

I-485 PACKET MATERIALS

All family members who are applying for permanent residency with you must complete these documents:

- Cover letter from applicant or representative summarizing the application and itemizing all documents submitted.**
- Form I-485.** Two photos for each individual application should be placed in a clear photograph envelope and attached to the lower left-hand corner of the first page of each application. The name of the applicant (and “A” number if known) should be written lightly in pencil on the back of each photograph. Check to “U.S. Department of Homeland Security” in the amount of \$1,070.00 should be stapled to top right corner of Form I-485. The fee for applicants under 14 years of age is \$635.00. The fee for applicants 79 or older is \$985.00. This fee includes any required fingerprint fee and fees associated with any concurrently filed EAD and Advance Parole applications.
- Any concurrently filed Form I-131 (Advance Parole), and/or Form I-765.** If required by instructions, two photos for each individual application should be placed in a clear photograph envelope and attached to the lower left-hand corner of the first page of the application. The name of the applicant (and “A” number if known) should be written lightly in pencil on the back of each photograph.

A copy of an identity document must be submitted for Form I-131 and Form I-765. This may be a copy of the applicant’s passport identity pages, a copy of an expired Form I-688, or a state issued document such as a driver’s license or school identity card. The document photo and printed information must be clear and recent enough for comparison with the application photographs and information.

- Form G-325A Biographic Information Sheet.** (This form is only required for applicants 14 or older.) Four copies with original signatures are required.
- Form I-693 Medical Examination of Alien Seeking Adjustment of Status.** The medical examination form must be properly completed and signed by the designated civil surgeon. The identity of the physician must be legible in order to allow for confirmation of the physician’s authorization to conduct the examination. **THE ENVELOPE MUST STILL BE SEALED!!**
- Evidence of valid nonimmigrant status.** A legible photocopy of all available evidence of lawful admission and continued maintenance of status should be filed as initial evidence (i.e. photocopy of both sides of Form I-94, Form I-20, (if applicable), Form IAP-66/DS-2019 (if applicable, etc.).

A written summary or overview of the applicant’s nonimmigrant history with references to specific documents is requested to assist the determination regarding eligibility to file.

A legible photocopy of all pages of the applicant’s passport(s) (including both sides of the I-94 card) is also requested.

- Photocopy of Form I-797 Approval Notice for the underlying employment based petition (Form I-140).** (If filing after approval of Form I-140).
- Form I-134, Affidavit of Support/financial documents (only required for dependent spouse and/or children applications).**
- Birth certificates or other record of birth.** The birth certificate is required, unless it is established that a birth certificate is not available, in which case secondary evidence may be accepted.
- Marriage certificate and evidence of termination of any/all previous marriages of applicant and/or dependent spouse (if applicable).** A copy should be provided for the principal alien (if ever married). A copy should also be submitted with the spouse application and for each child application.

- Current letter from the department chair confirming that the terms of employment as specified in the underlying petition continue to exist.**
- Copy of highest Diploma.**

You must call the clinic to schedule your examination. **The below listed clinic is the only one in this area authorized by U.S. Department of Homeland Security to give the medical examination:**

Sister Maura Brannick CSC Health Center is located at:

Sister Maura Brannick, CSC, Health Center
326 Chapin St. South Bend, IN 46601
574.335.8222

FOREIGN LANGUAGE DOCUMENTS must be translated. You may **NOT** translate your own documents, as this is self-serving.

The translation does not have to be notarized but **must** contain a signed certification by the translator. Following is an example of an acceptable translation statement:

I, (name of translator), hereby certify that I am competent to translate from the _____ language into English, and that the above/attached is an accurate translation of the original (birth, marriage, etc.) document.

Signature of translator: _____

Printed name of translator: _____

Address: _____

Telephone: _____

- All documents should be mailed (certified mail) to:

For U.S. Postal Service (USPS) Deliveries:

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express mail and courier deliveries:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034



(current date)

U.S. Citizenship and Immigration Services

To Whom It May Concern:

This letter will serve to confirm that **(Full Name)** is currently **(Title)** of **(Subject)** in the Department of **(Department Name)** at the University of Notre Dame.

His/Her duties in this position include **(Describe duties)**. **His/Her** current annual salary is **\$XX,XXX.XX**.

The terms and conditions of the employment based visa petition submitted by the University on Prof. **(Professor Last Name)**'s behalf continue to exist.

Sincerely,

(Department Chair's Signature)

Chair, Department of **(Department Name)**