



Eff. 2021

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

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| <b>Forms</b>   |
| <b>Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa (Filed by Petitioner)</b>  |
| <b>Form I-130</b> – Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa   |
| <b>Form I-864</b> – Affidavit of Support   |
| <b>Form G-28</b> – Notice of Appearance for the attorney or representative   |
| <b>Adjustment of Status (Filed by Beneficiary/Applicant)</b>   |
| <b>Form I-485</b> - Application to Register Permanent Residence or Adjust Status   |
| <b>Form I-693</b> - Medical Examination of Aliens Seeking Adjustment of Status   |
| <b>Form I-765</b> - Work Authorization (EAD)   |
| <b>Form I-131</b> – Advance Parole   |
| <b>Form G-28</b> – Notice of Appearance for the attorney or representative   |
| <b>Documents Required for Petition for Alien Relative (Form I-130)</b>   |
| <p><b>Supporting documentation</b> to establish U.S. citizenship status or permanent resident status of <b>petitioner</b>.<br/>Submit a copy of one of following:</p> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Naturalization certificate or certificate of citizenship issued by USCIS (formerly INS)</li> <li>• Form FS-240 Report of Birth Abroad of a Citizen of the U.S. issued by an American embassy or consulate</li> <li>• Unexpired U.S. passport</li> <li>• Original statement from a U.S. consular officer verifying that you are a U.S. citizen with a valid passport</li> </ul>   |
| <p><b>Supporting documentation</b> to establish relationship between petitioner and beneficiary (sponsor and alien)</p> <ol style="list-style-type: none"> <li>1. <b>A Mother:</b> Submit a copy of your birth certificate showing your name and your mother's name.</li> <li>2. <b>A Father:</b> Submit a copy of your birth certificate showing the names of both parents. Also give a copy of your parents' marriage certificate establishing that your father was married to your mother before you were born, and copies of documents showing that any prior marriages of either your father or mother were legally terminated.</li> </ol> <p><b><i>If relationship through step-family or adoption discuss additional requirements with attorney</i></b></p> |



**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

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

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

**Marriage Certificate**, if applicable

**Divorce or death certificate**, if applicable

**Medical Examination** including immunizations in a sealed envelope

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

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

*If foreign national is in the U.S. and has been in another status other than B visa, then provide evidence of maintenance of that status. Discuss with Attorney.*

**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.

**Ask Attorney for Reciprocity Table for foreign documents such as birth certificates, marriage certificates, etc.**