

## AOS Document Checklist – Family Based Application

For the preparation of your AOS applications, please provide the following documents for each applicant.

We prefer to receive the documents in one or a small number of **pdf** files. Please do not send multiple-page documents as separate pdf files – send one multiple-page pdf with the whole document.

**IMPORTANT:** Please make clear, legible scans, and prepare each family member's documents separately. All copies/scans must be legible and complete (not cut-off in the scanning/copying process). Most of the documents will be submitted to the USCIS (United States Citizenship and Immigration Services) with your applications - **they must be legible and, if you are providing hard copies, of standard size (8½" x 11")**.

- Every page** of each applicant's current **passport** and every page of any expired passport you still possess (unless the old passport contains no U.S. entry or departure stamps). **IMPORTANT:** Please review the completed copy to be sure that all stamps and page numbers can be read and that the copy contains every page, fully represented (no cut off pages), including the page beneath your I-94 card. **Please do not copy pages from different passports on the same page!**
- One clear color scan or copy of the ID page (identification page) of each applicant's current, unexpired passport.** This is required for identification purposes and will be submitted with the application package. Therefore, please be certain these copies/scans have good image quality and the image in each photograph is identifiable.
- Copies of your most recent **Form I-94** Arrival/departure record (front and back), and any previous **Forms I-94** in your possession.
- All Form I-797** approval notices (such as H-1/H-4; L-1/L-2; TN/TD).
- Forms I-20**, if you were a student in the U.S.
- Forms IAP-66** or **DS-2019** if you or any family member were ever in J-1 status.
- IF** you have ever applied to the immigration service for employment authorization, please provide copies of all **EAD cards**, copied onto standard 8 ½ x 11 paper (not cut to size).
- Any other documents** evidencing your nonimmigrant status.
- Your birth certificate** (see separate attachment listing birth certificate requirements).
- Marriage certificate** (see separate attachment listing marriage certificate requirements).
- IF** you or your spouse have ever been married before, a certified copy of the divorce decree/death certificate must be obtained for prior spouse(s) of both the petitioner and beneficiary.
- Proof of U.S. citizenship** for the petitioner such as biographic page of the U.S. passport, naturalization certificate, or birth certificate.
- Financial documents** including **1)** a complete and **signed** copy of the petitioner's most recent tax return with all schedules, **Form W-2**, Form 1099 and all other attachments. (You can request a copy from the IRS with Form 4506T ("Request for Transcript of Tax Return") or contact 1-800-908-9946 if needed.) **2)** An employment verification letter for the petitioner to be printed on company letterhead which contains salary, title, start date.
- Proof of bona fide marriage** including **1)** a relationship story as to how you met, what common interests you have, why you got married and what are your goals as a married couple in a one-page document; **2)** pictures to establish your relationship with description as to who, what, when and where (at least 10 photos); and **3)** lease, mortgage, joint bills and bank statements, etc.

**\*\*We can begin preparing your application(s) once we receive all of the above documents for you and for any family members applying with you (as applicable). You do not need to wait until you have your medical exam results to provide your document package(s); you may send the medical exam results, and required photos, later.**