

## ADJUSTMENT OF STATUS APPLICATION CHECKLIST

***Please provide the following:***

1. Signed Certification and Fee Agreement to cover the legal services rendered
2. Filing fee checks, made payable to the "U.S. Citizenship and Immigration Services", in the amount of \$1,010 (I-485 Adjustment of Status filing fee and biometrics fee) for each applicant (\$600 for each minor under the age of 14)
3. Copy of the approved (I-140) Immigrant Petition (if applicable)
4. Copy of each applicant's birth certificate
5. Copy of all pages of each applicant's passport, including visa stamp (if applicable)
6. Copy of each applicant's I-94 Arrival/Departure Record Card
7. Copy of each applicant's I-797 Approval Notice(s) evidencing current U.S. status.
8. 2 passport style photographs for each applicant (please see the photograph specification sheet for more details)
9. Completed I-693 Medical Examination Form for each applicant. (This has to be completed by a USCIS designated Civil Surgeon and kept in the sealed envelope.) **Note:** Please visit <http://www.uscis.gov/graphics/exec/cs/index.asp> to find a USCIS designated civil surgeon in your area.
10. Letter from the employer confirming continued employment which includes your name, the position title, brief description of duties and salary.

***NOTE: Foreign language documents must be accompanied by a full English translation that the Translator has certified as complete and correct and acknowledges that the Translator is competent to translate the foreign language into English.***

