

Dickson, Callum

From: Rebecca Stachnik - stachnikr@gtlaw.com (using inszoom.net)
<notifications@inszoom.net>
Sent: Wednesday, August 5, 2020 11:15 AM
To: Dickson, Callum
Cc: heyerc@gtlaw.com; GressC@gtlaw.com
Subject: Callum Dickson -- AOS/I-485 initiation e-mail [KBOgberg561-7]

Dear Callum Dickson:

This email contains important information about your I-485, Adjustment of Status (AOS/I-485) Application, which is the final stage of the permanent residence process (aka Green Card). You must complete the AOS/I-485 questionnaire by clicking on the link at the end of this email. It is critical that you complete your questionnaire completely and provide all of the documentation requested so that Greenberg Traurig, LLP ("GT") can process your application without delay. When completing the questionnaire, you should have all of your personal information and your immigration documentation with you. The questionnaire will take 20 to 30 minutes to complete in full. Please read the contents of this email closely as it contains important information.

MEDICAL EXAM:

You must schedule a medical exam for you and, if applicable, for each member of your family. Please be aware that the medical exam must be conducted and signed by a USCIS-approved doctor no more than 60 days before the date your AOS/I-485 Application is filed with USCIS.

The medical examination must be conducted by a civil surgeon who has been designated by U.S. Citizenship and Immigration Services (USCIS). To find the nearest civil surgeon to your location, please go to USCIS' [CIVIL SURGEON LOCATOR](#) and enter your zip code or browse by state listing on the map provided. Once your examination is completed, you will be instructed to return to the surgeon's office (generally 3-5 days after your examination) to pick up your results in a sealed envelope. Before you leave the surgeon's office please do the following:

- Make sure the doctor completes and signs all forms
- Make sure the doctor writes your full name and the date on the outside of the envelope.
- Make sure the doctor seals the envelope - DO NOT OPEN THE SEALED ENVELOPE.
- Return the sealed envelope to GT along with the signed forms that GT will send you after you have submitted your questionnaire. Please mail to: ATTN: Immigration Practice, Greenberg Traurig, LLP, 3333 Piedmont Road NE, Suite 2500, Atlanta, GA 30305.

PHOTOS:

Submit identical, natural color, passport-style photographs taken within the last 30 days. The photos must have a white background. They must show your full-frontal facial position with your head bare. You may wear a head dress if required by a religious order to which you belong.

The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm). Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm – 35 mm) from the bottom of the photo. Using a pencil, lightly print your name on the back of each photo. Please visit the government's official [PHOTO REQUIREMENTS](#) website for further guidance.

Six (6) USCIS specific photographs are required for **EACH** applicant.

SUPPORTING DOCUMENTS:

Collect all the supporting documents listed below and upload to our database when you complete the questionnaire (linked at the end of this email):

- Copy of Marriage Certificate, and if applicable, copies of Divorce Decree(s) or Death Certificate(s) for
- Copies of all I-797 Approval Notices (this is official USCIS approval notice you were issued to evidenc
- Copies of your endorsed Form I-129S if you entered the United States on a Blanket L Petition previou
- Copies of your J-1/J-2 visa documentation, including your Form DS-2019 and visa stamp (this only ap
- Copies of all of your Form(s) I-20 (this only applies to individuals who previously held F-1 or M-1 stude
- Copies of any Employment Authorization Documentation (EAD) previously issued, including any EAD
- Current I-94 Form (Arrival/Departure Record). The I-94 is issued by Customs and Border Protection (C
- format, but sometimes paper, upon entry into the United States. If you were provided a paper form, th
- [HERE](#).
- Passport(s) - copy of current and expired passport(s). PLEASE PROVIDE EVERY PAGE, INCLUDING
- Copies of government issued birth certificate(s)* (long form, listing both parents), for each person app
- issued by the government agency in the province where the applicant was born. To comply with USCIS
- certificate or family register:
 1. Place of Birth
 2. Date of Birth
 3. Name of child
 4. Names of Mother and Father

*Please note that if these documents were not registered with a government agency within the same time fra
additional evidence. USCIS will require two affidavits from family members who are older than you and have
birth. Please be sure that any affidavits that are prepared must reflect full names (first, middle and last name)
rejected. This is not needed for notarial certificates from China.

For individuals from countries that issue Long Form birth certificates (including the U.K. and Canada), you m
information mentioned above, including your parents' full names. Extracts, abridged versions and wallet-size

NOTE REGARDING TRANSLATIONS: Any documents that are not in English must be translated into English by someone other than you or a family member, who is fluent in both languages. The translation must have a Certificate of Translation signed by the translator which states that he or she is fluent in both languages and that the translation is accurate to the best of his or her knowledge and ability.

IMPORTANT NOTE: Do not send GT original marriage certificates, birth certificates, English translations, affidavits of birth and bank statements. Please only upload scanned copies to the GT database; you should keep all originals in your possession. You will need to have original documents available for review by USCIS at your final AOS/I-485 application interview.

Should you experience difficulty uploading your documentation to GT's system, please feel free to email your documentation to Chelsea Gress, who will be working on your case. Chelsea Gress's email address is GressC@gtlaw.com. Kindly ensure that each family member, if applicable, completes his or her questionnaire so that we can prepare documentation for them as well.

OTHER IMPORTANT ISSUES TO REMEMBER DURING THE PROCESS

JOB CHANGES:

Your permanent residency (green card) process may be adversely affected by certain changes in your job position immediately if any of the following actions occur prior to your obtaining permanent residency status:

- Change in job title
- Change in job duties
- Change in job location
- Acceptance of a temporary assignment

ADDRESS CHANGES:

If your residential address changes while your AOS/I-485 Application is pending with USCIS, you may experience delays. Should your residential address change, GT recommends you take the following action:

- Please consider not changing postal addresses at least until you have received your AOS/I-485 filing receipt.
- Provide GT with your updated address as soon as possible so GT can update its database and records.
- **YOU MUST PERSONALLY NOTIFY USCIS OF THE ADDRESS CHANGE BY FILING AN AR-11 FORM.** You must notify USCIS within 10 days of a change of address. Failure to report this information is punishable by fines and prohibitions against re-entering the United States, even as a visitor, for many years. You can do this online.
- You must also complete an electronic address change for all pending I-485, I-765, I-131 applications.
- You can use the following links to find the form: [AR-11 Printable Form](#) or [Link to online filing of AR-11](#)

PHYSICAL PRESENCE AND TRAVEL ABROAD

USCIS requires that you, and each member of your family, if applicable, are physically present in the United States until the AOS/I-485 receipt notice is issued and you have completed your biometrics appointment issued within 2 weeks of filing; and the biometrics appointment is typically scheduled by USCIS within 4 to 6 weeks of your appointment.

Generally, if you depart the United States while your AOS/I-485 Application is still pending, the Application is 1B, H-4, L-1, or L-2 status, and remain eligible for that status upon returning to the United States, your Application will hold E-1/E-2, F-1, J-1, O-1, TN, among others MUST travel with an approved Advance Parole or their AOS/I-485 Application.

To avoid the abandonment concern and to maximize travel options, GT recommends applying for an Advance Parole (Travel Document) Application. GT will automatically prepare this application for you (and each family member, if applicable) and submit it to USCIS, taking 12 to 16 weeks for USCIS to approve Advance Parole (Travel Document) applications. Unfortunately, you cannot travel outside the United States until USCIS approves the application. Failure to do so will result in USCIS denying the Advance Parole Application and have concerns.

CHILDREN TURNING 21 IN THE NEXT 24 MONTHS

U.S. immigration law defines a child as a person who is both unmarried and under 21 years old. If you plan on your child turning 21 within the next 24 months, please let your GT representative know immediately.

GETTING MARRIED DURING THE AOS/I-485 PROCESS

If you are currently unmarried and may be contemplating marriage, it is important to understand the timing of your marriage. If you are married prior to the approval of your adjustment of status, your spouse will be eligible to immigrate to the United States as your dependent under Novartis Institutes for BioMedical Research, Inc.'s sponsorship. A marriage MUST occur before your adjustment of status is approved. If you are married after your adjustment of status is approved, your spouse will be ineligible to immigrate to the United States as your dependent under Novartis Institutes for BioMedical Research, Inc.'s sponsorship. permanent residence approval enables your spouse to file for lawful permanent resident status in one of two ways:

- **Accompany to join:** If you are married prior to the approval of your adjustment of status, and your spouse is eligible for "accompany to join" benefits. Provided your priority date is current following the marriage, you can file for your spouse's adjustment of status with your application. If your priority date is not current, your spouse must maintain valid visa status in their home country until the submission of his or her adjustment application.
- **Follow to join:** If you are married prior to the approval of your adjustment of status, and your spouse is eligible for "follow to join" benefits. The process can be somewhat lengthy as it requires the filing and approval of your adjustment of status, followed by notification to the US Embassy in your home country so that an immigrant visa can be issued to your spouse. The process is dependent on the availability of your priority date, processing time at USCIS for the I-824 and processing time at the US Embassy. Your spouse may not enter the United States as your dependent, but must remain abroad for completion of the process.

In the event your marriage occurs AFTER your adjustment of status is approved, your spouse will be ineligible to immigrate to the United States as your dependent under Novartis Institutes for BioMedical Research, Inc.'s sponsorship. Instead, he or she will qualify for a family-based category as your dependent (if you are a US citizen). Your spouse must remain abroad for several years before entering the United States as a lawful permanent resident. For more information, please see the [Visa Bulletin](#). If you have any questions related to this very important process, please contact your GT representative.

Finally, by providing your personal information to GT, you are consenting to our use of this information for U.S. immigration purposes.

Click below to access important information required to continue processing your case. Your access code is **AGEYM752085811908904**

Access Item(s)

You may also copy and paste this link to a browser:

<https://global.inszoom.com/Corpdocs/dcqttext.aspx?QOrgId=Ogberg&q=cj1ISjXh7voDIYwLny%2fK7NsQT2%2f1GJtZFoVwrJ7Mvkc%3d&QQstInd=AdvStKt>

Access will expire on **Thursday, August 5, 2021.**

Rebecca L. Stachnik Client Service Coordinator

Greenberg Traurig, LLP Terminus 200 | 3333 Piedmont Road NE | Suite 2500 |

Atlanta, GA 30305 T 678 553 2365 stachnikr@gtlaw.com | www.gtlaw.com