

ADJUSTMENT OF STATUS APPLICATION CHECKLIST

NC State and IE cannot fill out the I-485 adjustment application forms for you. The forms contain private information that we, as the employer, should not collect. However, IE is happy to review the application and content with you, if you request this assistance. Once you have completed the forms and assembled the package to be sent to USCIS at its Texas Service Center, you may drop them off at our office for review, and we will schedule an appointment with you once we have reviewed the package. We will only review your application package **ONE TIME**, so please be sure it is as complete as possible before you give it to us - we will not review it again. You are solely responsible for the content of the forms, and you will need to file the application yourself, unless you are filing the application concurrently with the I-140 Immigrant Petition, in which case you can give the package to IE and we will submit it with your employment-sponsored I-140 Immigrant Petition. The mailing address for the I-485 adjustment application can be found at <http://www.uscis.gov/forms>.

If, after IE reviews your application package, you still need additional assistance, please contact a local immigration attorney to help you. We can provide a list of several competent, reputable attorneys in the area if requested. Whether you decide to hire a private immigration attorney to assist you or not, please always keep IE and your department informed about the process – when the applications are filed, when you are scheduled for biometrics at the local USCIS office, when the employment and/or travel document are received (if applied for), and when the case is approved or denied.

Please note that the filing or approval of the I-140 Immigrant Petition does **NOT**, by itself, change your legal status or give you the legal right to work in the United States. You **MUST** maintain an underlying nonimmigrant work-authorized status (such as E-3, H-1B, O-1 or TN) in order to continue legally working in the United States while your permanent residence process is pending, until you receive your Employment Authorization card (EAD) or your Permanent Residence Card.

Below we are providing a checklist of forms and documents for your convenience. We recommend putting the documents in the order listed below before you file your application(s). Please review each item carefully.

The forms can be found online on the USCIS website at <http://www.uscis.gov/forms>. Scroll down the list of forms until you see the correct form number, and then click on the link to the left, which gives the official title of the form and will take you to a page with more specific information.

	ITEM	SPECIFICS
	General information	<ul style="list-style-type: none"> • Need a separate, complete application for each family member • Parents can sign forms for children under 14 • Be sure all forms are signed and dated, and checks are attached to each separate application
	Cover letter	<ul style="list-style-type: none"> • List all documents being submitted; include for each person's application
	Form I-485	<ul style="list-style-type: none"> • Two photos (with name and A #, if any, on reverse) - put in envelope and staple it to lower left corner • Name: use your legal name as it appears on your passport, including any middle names • A#: if your I-140 has already been approved, then your 9-digit A# is on the approval notice. Family members will generally not have A#s yet – do NOT have them use yours (they will get their own A#s) • Staple filing fee check to form (\$1,070 for adults; \$635 for kids under 14 if application is being filed with parents) • Part 2: for main applicant, check "a"; family members should check "b" • Nonimmigrant visa number: is the red number in the lower right area of the visa
	Form I-765 (employment card [EAD]– not required but recommended)	<ul style="list-style-type: none"> • Two photos (with name and A#, if any, on reverse) - put in envelope and staple it to lower left corner • Item #11 – is specifically asking whether you have had an employment (EAD) card before • Item #14 – Nonimmigrant Worker • Item #15 – example is H-1B or H-4, etc. • Item #16 – insert (c)(0)(9) into the three spaces • Copy of identity page of passport • Copy of marriage certificate (for spouse) or copy of birth certificate (for children) to show relationship, with translation if original document is not in English • Copy of most current I-94 card and/or I-797 approval notice (H-1B or O-1 approval notice) • Copy of I-140 approval or receipt notice, if any
	Form I-131 (travel document – not required but recommended)	<ul style="list-style-type: none"> • Two photos (with name and A #, if any, on reverse) - put in envelope and staple it to lower left corner • Item #3 – example is H-1B, H-4, etc. • Part 2: choose box "d" • Part 3: dates of departure and length of trip can be "Undetermined" or "To be determined" • Copy of identity page of passport • Copy of marriage certificate (for spouse) or copy of birth certificate (for children) to show relationship, with translation if original document is not in English • Copy of most current I-94 card and/or I-797 approval notice • Copy of I-140 approval or receipt notice, if any

	I-797 receipt or approval notice for I-140 petition	<ul style="list-style-type: none"> No copy of petition needed – just the approval notice, or the receipt notice if the I-140 petition is not approved yet If I-140 is being filed with I-485, insert a sheet of paper saying “I-140 concurrently filed with I-485”
	Letter of Employment Confirmation	<ul style="list-style-type: none"> Get from department (on dept. stationary) indicating continued employment pursuant to I-140 petition Include a copy in each person’s application package
	Evidence of valid nonimmigrant status	<ul style="list-style-type: none"> OPTIONAL (but helpful to USCIS): include a summary of each person’s complete nonimmigrant history in the U.S. Copies of all I-797s (H-1B or O-1 approval notice) Copies of all I-20s/DS-2019s, if any Copies of EADs, if any Copy of current (most recently issued) I-94 card Copy of all pages of current and canceled passports (if used to enter the U.S.) – including all nonimmigrant visa stamps. If old passports are not available, do not worry about including a copy.
	Birth Certificate and/or Affidavits	<ul style="list-style-type: none"> Certified translation, if the original document is not in English – you cannot translate your own documents Must be “long form,” indicating both parents’ names
	Marriage Certificate	<ul style="list-style-type: none"> Certified translation, if the original document is not in English - you cannot translate your own documents Any divorce or death certificate(s), if applicable, with any necessary translation(s), if applicable
	Form I-693 – Medical Exam, and Supplement Form	<ul style="list-style-type: none"> The online list of Civil Surgeons can be found at https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=CIV The medical exam must be UNOPENED when submitted to USCIS Be sure that BOTH you and the physician sign the medical exam (Form I-693) before it is put in the sealed envelope If possible, have physician make a copy before putting it in the sealed envelope Every family member needs an exam, even children
	Form G-325A	<ul style="list-style-type: none"> Must be completed by all applicants 14 or older “File number” means A#, if any Every applicant must complete the form in <u>quadruplicate</u> for his/her application; all 4 must have original signatures Remember to complete the name box at the very bottom of the form