

## U VISA ADJUSTMENT OF STATUS CHECKLIST

- Form G-28** Notice of Entry of Appearance as Attorney (fill in with responsible Tahirih attorney's information)
- Form I-485** Application to Register Permanent Residence or Adjust Status
- Form G-325A** Biographic Information (one original copy)
  - List of residences for past 5 years
  - List of employment for past 5 years
- Check or money order in the amount of **\$1,070.00** for the I-485 filing fee (\$985.00) and the biometrics fee (\$85.00), made out to U.S. Department of Homeland Security **OR** Fee waiver application (**USCIS Form I-912**)
- Four passport-style photos** of applicant with name and A# on the back (two for the I-485 Application and two for the I-765 Work Permit Renewal Application)
- Form I-693** Report of Medical Examination and Vaccination Record
  - A [list of civil surgeons](#) (doctors who have been certified by USCIS to conduct medical examinations) can be found through the [USCIS website](#))
- Form I-765** Application for Employment Authorization (include if your client's U visa will expire in less than six months)
  - Copy of I-765 approval notice and current work permit
  - No filing fee is required for this application; file under (c)(9) category for pending adjustment
  - **PRACTICE TIP:** This form may be submitted concurrently with the I-485 or at a later time. If filed at a later time, you will need to include the I-485 receipt notice.
- Copy of applicant's **birth certificate**, with certified translation if applicable
- Client's **affidavit/declaration**. The declaration should include statements re:
  - Continuous physical presence
  - No unreasonable refusal to assist law enforcement since U visa grant
  - Lack of participation in Nazi persecution, genocide, or the commission of any acts of torture or extrajudicial killing (no inadmissibility under INA §212(a)(3)(E))
  - Discretionary factors

### Evidence of U Nonimmigrant Status

- U visa approval notice** (Form I-797, Notice of Action), which includes **Form I-94** Arrival-Departure Record

**Baltimore**  
201 N. Charles St.  
Suite 920  
Baltimore, MD 21201  
Tel: 410-999-1900  
Fax: 410-630-7539  
baltimore@tahirih.org

**Greater DC | National**  
6402 Arlington Blvd.  
Suite 300  
Tel: 571-282-6161  
Fax: 571-282-6162  
TTY: 711  
Falls Church, VA 22042  
greaterdc@tahirih.org  
justice@tahirih.org

**Houston**  
1717 St. James Place  
Suite 450  
Houston, TX 77056  
Tel: 713-496-0100  
Fax: 713-481-1793  
houston@tahirih.org

www.tahirih.org

- **I-918A Approval Notice for** derivatives, which includes Form I-94
  - **Note:** Derivatives who consular processed will either have a Form I-94 in their passport or electronically stored on DHS' website; the I-94s began to be stored electronically around late 2013/early 2014
- I-192 Waiver Approval Notice** (only applicable if client needed a waiver)
- I-539 approval notice** (only applicable if your client received an extension of his or her U visa status)

**Evidence of Three Years of Continuous Physical Presence**

- Copy of applicant's valid **passport** – all pages
  - Verify with the client that her passport is not expired. If she has obtained a new passport since her U nonimmigrant status was obtained, include a copy of both the expired and valid passports in the Adjustment of Status filing.
- Additional evidence may include,
  - tax records
  - bank account statements (this is often the easiest way to prove physical presence, since clients can request it from their banks)
  - employment records or letter(s) from employers
  - rent or mortgage payments, lease agreements
  - school enrollment records
  - utility or phone bills
  - birth certificates of children
  - medical records
  - Shopping receipts/proof of commercial transactions
  - Declarations of applicant's relatives/friends/etc.
- If the client has departed from the US, documentation regarding the departure and reentry (date, place, length and manner of departure; date and place of return)

**Evidence of No Unreasonable Refusal to Cooperate After U Visa Grant**

- Newly executed USCIS Form I-918, Supplement B
 

or
- Affidavit describing efforts to obtain a newly executed USCIS Form I-918, Supplement B; and
- Evidence regarding any requests to provide assistance and client's response to such request
 

or
- Evidence that the criminal case was completed at the time the original U visa application was filed (original Form I-918, Supplement B signed by law enforcement as well as any criminal documents (i.e. court documents) which show that the criminal case was concluded.

**Evidence Relating to Discretion**

Positive discretionary evidence is important to include when your client has negative factors in her history, in particular since the grant of her U visa.

- I-192 approval notice
- Client's declaration
- Letters of support (from neighbors, friends, child's teacher, pastor, employer, etc.)
- U.S. citizen children's birth certificates
- Evidence of volunteerism

**The Adjustment of Status packet should be mailed to:**

Department of Homeland Security  
U.S. Citizenship and Immigration Services  
Vermont Service Center  
75 Lower Welden Street  
Saint Albans, VT 05479

*\*\* See Instruction for Form I-485, Supplement E for further details (available at [www.uscis.gov](http://www.uscis.gov))*