

## ADJUSTMENT OF STATUS CHECKLIST (EMPLOYMENT)

The following documents are required by the U.S. Citizenship and Immigration Services (“USCIS”) to support your section 245 adjustment of status application. If you have spouse/children who need to obtain a green card, please complete the same packet for each family member. Please go to [www.uscis.gov](http://www.uscis.gov) to fill out the forms.

---

### **\*\*PLEASE SUBMIT ORIGINALS OF ITEMS 1 THROUGH 9:**

1. FORMS G-28 (“Notice of Representation”). Complete Part 2, Sections 5-11 and Part 4, Section 3a and 3b and sign three originals.
2. FORM I-485 (“Application for Permanent Residence”) by applicant.
3. FORM I-765 (“Application for Employment Authorization”) by applicant. Please provide a copy of any prior EAD cards issued.
4. FORM I-131 (“Application for Travel Document”) by applicant. Please **sign page 5 only**. We will complete the rest of the form on your behalf.
5. FORM G-325A (“Biographic Data Sheet”) by applicant.
6. FORM I-508 (if applicable) (“Waiver of Rights, Privileges, Exemptions, and Immunities”) by any E visa holders who are adjusting status.
7. MEDICAL EXAMINATION REPORT: Each applicant will need to have a medical examination taken at a facility that has been approved by USCIS. You can access a list of the CIS approved civil surgeons in your area at: [https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office\\_type=CIV](https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=CIV)

**DO NOT OPEN THE SEALED ENVELOPE THAT YOU WILL RECEIVE FROM THE DOCTOR!**

You may want to bring proof of any vaccinations with you. Please note that the USCIS is now making each applicant prove that he or she has received all of the vaccinations designated in the following link. <http://www.uscis.gov/news/questions-and-answers/vaccination-requirements>

You can find out more information about the medical examination here:  
<http://www.uscis.gov/sites/default/files/files/form/i-693instr.pdf>

8. PASSPORT PHOTOGRAPHS: Eight passport photos of each applicant will be required for the adjustment of status application. **Your expression should be neutral (non-smiling) with both eyes open and mouth closed. A smile with closed jaw is allowed but is not preferred.**
9. **Verification of Employment**: Please follow this sample: [To be printed on company letterhead]

To Whom It May Concern:

This letter is to confirm that [COMPANY NAME] employs [NAME] in a permanent position, as defined by our policies, as [JOB TITLE]. [NAME] is paid \$\_\_\_\_\_ per year for his/her services.

In view of the foregoing, we respectfully request your favorable action on [NAME]’s adjustment of status application.

Sincerely,

[NAME OF SIGNATORY]  
[TITLE OF SIGNATORY]

**\*\*PLEASE SUBMIT CLEAR PHOTOCOPIES OF ITEMS 10 THROUGH 16:**

10. **I-94 RECORD** (“Arrival/Departure Card”): You can find your most recent I-94 record (and travel history) on the CBP website at: <https://i94.cbp.dhs.gov/I94/request.html>. Please provide a copy of the front and back of any I-94 cards you have as well.
11. **PASSPORTS**: Please provide us with a complete copy of each of your passports, including blank pages.
12. **PROOF OF STAY IN THE U.S.**: You will need to submit all documents proving that you have been in valid nonimmigrant status during your entire stay in the United States. This includes all prior Forms I-94, Forms I-797 (USCIS approval notices), I-20, IAP-66, DS-2019, OPT EAD card, if applicable, as evidence of nonimmigrant history in the U.S. Please also provide any prior I-140 Approval Notices, if applicable. Please provide your visa history as follows:

Status (e.g., L 1, H 1B, etc.)	Status Start Date	Status End Date	Employer, if applicable

13. **TWO EXTRA COLOR COPIES** of the biographic page of your passport.
14. **BIRTH CERTIFICATE** for applicant. Each birth certificate should state the name, place, date of birth, and names of parents. (These are generally referred to as “long-form” birth certificates.) The birth certificate should be issued by the appropriate local/state office authorized to issue such certificates, i.e., Civil Registry or a certified copy of registry. In the event that a birth certificate is unobtainable, secondary evidence such as affidavits from immediate relative family members, baptismal certificates, and school records may be acceptable. If you are unable to obtain a birth certificate, you must be able to show proof of any unsuccessful attempts to obtain it through copies of letters, applications, etc. Please provide a **COPY** of the birth certificate and retain the original for your records.
15. **MARRIAGE CERTIFICATE**: A certified copy of the certificate should be issued by the appropriate local/state office authorized to issue such certificates, i.e., Civil Registry. Please provide a **COPY** of the certified marriage certificate and retain the original for your records.
16. **DISSOLUTION OF PRIOR MARRIAGE(S)**: A certified copy of the divorce decrees/death certificates must be obtained for prior spouse(s) of both the petitioner and beneficiary. Please provide a **COPY** of the divorce decree/death certificate and retain the original for your records.

**FILING FEES**: The filing fee for Form I-485 is \$1,070.00 per applicant over 14 years of age and \$635.00 per applicant under 14. These fees include the application costs for Forms I-131, I-765, and the biometrics fee. Our firm will provide checks for the filing fees with USCIS. We will request these funds to be placed in trust in advance of filing the application.

**Please note that any documents that are not in English  
must be accompanied by a CERTIFIED TRANSLATION.**

**Please RETAIN ANY ORIGINAL or certified birth and marriage certificates and other personal  
documents for your interview and provide to us a clear PHOTOCOPY for filing with USCIS.**