

January 1, 2015

Department of Homeland Security

USCIS – Dallas Lockbox

P.O. Box 660867

Dallas, TX 75266

**RE: I-485 Application to Adjust Status**

Principle Beneficiary: John DOE, Ph.D.

Derivative Beneficiary: Mary Doe

Derivative Beneficiary: Joseph Doe

Type of Petition: I-485

Dear Immigration Officer:

This letter is respectfully submitted in support of an adjustment of status application for myself, my wife, Ms. Mary Doe, and my son, Mr. Joseph under section 245 of the Immigration and Nationality Act, 8 U.S.C. § 1255. I am the beneficiary of an approved I-140 petition under **EB-2 National Interest Waiver** pursuant to section 203(b)(2) of the Immigration and Nationality Act, 8 U.S.C. 1153(b)(2) and seek to adjust our status to that of a lawful permanent residents [Exhibit 1]. Specifically, this letter will show that my family and I have met all the requirements under INA 8 U.S.C. § 1255 and therefore are eligible to file this application to adjust our immigration status to that of lawful permanent residents.

**Comment [HL1]:** See Page 4 of the READ FIRST document in the READ FIRST folder of the DIY packet for the lockbox, Dallas or Phoenix, to which you will be sending your I-485.

**Comment [HL2]:** Spouses and children should be listed as derivative beneficiaries.

**Comment [HL3]:** Change “approved” to “pending” if your I-140 is still pending.

**A. Dr. Doe, Ms. Doe, and Mr. Doe are Currently in and Have Continuously Maintained their Lawful Non-immigrant Status**

My family and I have maintained a legal immigration status. I am currently on a valid H-1B visa status. My H-1B visa status will expire on June 15, 2015 [Exhibit 8]. I last entered the United States on an H-1B visa on December 1, 2012 [Exhibit 10]. I finished his Ph.D. in biostatistics at the prestigious Erasmus University Medical Center in the Netherlands [Exhibit 14]. I am currently employed as a research associate at Wadsworth Center, Health Research Incorporated at the New York State Department of Health in Albany, NY [Exhibit 12].

My wife is currently on a valid H-4 visa status. Her H-4 visa status will expire on June 15, 2015 [Exhibit 8]. She entered the United States lawfully on an H-4 visa on October 14, 2014 [Exhibit 10]. Her lawful status derives from her valid marriage to me and my H-1B status [Exhibit 15].

My son, is currently on a valid H-4 visa status. His H-4 visa status will expire on June 15, 2015 [Exhibit 8]. He entered the United States lawfully on an H-4 visa on October 14, 2014 [Exhibit 10]. His lawful status derives from the fact that he is my lawful child and my valid H-1B status [Exhibit 11].

**B. Visa Number Immediately Available at the time of Filing**

My approved I-140 petition is under the preference of outstanding professor or researcher, Section 203(b)(2) of the Immigration and Nationality Act [Exhibit 1]. My approved I-140 application is under the category of second preference employment-based immigrant petition. In addition, my family and I are natives of Pakistan [Exhibit 11]. Therefore, my approved I-140 makes immigration visa numbers immediately available for myself and my family [Exhibit 16].

**Comment [HL4]:** Include your current visa status. It may be H1B, F-1, O-1 etc.

**Comment [HL5]:** Date of last entry is found on your I-94 from your last entry to the U.S.

**Comment [HL6]:** If your I-140 is still pending change to "pending."

**Comment [HL7]:** If your I-140 is still pending change to "pending."

**Comment [HL8]:** If your I-140 is still pending change to "pending."

**Comment [HL9]:** Add "if the I-140 is approved" if your I-140 is still pending.

**C. A Valid Marriage Relationship Entitles Ms. Doe as a Derivative Beneficiary**

My wife, Ms. Doe, is a qualified derivative beneficiary of my approved I-140. My wife and I were married on July 22, 2011, and have maintained a valid marriage [Exhibit 15]. We are currently residing together in Albany, NY.

**Comment [HL10]:** Delete this section if not married. Be sure to re-number the exhibits accordingly.

**Comment [MC11]:** If your I-140 is still pending change to "pending."

**Comment [HL12]:** Change to fit your living situation

**D. A Valid Parent/Child Relationship Entitles Mr. Doe as a Derivative Beneficiary**

My son, Mr. Doe, is a qualified derivative beneficiary of my approved I-140. Mr. Doe was born to my wife and I on April 23, 2000 [Exhibit 11]. He currently resides in Bayonne, New Jersey with my wife and I.

**Comment [MC13]:** If your I-140 is still pending change to "pending."

**Comment [MC14]:** Change to fit your living situation

**E. Dr. Doe, Ms. Doe, and Mr. Doe are Pakistanis of Good Standing and Will not Become a Public Charge to the United States**

My family and I are Pakistani citizens in good standing [Exhibit 9]. Our admission as permanent residents will not constitute a social burden to the United States given my position at the Wadsworth Center, Health Research Incorporated at the New York State Department of Health in Albany, NY [Exhibit 12]. This is a full-time position, which started in July 2008 [Exhibit 12]. My current annual salary is \$45,928.00 [Exhibit 12].

**Comment [HL15]:** This means a social burden that the US would need to provide for

Accompanying the current petition is also the I-765, Application for Employment Authorization, and I-131, Application for Travel, for my family and I allowed by immigration law based on the current I-485 petitions [Exhibits 5-6].

**Comment [HL16]:** This paragraph can be deleted or edited depending on whether or not you are filing these forms or just one person is filing these forms.

Enclosed please find all the exhibits required by the USCIS regulations [Exhibits 1-16].

With these facts in mind, it is respectfully requested that, upon consideration, you approve our applications for adjustment of status.

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Sincerely,

Dr. John Doe

### INDEX OF EXHIBITS

Exhibit 1	I-140 Approval Notice
Exhibit 2	Completed Form I-485 for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 3	Completed Form G-325A for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 4	Completed Form I-693 for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 5	Completed Form I-765 for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 6	Completed Form I-131 for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 7	6 photographs each for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 8	Documentation of current visa status for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 9	Copy of passport pages and visa stamps for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 10	Form I-94 for Dr. Doe, Ms. Doe, and Mr. Doe
Exhibit 11	Birth Certificates for Dr. Doe, Ms. Doe, and Mr. Doe (certified English translation attached)
Exhibit 12	Employment Letter and recent salary history for Dr. Doe
Exhibit 13	Recent Tax Returns and W-2s for Dr. Doe
Exhibit 14	Degree Certificate for Dr. Doe

**Comment [HL17]:** Change to "Receipt" if your I-140 is still pending.

**Comment [HL18]:** In sealed envelopes from the civil surgeon.

**Comment [HL19]:** Can be deleted if your birth certificate is in English

**Comment [HL20]:** Include past three years. If you have been working for less than three years, include W2s and tax returns for however long you have worked. You can request copies of your tax returns from the IRS.

Exhibit 15 Certificate of Marriage for Dr. Doe and Ms. Doe (certified English translation attached)

**Comment [HL21]:** Can be deleted if your marriage certificate is in English

Exhibit 16 Visa Bulletin for January 2015

**Comment [HL22]:** Print out a copy of the DOS visa bulletin for the current month (see [here](#)).