

**APPOINTMENT CHECKLIST - LOS ANGELES DISTRICT OFFICE**

Following is a list of items you will be expected to bring to your adjustment of status interview. This list is provided to give you sufficient time to gather your documents and to be prepared at the time of your interview. Be on time for your interview - rescheduling will cause delays in processing your case.

**BRING ALL ORIGINAL DOCUMENTS (OR A CERTIFIED COPY) PLUS ONE PHOTOCOPY FOR THE IMMIGRATION SERVICE. YOU MUST ALSO PROVIDE A CERTIFIED ENGLISH TRANSLATION FOR ALL FOREIGN LANGUAGE DOCUMENTS. THE TRANSLATOR MUST CERTIFY THAT HE/SHE IS FLUENT IN BOTH LANGUAGES AND THAT THE TRANSLATION IS ACCURATE. BRING YOUR ORIGINAL DOCUMENTS EVEN IF YOU HAVE ALREADY SUBMITTED COPIES, BECAUSE THE INTERVIEWING OFFICER MAY WISH TO VIEW THE ORIGINALS.**

**DOCUMENTS REQUIRED FOR ALL INTERVIEWS**

- ⇒ Your original appointment letter.
- ⇒ Passport and photo identification (state driver's license or state identification card).
- ⇒ Medical examination with vaccination attachment, completed by Service authorized physician and submitted in sealed envelope. (Exceptions: Registry cases and applicants admitted with a K-1 fiancé visa)
- ⇒ Birth certificate
- ⇒ Form I-688B or I-766, Employment Authorization Card, if any.
- ⇒ Form I-94, if any.
- ⇒ If you do not speak English well, bring an interpreter who is fluent in English and your native language (your attorney may not serve as your interpreter).
- ⇒ Final court dispositions relating to all arrests you may have had, including records that may have been sealed or expunged.

**DOCUMENTS WHICH MAY BE REQUIRED BY THE INTERVIEWING OFFICER. IT IS RECOMMENDED THAT YOU HAVE THE FOLLOWING DOCUMENTS AVAILABLE AT THE TIME OF YOUR INTERVIEW TO AVOID DELAYS IN THE PROCESSING OF YOUR CASE.**

- Federal tax returns and W-2 forms for the last three years (yours and your spouse and/or sponsor[s]).
- Paycheck stubs, last three issued if applicable.
- Any notices and forms given to you by the Immigration Service, including advance parole or other travel documents.

**See reverse for additional important information**

**FOR MARRIAGE-BASED CASES, THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED**

- Both spouses must be present at the interview.
- Proof of petitioner's U.S. citizenship or legal permanent resident status.
- Marriage certificate.
- Proof of termination of ALL prior marriages of BOTH spouses.
- Evidence of bona fide marriage - submit any documents which would assist in establishing the validity of your marriage such as (but not limited to) lease agreements or home ownership documents, joint bank and credit accounts, proof of joint ownership of other property such as investments, automobiles, life insurance, health insurance.
- Birth certificates for your children.
- Affidavit of Support, completed and notarized with supporting documentation.

**FOR FAMILY-BASED CASES, THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED**

- ◆ Birth certificates and marriage certificates for the petitioner and for your children.
- ◆ Proof of petitioner's U.S. citizenship or legal permanent resident status.
- ◆ Affidavit of Support, completed and notarized with supporting documentation.
- ◆ The petitioner, with proper identification, should be present at the time of your interview or available for contact. Requests for exemption from this requirement will be considered on a case-by-case basis and may delay processing of your case.

**FOR EMPLOYMENT-BASED CASES, THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED**

- ✓ Current letter of employment (with employer's telephone number and address) and recent pay stubs.
- ✓ Copy of Form I-140 (Petition for Alien Worker), with all attachments.
- ✓ Copy of ETA-750 Labor Certification package.
- ✓ Evidence of employer's ability to pay your wages such as employer's tax returns, annual reports, forms DE-3 and DE-6, financial statements, and your W-2 forms.

**THIS IS A GENERAL CHECKLIST. SINCE EACH CASE IS UNIQUE, DOCUMENTS WHICH ARE NOT LISTED MAY BE REQUIRED BY THE INTERVIEWING OFFICER.**