

**I-485 DOCUMENT CHECKLIST AND COVER SHEET**  
**(for the foreign national (alien))**

**In order to efficiently and quickly process your application we ask you to follow these instructions carefully**

Submit single-sided, non-stapled copies only. Use one checklist/cover sheet for each family member

**The documents must follow the order on this sheet**

If the document is not included, please explain why it is not included and when it will arrive

If the request does not apply to you, for instance you were never divorced, put "n/a"

All copies must be on 8.5" x 11" paper

Your name:

1. Identity page of passport
2. All pages with US visas and admission stamps (in some cases it will be easier to submit a copy of the entire passport)
3. I-94 card for most recent admission to US
4. Documents/forms showing entire immigration history. Depending on how long you have been in the United States and the statuses you have held, such documents could include the following:
  - a. I-20
  - b. IAP-66 or DS-2019
  - c. I-797 approval notices
  - d. I-601
  - e. Any other immigration forms
5. Birth Certificate
6. Marriage Certificate
7. Divorce Certificate(s)
8. Immigration photographs (7 for each person applying)
9. Medical Examination form (please check the USCIS website to locate a physician in your area: on the home page, left side, click on "Find a Civil Surgeon") Note: Due to the medical examination validity dates, please do NOT schedule your appointment until our office advises you to do so.
10. Federal Tax returns from previous 3 years
  - a. W-2 forms (if applicable) for previous 3 years
11. Letter from bank confirming existence of account(s)<sup>1</sup>
12. Letter from employer confirming employment and salary

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<sup>1</sup> If you have many accounts, choose one. The letter should state the current balance or average daily balance (different banks do this differently). There is no minimum amount necessary. Most employment-based applicants for permanent residency make sufficient incomes to make public charge issues irrelevant. If this is an issue, we shall advise.