

CHECKLIST: ADJUSTMENT OF STATUS (AOS)

All USCIS forms may be downloaded from www.uscis.gov

PACKET 1

USCIS Form I-485 Application for Adjustment of Status (Green Card)

- This forms is **required** and needs to be completed for each applicant (primary beneficiary and dependents – spouses/children)
- Filing fee:
 - **\$1,225** for each applicant age 14 and older
 - **\$750** for each applicant under the age of 14
 - Payment must be a check or money order made payable to: U.S. Department of Homeland Security
 - **NOTE:** you will need to issue a check/money order for each applicant – do not combine the filing fees into one check
- Primary Applicant:
 - Two identical passport photographs for each applicant with name and date of birth written in pencil on back (add A# if available)
 - Employment verification letter verifying the principle alien's salary and permanent full time employment
 - Copy of latest IRS tax return and W-2
 - I-485 **Supplement J** form (if you are filing the I-485 separately from the I-140 application)
- Dependents (Spouse/Children):
 - Two identical passport photographs for each applicant with name and date of birth written in pencil on back (add A# if available)
 - Copy of marriage and/or birth certificates
 - **Form I-134 Affidavit of Support**
 - Filing fee: No additional filing fee is required to file this form

- Complete this form for **each dependent** (spouse and/or children) who is/are filing form I-485 as well
- Employment verification letter verifying the principle alien's salary and permanent full time employment

PACKET 2 (Complete for each I-485 applicant)

A. USCIS Form G-325A Biographic Information

- Filing fee: No additional fee is required to file this form
- This form is **required** and needs to be completed for **each** I-485 applicant (primary beneficiary and dependents – spouses/children 14 years and older)
- Copy of birth certificate for each applicant
 - If other than English, a notarized translation is required as well

B. USCIS Form I-693 Medical Examination

- Filing fee: No additional fee is required to file this form, however, you will need to pay a fee for the medical examination itself. The fee is determined by the civil surgeon's office which you select for the examination (see note below)
- This form is **required** and must be completed for **each** I-485 applicant (primary beneficiary and dependents – spouses/children)
- **NOTE:** Medical examinations can only be conducted by USCIS approved civil surgeons. Please use the website below to locate civil surgeons in your vicinity:
https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=CIV

PACKET 3

A. Evidence of Valid Status:

- Complete this for **each** I-485 applicant (primary beneficiary and dependents – spouses/children)
- Proof that each applicant maintained valid status during entire period of any U.S. stay (evidence includes Forms I-797A Notice of Action, I-20s, DS-2019, waiver of J-1 home residency, U.S. entry stamps in passport as

acquired at the U.S. , U.S. visa stickers as acquired at U.S. embassy abroad etc.)

- Use the following format (list oldest U.S. status first):

U.S. Status	Period held	Evidence
F-1	01/01/2010 – 12/31/2014	<ul style="list-style-type: none"> • I-20 Form(s) • I-94 • Admission Stamp(s) in Passport(s)
H-1B	01/01/2015 – Present	<ul style="list-style-type: none"> • I-797A H-1B Approval Notice • I-94 • Admission Stamp(s) in Passport(s)

B. Passport

- Provide this for **each** I-485 applicant (primary beneficiary and dependents – spouses/children)
- Copy of valid passport identification page and any pages containing U.S. stamps/visas

C. I-94

- Provide this for **each** I-485 applicant (primary beneficiary and dependents – spouses/children)
- Retrieve the most recent I-94 from <https://i94.cbp.dhs.gov/i94/request.html>

D. Signed Authenticity Statement

- Provide this for **each** I-485 applicant (primary beneficiary and dependents – spouses/children)

Packet 4 (optional)

A. USCIS Form I-765 Employment Authorization Card

- Filing fee: No additional fee is required to file this form
- This form is **optional** and may be filed together with form I-485 or at a later time by using the I-485 verification receipt notice
- Complete this form for **each** I-485 applicant (primary beneficiary and dependents – spouses/children)
- Supporting documentation:
 - Two photographs with applicant's name and date of birth written in pencil on back. (add A# if available)
 - Copy of previously held EAD authorizations (i.e., F-1/OPT Card)

B. USCIS Form I-131 Advance Parole

- Filing fee: No additional fee is required to file this form
- This form is **optional** and may be filed together with form I-485 or at a later time by using the I-485 verification receipt notice
- Complete this form for **each** I-485 applicant (primary beneficiary and dependents – spouses/children)
- Supporting documentation:
 - Two photographs with applicant's name and date of birth written in pencil on back. (add A# if available)

IMPORTANT

Once you have received the I-485 receipt notice and/or the Green Card, be sure to forward copies of these documents to our office.

Non-concurrent Filing

In the event that you file the I-485 separately from the I-140 (non-concurrent filing) include the following:

USCIS I-140 Receipt Notice or I-140 Approval Notice

- Required if you are filing the adjustment of status application(s) after our office has already filed the I-140 petition with USCIS
- Include a copy of either the I-140 receipt notice (if the I-140 is still pending with USCIS) or the I-140 approval notice
- Provide this for **each** I-485 applicant (primary beneficiary and dependents – spouses/children)