



Office of International Student and Scholar Services
Center for International Studies
261 MSC, One University Boulevard
St. Louis, Missouri 63121
USA
Telephone 1.314.516.5229
Fax 1.314.516.5636
Email iss@umsl.edu

* **DISCLAIMER:** The Office of International Student Scholar Services provides the following information as a courtesy to its applicants for permanent residents only, not for use by other individuals. This is to help you understand the issues you need to discuss with your immigration attorney, should you choose to consult one.

This information does not constitute legal advice. We can refer you to qualified immigration attorneys who can help you with this step in the permanent residence process. **CIS forms and fees are subject to change without notice. Always check for the most up-to-date version of these forms on the CIS website at <http://uscis.gov/graphics/formsfee/index.htm> before sending your application.** Contact your attorney if you encounter a problem with any of these applications.

GUIDELINES FOR FILING ADJUSTMENT OF STATUS APPLICATIONS

After the U.S. Citizenship and Immigration Services (CIS) has approved the Form I-140, “Immigrant Petition for Alien Worker,” you and your spouse and children under 21 years of age are able to submit applications for adjustment of status from nonimmigrant to permanent residence. Separate adjustment of status applications must be submitted for each member of your family who is applying for permanent residence, but they should be mailed in the same envelope.

_____ **Form I-485**, “Application to Register Permanent Residence or Adjust Status.” Type forms, or use a dark pen to print clearly. Complete all items. The response “none” is preferred to a blank space.

- Complete “Address” in Part 1 using address where final permanent residence card should be mailed (if undeliverable, it will be returned to CIS, not forwarded).
- Check box #2a on scholar’s I-485 and #2b on spouse and children’s.
- Alien # — There may be an “A” number listed on your waiver notice, if applicable. Note that the A # on an EAD is NOT an Alien #. If you are uncertain, leave this item blank until you consult your attorney.
- Part 3, Section A — The “visa number” is the control number written in black on the visa stamp.
- Part 3, Section C — only political affiliations need be listed, but professional affiliations may be included. Follow your attorney’s advice.
- Part 3, Last Section. These questions are for ruling out causes for exclusion, and answers must be accurate.

_____ **Filing fee of \$930 for each Form I-485.** For children under 14, the fee is \$600, if filed at the same time. Personal checks, certified bank checks, or money orders payable to *Department of Homeland Security* are acceptable.

_____ **An additional fee of \$80** is required for the biometrics (fingerprint) fee. You may add these two amounts together and make one check for \$1,010, payable to *Department of Homeland Security* for EACH applicant. NOTE: CIS will send you a notice informing you when to get your fingerprints taken. Biometrics are not required for children under 14 years old.

_____ **Photographs:**

- Two color photographs conforming to the specifications on the I-485 Form must be submitted with the I-485. Photo booth photos are unacceptable. No eyeglasses or jewelry are permitted. Write last name on back of photos in pencil. Place photos in an envelope and attach the envelope to the application. Do not staple photos.
- One photograph of the same kind may be requested by the CIS-designated physician at the time of your medical exam.
- Two photographs of the same kind are required for applications for Advance Parole (please see additional checklists).

_____ **Form I-693: Medical examinations and immunizations** (see addendum about immunizations). A medical exam by a CIS-designated physician is a required part of the adjustment process. Note that separate exams and forms are required for the scholar and for each family member who will also be filing for adjustment of status. It is important to schedule medical appointments as early as possible, since there may be a wait. Please note that some of the required lab work (medical tests) may be able to be done by your regular health care provider. This would reduce overall costs. Details should be discussed with the CIS-designated physician's office and your regular health care provider.

_____ **Form I-134, "Affidavit of Support."** **If you are single, you do not need to complete this form, but you will need the letter from your department** (item 2 below). If you have dependents, you must complete the Form I-134 and attach a copy to each I-485 being submitted (plus the two attachments). Each copy of the I-134 must have an original signature. The two attachments to this form are:

- (1) A copy of a bank statement showing your current balance;
- (2) A brief letter from your department stating your title, salary, and the starting date of your employment. Address this letter "To Whom It May Concern."

_____ **Form G-325A, "Biographic Information."** Not required for children under 14 years old.

_____ **Attestation of copies form.**

_____ **Photocopy of the birth certificate** for each applicant, translated if not in English. You should have the original(s) available since it may be needed if you have an interview at the CIS office.

_____ **If you are married** and your spouse is also filing for adjustment, a photocopy of your marriage certificate or license, translated if not in English. Final divorce papers are also required if either you or your spouse have been divorced. You should have the original(s) available since it may be needed if you have an interview at the CIS office.

_____ **A photocopy of Form I-797**, CIS approval notice of the I-140 Form or the receipt, if not yet approved. This form was given to you by the ISSS when the I-140 was approved.

_____ **A photocopy of Form I-94** (front and back even if the back is blank), the “Arrival/departure” card.

_____ **“Summary of Visa Status and Employment in the U.S.”** Form.

_____ **Photocopy of passport** for self and any family members: pages containing issuance and expiration dates, personal data, photo, and any visas.

_____ **Photocopies of all current and past nonimmigrant visa documents**, i.e. Forms IAP-66 or DS-2019, I-20, I-797 approvals of H-1B status, CIS waiver of two-year home country residence requirement, etc.

_____ **Form I-765, “Application for Employment Authorization.”** Please discuss your situation with your attorney regarding whether or not to file this form. Your spouse may also request work authorization at this time on a separate I-765. There is no additional fee for filing I-765.

_____ **Form I-131, “Application for Travel Document.”** Please discuss your situation with your attorney regarding whether or not to file this form. Your spouse may also request a travel document at this time on a separate Form I-131. There is no additional fee for filing I-131.

Translations: Consult your attorney for specification on translations to be sent to CIS.

Travel: If you, or any of your dependents, need to leave the United States while your adjustment of status application is pending, you must obtain CIS permission prior to departure. (Those in H status may qualify for an exception under certain circumstances.) Consult the additional checklist called “Permission to Work and Travel while an Adjustment of Status Application is Pending,” particularly the section on “Advance Parole,” and discuss your particular situation with your lawyer. You may apply for Advance Parole when you apply for adjustment or you may apply at a later date.

Sequence of Application for Mailing

NOTE: Keep a copy of all submissions (documents, checks, etc) to ensure that you can quickly submit a duplicate if the original is lost or if you need to bring an error to CIS’ attention.

Assemble a separate application for each person (scholar, each family member) in the order listed below, and attach each set by a large clip or rubber band, not staples. Mail all applications to CIS in the same envelope.

Fee Payment: Place the checks or money orders (\$930 filing fee and \$80 fingerprint fee) together on the top left of each Form I-485. Do not send cash. Only money orders, personal checks or cashiers checks are acceptable.

1. Form I-485 with photos in attached envelope
2. Envelope containing medical report on Form I-693
3. Form I-134, if applicable
4. Form I-131 and/or Form I-765, if being submitted to Nebraska CIS (for Employment Authorization Document and/or Advance Parole)
5. Form G-325A
6. All other supporting documentation as outlined in checklist

Mailing Address for Adjustment of Status Applications (Form I-485 and all attachments):

U.S. Citizenship and Immigration Services
Nebraska Service Center
PO Box 87485
Lincoln NE 68501-7485

What happens after submitting the application:

- In 4-6 weeks you will receive from CIS a receipt for the application. Keep this in a safe place.
- Later, you will receive a notice to appear at St. Louis CIS to have your fingerprints taken.
- If/when you are granted an EAD (work authorization card) and Advance Parole (travel document), please give the International Scholars Office a copy of the EAD card.
- You should receive an I-797 approval notice for your Adjustment of Status application in 18- 30 months.
- When you receive the I-797 approval notice, you will be asked to go to St. Louis CIS to execute a Form I-89 Data Collection Card in order to complete the biometric data (photograph, index fingerprint and signature) required for the Permanent Resident Card (“Green Card”). At that time, they will stamp your passport/s with I-551 indicating that you have been processed and approved for permanent residence. **Please provide the International Student and Scholar Services with the approval stamp so that we may close your nonimmigrant record and notify personnel and payroll of your change to permanent resident status.**

ADJUSTMENT OF STATUS APPLICANTS: IMMUNIZATIONS

As a result of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, all people filing for permanent resident status must provide evidence of certain immunizations. This requirement applies to people who are applying to adjust from non-immigrant to immigrant status here in the U.S. as well as people applying from overseas at a U.S. consular post for an immigrant visa with which to re-enter the U.S.

Required Vaccines: The law requires each individual applying for immigrant status (including family members) to present documentation of vaccination against **mumps, measles, rubella, polio, tetanus and diphtheria toxoids, pertussis, influenza type B, and hepatitis B**, and any other vaccinations against vaccine-preventable diseases recommended by the Advisory Committee for Immunization Practices (ACIP). The ACIP guidelines include **the varicella, haemophilus influenza type B, and pneumococcal vaccines**. Documentation of vaccination against these diseases must also be presented, as appropriate. Please note that the appropriateness of each vaccination for each applicant can only be determined by a qualified medical doctor and will be assessed based on factors such as age, season, etc.

Provisions for a waiver of the vaccination requirements have been made for those who do not wish to comply on the grounds of “religious belief or moral conviction” or for valid medical reasons. You may wish to discuss this with the INS-approved physician during your medical exam.

It is important to obtain a record of vaccinations you have had previously **prior** to visiting the CIS-approved civil surgeon who will be giving you the medical examination for your Adjustment of Status application, and who will complete a Form I-693 Supplement concerning vaccinations. An English translation must accompany any vaccination records that are not in English.

If you are lacking any of the immunizations that are considered to be both required and appropriate for you, and do not qualify for a waiver, you will be required to get those specified by the civil surgeon. Immunizations may be done by the civil surgeon giving you your medical exam, or by your personal physician. Please note that having your own physician do this is likely to be less expensive for you. Your doctor would then provide you with updated records to provide to the civil surgeon. **In case of any doubt, we recommend that you wait to obtain any additional immunizations until after you have your appointment with the civil surgeon, to be absolutely certain as to what is necessary. You can then return with additional paperwork, if needed.**

CERTIFICATION OF COPIES

Copies of documents submitted are exact photocopies of unaltered original documents and I understand that I may be required to submit original documents to an immigration or consular official at a later date.

Name (typed) _____ Signature _____ Date _____

SUMMARY OF IMIGRATION STATUS AND EMPLOYMENT IN THE U.S:

Applicant's Name:

**Name & Place of School/
Name & Place of Employer**

**Dates of Study/
Dates of Employment**

Immigration Status