



Eff. 2.24.2020

**CHECKLIST FOR FAMILY BASED GREENCARD - SPOUSE
(Immediate Relative already in the U.S.)**

Forms
Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa (Filed by Petitioner)
Form I-130 – Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa
Form I-864 – Affidavit of Support
Form G-28 – Notice of Appearance for the attorney or representative
Adjustment of Status (Filed by Beneficiary/Applicant)
Form I-485 - Application to Register Permanent Residence or Adjust Status
Form I-130A – Supplemental Information for spouse beneficiary
Form I-693 - Medical Examination of Aliens Seeking Adjustment of Status
Form I-765 - Work Authorization (EAD)
Form I-131 – Advance Parole
Form G-28 – Notice of Appearance for the attorney or representative
Form I-944 – Declaration of Self Sufficiency (see separate checklist)
Documents Required for Petition for Alien Relative (Form I-130)
<p>Supporting documentation to establish U.S. citizenship status or permanent resident status of petitioner. Submit a copy of one of following:</p> <ul style="list-style-type: none"> • Birth certificate • Naturalization certificate or certificate of citizenship issued by USCIS (formerly INS) • Form FS-240 Report of Birth Abroad of a Citizen of the U.S. issued by an American embassy or consulate • Unexpired U.S. passport • Original statement from a U.S. consular officer verifying that you are a U.S. citizen with a valid passport
<p>Supporting documentation to establish relationship between petitioner and beneficiary (sponsor and alien)</p> <p>For spouses:</p> <ul style="list-style-type: none"> - Copy of marriage certificate - If previously married, copies of documents showing that all prior marriages were legally terminated (i.e. divorce decree) - See other supporting documentation below: <p>Optional /additional supporting documentation to establish spousal relationship:</p> <ol style="list-style-type: none"> 1. Photographs: wedding photos, family life, etc. 2. Children – if any, birth certificates, photos



3. Wedding invitations
4. Proof of joint residence (i.e. mortgage statement, rental agreement, driver’s license, utility bills, other mail)
5. Tax returns – jointly filed (if applicable)
6. Proof of jointly held assets/debts (i.e. bank statements, credit card statements, stock, other investments, home, cars, loans)
7. Beneficiary designations (i.e. life insurance, 401(k))
8. Insurance (health, car, home)
9. Joint travel documents (i.e. plane tix, hotel bills, etc.)
10. Affidavits sworn to or affirmed by third parties having personal knowledge of the bona fides of the marital relationship (Each affidavit must contain the full name and address, date and place of birth of the person making the affidavit, his or her relationship to the petitioner of beneficiary, if any, and complete information and details explaining how the person acquired his or her knowledge of your marriage); or
11. Any other documents that establish the relationship such as cards, letters, emails, texts, social media, other written communication, phone records, chat snapshots, etc.

Two (2) full face, passport style color photographs of Petitioner

Documents Required for Adjustment of Status (Form I-485)

Beneficiary of I-130 Petition Only

Passport - Copy of all stamped pages of the Passport (valid for 6 months or longer)

I-94 - Copy of recent I-94, Arrival/Departure Record

Approval Notices - Copy of all Approval Notices (i.e., H-1, H-4, L-1, L-2 and etc...) from first entry to the U.S.

I-20 - Copy of I-20 (s), student visa, if applicable

EAD - Copy of Employment Authorization Document (i.e., from practical training while on F-1 status), if applicable

Birth Certificate- See Reciprocity Schedule based on the country of birth

Medical Examination including immunizations in a sealed envelope;

For USCIS approved civil surgeon near your area, please visit: <https://my.uscis.gov/findadoctor>

Marriage Certificate, if applicable

Divorce or death certificate, if applicable

Six (6) full face, passport style color photographs from applicant (foreign spouse). For more information regarding photo specification, please visit: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>

See Reciprocity Schedule for foreign documents such as birth certificates, marriage certificates, etc.

<https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>

Affidavit of Support Checklist is below.



Affidavit of Support (From Petitioner)

Federal Income Tax Return, including W-2s – for **most recent tax year**, or a statement and/or evidence describing why you were not required to file. Also include a copy of each and every Form 1099 Schedule, and any other reported income. You may also submit this information for the most recent 3 tax years, pay stubs from the most recent six months, and/or a letter from your employer if you believe any of these items will help you qualify.

Optional:

Federal Income Tax Returns, including W-2s & 1099 for last 3 years. (Will need the income reported on these returns to be used on the I-864 form)

Proof of Employment

- Employment verification – statement from your employer on business stationary, listing:
 1. Dates of employment;
 2. Annual Salary paid;
 3. Whether the position is temporary or permanent;
 4. Job Title

And/or

- Pay stubs from the most recent 3 months.

Proof of Eligibility to work for either Sponsor, Co-sponsor, or Household Member

Assets: If assets are needed to meet the minimum income requirement:

- a. Evidence of assets with a cash value that equals at least **five times** the difference between your total household income and 125 percent of the poverty guideline for your household size.
- b. **What assets can be used?** Any type of asset can be used if it is readily convertible to cash within a year. Liquid assets, such as savings deposits, stocks, bonds, and certificates of deposit will be viewed most favorably because they would be most accessible for the support of sponsored immigrants. Other assets, such as property, may also be acceptable if they can be sold within a year.
- c. **What evidence of assets is required?** Evidence establishing ownership and the value and location of assets is needed. Additionally, information on any liens and liabilities relating to these assets must be provided. For bank accounts, bank statements for the most recent 12 months, or a letter from the bank stating the date the account was opened, a history of deposits and withdrawals for the past year, and the current balance are needed.