

# SUBHAN LAW OFFICE, LLC

US & Global Immigration Services

## Wisconsin Office:

250 E. Wisconsin Avenue  
Suite 1800  
Milwaukee, WI 53202  
Tel: (414) 223-5718  
Fax: (414) 930-4048  
Email: info@subhanlaw.com

Attorney Ili J. Subhan

[www.subhanlaw.com](http://www.subhanlaw.com)

[www.subhanimmigration.com](http://www.subhanimmigration.com)

## Florida Office:

1990 Main Street  
Suite 750  
Sarasota, FL 34236  
Tel: (855) 946-6848  
Fax: (414) 930-4048  
Email: info@subhanlaw.com

---

## I-130 Checklist

**All of the following items checked below for each person who applies for alien Relative:**

### For US Citizen:

- G-28 Notice of Appearance, signed by the petitioner
- G-1145
- Proof of US citizenship (Birth Certificate, Passport, Naturalization Certificate, etc.);
- Copy of original Marriage Certificate (If the marriage certificate is issued outside the USA, the Marriage document must present an English Translation and Notarization);
- Petitioner's Copies of all Divorce Decrees (if applicable);
- Beneficiary's Copies of all Divorce Decrees (if applicable);
- One passport photo of Petitioner;
- One passport photo of Beneficiary;
- Birth certificate of any children of marriage
- Utility bills
- Joint bank accounts, credit cards, and or investment accounts
- Life insurance policy showing spouse as beneficiary
- Medical insurance cards or policies showing both names
- Joint tenancy lease agreement
- Joint auto insurance policy
- Sworn and notarized affidavits
- Wedding invitation and wedding photographs
- Wedding cards from family and friends
- Wedding florist, cake, and jewelry receipts
- Family and friends photographs
- Holiday and special occasion cards and gift receipts
- Email communications
- I-864 & Tax documents last three years

- Filing Fees (Payable to “U. S. Department of Homeland Security”)  
Form I-130 (Immigration Petition): \$535.00 (Separate checks for each applicant)**
- Completed I-130 Petition for Alien Relative**
- Completed I-130A Petition for Spouse**

**For Relative: If Relative is currently in the USA**

- Passport(s) old & new: Please make 2 complete copies (all pages) of both old and new passports;**
- Copy of I-94 card (if applicable);**
- All I-20 AB’s and/or I-20 ID’s (if you are in F-1 status);**
- IAP-66’s (if you are in J-1 status);**
- All Employment Authorization Documents (practical training cards, J-2 work authorization, etc.);**
- All H-1 &/or H-4 approval notices (if applicable);**
- All University Transcripts for any applicant who has ever been in F-1 status (if applicable);**
- Notarize Birth Certificate.**

## **I-485 Adjustment of Status Checklist**

All of the following items checked below for each person who applies for permanent residence:

- Passport(s) old & new: Please make 2 complete copies (all pages) of old and new passports;**
- G-325A Biographic Information signed by Applicant**
- I-94 card;**
- All I-20 AB's and/or I-20 ID's (if you are in F-1 status);**
- IAP-66's (if you are in J-1 status);**
- All Employment Authorization Documents (practical training cards, J-2 work authorization, etc.);**
- All H-1 &/or H-4 approval notices;**
- All University Transcripts for any applicant who has ever been in F-1 status;**
- Copy of Original Birth Certificate with English translation (If born in P. R. China, must be notary-issued birth certificate);**
- Copy of Original Marriage Certificate with English Translation;**
- Copy of all Divorce Decrees (if applicable);**
- Criminal History (all court records, police reports, and a statement)**
- Form I-864 (signed by petitioning spouse);**
- Copy of W-2 forms of last three years;**
- Copy of Tax return of last three years;**
- Most recent original Bank Statement;**
- I-693 Immigration Medical Exam (Sealed envelope and do not open it!) Visit USCIS to find an approved doctor near you: [click here](#);**
- Two immigration photos for each person and each application (I.e. 2 photos for each person applying for Permanent Residence, 2 photos for each person applying for work Authorization, and 2 photos for each person applying for advance parole);**
- Current letter of employment for the Petitioner (sample provided);**
- Recent Bank Statement;**
- I-765 Application For Employment Authorization**
- I-131 Application For Travel Document**
- Filing Fees (Payable to "U. S. Department of Homeland Security")  
Form I-485 (Adjustment of Status): \$1140.00 filing fee. Also, an additional biometric service fee of \$85.00 is required for applicants ages 14 to 78. (Separate checks for each applicant) If under 14 and filing with the I-485 application of at least one parent): \$750.00. If under 14 and not filing with the I-485 application of at least one parent): \$1140.00**