depose and say that I am the relationship (ex. mother/father/aunt/uncle) of name of applicant .

 Name of applicant is also known as alternate spelling of applicant's name . *{Please delete if not applicable}*.

That name of applicant was born on date in place .

That name of applicant is the son/daughter of full names of both parents, including maiden name of the mother .

That I am familiar with the circumstances of name of applicant's birth please describe how you know of the applicant's birth .

That the information given by me in this affidavit is true and correct to the best of my knowledge and recollection.

Signature

Sworn to me before this
 day of month , Year

Notary Public

Sample Employment Verification Letter

Please prepare this letter on company letterhead and have your manager or Human Resources sign the letter.

Date

Department of Homeland Security
U.S. Citizenship and Immigration Services

Re: Mr./Ms. _____

Dear Sir/Madam:

We present this letter to confirm our offer of full-time, regular employment to the above-named employee in the position of {complete job title} at our offices in {complete city, state}.

Mr./Ms. _____ is currently earning an annual salary of \$_____.

Very truly yours,

Name
Title

FRAGOMEN

KNOWLEDGE
@WORK