

The following information is provided as an aide to applicants, but does not represent advice surpassing that of a qualified immigration attorney. Applicants can, and frequently do, consult with a qualified immigration attorney to insure that all documents provided are relevant to the petition. KSU makes no claim to providing legal advice contained in this document.

## Form I-485: PETITION TO ADJUST STATUS

### Documentation Checklist

The applicant files for a petition to adjust status after the employer's employment based permanent residency petition (I-140) has been approved, and a visa number has become available per the Department of State's Visa Bulletin. In cases where numbers have become available, the employer's visa petition and the request for status adjustment can be filed together (concurrent filing).

Forms should be grouped together by applicant, then each dependent. If filing concurrently, the packet will be shipped with the I-140 packet by HR. Otherwise, the applicant can submit the I-485 independently after receiving notice of approval of the I-140 petition from the USCIS.

- [Form I-485](#) for applicant and each dependent, signed
- Personal check or money order for \$985 for applicant, \$985 for each dependent older than 14 years, \$635 for each dependent under 14. In addition, a biometrics fee of \$85 must also be included for each applicant and dependent.
- [Form G-325A](#) Biographic Information for applicant and each dependent between ages of 14 and 79
- Form I-693, Report of Medical Examination, completed by a designated Civil Surgeon and in a sealed envelope, for applicant and each dependent ([Find a Civil Surgeon](#) in your area at [www.uscis.gov](http://www.uscis.gov) )
- Employment verification letter from Human Resources on KSU letterhead
- 2 Passport photos for applicant and each dependent; name and A# on back in pencil so that it does not go through
- Translations of all non-English documents, certified
- Current I-94 for applicant and all dependents or other proof of current status
- Current passport ID page for applicant and each dependent
- Current visa page from passport, if applicable
- Evidence of relationship to primary applicant for dependents, including marriage license, birth certificate, adoption decree, etc.
- Evidence of legal termination of all previous marriages for applicant and spouse if spouse applying as a dependent
- Birth certificate for applicant and any dependents; marriage certificate for spouse

- Cover letter including inventory of documents provided
- Certification of Copies

If not filing concurrently with I-140 also include

- I-797 Approval Notice indicating approval of I-140 petition

## **Form I-765: APPLICATION FOR EMPLOYMENT AUTHORIZATION**

### **Documentation Checklist**

Applicants who also have valid H1B immigration status may want to consider maintaining H1B status while their change of status petition is pending, which would preclude the need to request either an Employment Authorization Document or Advance Parole.

Employment Authorization Document is necessary if the applicant's current non-immigrant status is set to expire, or if the applicant uses Advance Parole to travel out of and re-enter the US while the I-485 is still pending. It is also useful for dependents who wish to work while the application is still pending. If your EAD expires prior to approval of your Adjustment of Status, you will need to apply for an extension prior to the expiration. Turnaround time is typically 2-4 months.

- Cover letter documenting request for 24 months, or maximum allowable period
- [Form I-765](#) for each individual requesting an EAD (enter c(9) in item #16)
- Current I-94 indicating current status
- Copy of last Employment Authorization Document (if you have one)
- 2 Passport photos; Name and A# on back in pencil

If you have already filed the I-485 include these additional items:

- I-797 Receipt Notice for I-485

If you have previously applied for and received an Employment Authorization Card include these additional items:

- Copy of all previous Employment Authorization Cards
- Copy of previous I-797 Notice of Approval for EAD

---

**Form I-131: APPLICATION FOR ADVANCE PAROLE****Documentation Checklist**

Advance Parole is required to travel while the I-485 is pending, unless the applicant is currently in status as an H-1B. Advance Parole is useful if the applicant's current H-1B status will expire. Advance Parole can be filed concurrently with the I-485 petition, or it can be filed in advance of a planned trip on an as-needed basis. Each family member must apply for Advance Parole separately. Once you travel outside and re-enter the US using Advance Parole, you are no longer considered to be maintaining your former status (H1B for example), so you must also obtain an Employment Authorization Document to continue working when you return. The following checklist should be compiled for the applicant and each dependent included on the petition and applies to applicants who are already within the US who are applying in conjunction with an Adjustment of Status request. Please file for renewal of Advance Parole a minimum of 120 days prior to expiration of the current document.

- [Form I-131](#) for each individual requesting Advance Parole
- Copy of passport identity page
- Current I-94
- 2 Passport photos; Name and A# on back in pencil

If you have already filed the I-485 also include:

- I-797 Receipt Notice for I-485