



Family-Based Adjustment of Status Checklist

Please provide us with the following documentation required for this important application:

- ❑ 6 standard passport photographs of the beneficiary
- ❑ 2 standard passport photographs of the petitioner
- ❑ Separate filing fee checks made payable to “U.S. Department of Homeland Security” in the following amounts:
 - For the I-130 Petition for Relative: \$535
 - For the I-485 Application to Adjust Status: \$1140 plus \$85 biometric fee
 - **[INCLUDE IF APPLICABLE]** For the I-485 Supplement A for 245(i) eligibility: \$1000
- ❑ If beneficiary is married, copy of her/his marriage certificate, with certified English translation if in another language.
 - If beneficiary is divorced or has had a prior marriage and divorce, also provide evidence of this.
- ❑ Copy of the beneficiary’s birth certificate, with certified English translation if in another language. If certified translation is unavailable, we will find a translator.
- ❑ Clear copy of the beneficiary’s photo identification, such as the biographic information page of a valid passport. Please note that such identification must be valid for at least an additional six months from the date of filing your application to adjust to permanent resident status, so we suggest that you renew such identification immediately if they are set to expire anytime soon.
- ❑ Evidence of the beneficiary’s last entry to the U.S., including copies of the passport stamp, I-94 card, and visa or parole document.
 - If no proof of legal entry is available but the beneficiary was inspected and admitted or waved through at the border, please get in touch with us ASAP
- ❑ Evidence of the petitioner’s U.S. citizenship, which may include copies of a U.S. birth certificate, naturalization certificate, and/or U.S. passport biographic page.
- ❑ Copies of the petitioner’s pay stubs for the most recent three months of employment or a recently dated, signed employment verification letter from the petitioner’s employer. This letter should be printed on company letterhead and must state all of the following: date of



hire, position/type of work performed, number of hours worked per week, and salary or wages paid.

- If the beneficiary has ever been arrested, complete copies of court/police records showing date and place of arrest, charge(s) imposed, and final disposition and sentence.
- Complete copies of the petitioner's tax returns (1040) and W-2s for the last three tax years.
- **INCLUDE IF A JOINT SPONSOR IS NEEDED:** If petitioner does not earn at least 125% of the federal poverty line per year (at least \$25,000 for household size of 2), please provide the following documentation from an individual who is willing to be your joint sponsor (must be someone in the United States who is either a lawful permanent resident or U.S. citizen):
 - Copies of the joint sponsor's complete tax returns and W-2 forms for the most recent tax year.
 - Copies of the joint sponsor's pay stubs for the most recent three months of employment [and/or] a recently dated, signed employment verification letter from the joint sponsor's employer. This letter should be printed on company letterhead and must state all of the following: date of hire, position/type of work performed, number of hours worked per week, and salary or wages paid.
 - Evidence of the joint sponsor's immigration status in the U.S., such as a copy of his/her birth certificate and passport biographic page if born in the U.S., a copy of his/her naturalization certificate and passport biographic page if a naturalized U.S. citizen, or a copy of the front and back of his/her permanent resident card if a lawful permanent resident.
- **INCLUDE IF MARRIAGE-BASED ADJUSTMENT:** Evidence of your commingled assets and joint documents to demonstrate the bona fide nature of your marriage. These documents may include: lease or mortgage documentation, bank statements, evidence of joint property such as a car, utility and phone bills, credit card bills, health/car/life insurance documents, evidence that you are listed as each other's emergency contacts/beneficiaries at work/school, telephone records and correspondence, birth certificates of any children, documentation related to your wedding and/or honeymoon, photographs of you as a couple during different events copied and pasted into a word document with captions, and any other evidence you may have that demonstrates the bona fide nature of your marriage.
- DO THIS LAST ONLY WHEN READY TO FILE AND ONLY AFTER SPEAKING TO YOUR ATTORNEY: The beneficiary's completed Medical Examination, Form I-693. Please find this form enclosed. An official USCIS-designated physician must perform the medical examination, which can be found online at:



<https://my.uscis.gov/findadoctor>

Please present all of your available vaccination records to the physician performing your examination. The completed exam should be returned to our office in an unopened envelope, which has been sealed by the physician.