

**ADJUSTMENT OF STATUS APPLICATION CHECKLIST  
TEXAS SERVICE CENTER**

	ITEM	SPECIFICS
	General information	<ul style="list-style-type: none"> <li>• Need a separate, complete application for each family member; parents can sign forms for kids under 14</li> <li>• Be sure all forms are signed and dated, and checks are attached</li> </ul>
	Cover letter	<ul style="list-style-type: none"> <li>• List all documents being submitted</li> </ul>
	Form I-485	<ul style="list-style-type: none"> <li>• Staple two photos (with name and A #, if any, on reverse) to lower left corner</li> <li>• Staple filing fee check to form (\$1,010 for adults; \$600 for kids under 14 if application is being filed with parents)</li> </ul>
	Form I-765 (if applicable) Form I-131 (if applicable)	<p>For each separate form, include the following with it:</p> <ul style="list-style-type: none"> <li>• Staple two photos (with name and A #, if any, on reverse) to lower left corner</li> <li>• Copy of identity page of passport</li> <li>• Copy of marriage certificate (for spouse) or copy of birth certificate (for children) to show relationship, with translation if original document is not in English</li> <li>• Copy of most current I-94 card and/or I-797 approval notice</li> <li>• Copy of I-140 approval or receipt</li> </ul>
	I-797 for I-140 petition (submit receipt notice if not yet approved)	<ul style="list-style-type: none"> <li>• No copy of petition needed – just the receipt or approval notice</li> </ul>
	Letter of Employment Confirmation	<ul style="list-style-type: none"> <li>• Get from department (on dept. stationary) indicating continued employment pursuant to I-140 petition</li> </ul>
	Evidence of valid nonimmigrant status	<ul style="list-style-type: none"> <li>• OPTIONAL (but helpful to CIS): include a summary of each person's complete U.S. nonimmigrant visa history</li> <li>• Include copies of all I-797s</li> <li>• Include copies of all I-20s/DS-2019s, if any</li> <li>• Include copies of EADs, if any</li> <li>• Include copy of current I-94 card</li> <li>• Include a copy of all pages of current and canceled passports (if used to enter the U.S.) – including all nonimmigrant visa stamps. If old passports are not available, do not worry about including a copy.</li> </ul>
	Birth Certificate and/or Affidavits	<ul style="list-style-type: none"> <li>• Include a translation, if the original document is not in English</li> </ul>
	Marriage Certificate	<ul style="list-style-type: none"> <li>• Include a translation, if the original document is not in English</li> <li>• Include any divorce or death certificate(s), if applicable, with any necessary translation(s), if applicable</li> </ul>
	Form I-693 – Medical Exam, and Supplement Form	<ul style="list-style-type: none"> <li>• Include copy of civil surgeon's list with the UNOPENED medical exam (list is online at <a href="http://www.uscis.gov">www.uscis.gov</a>)</li> <li>• Be sure that BOTH you and the physician sign the medical exam (Form I-693) before it is put in the sealed envelope</li> <li>• Every family member needs an exam, even children</li> </ul>
	Form G-325A	<ul style="list-style-type: none"> <li>• Must be completed by all applicants 14 or older</li> <li>• Every applicant must complete the form in quadruplicate for his/her application</li> </ul>