

UNITED STATES

I-485 ADJUSTMENT OF STATUS APPLICATION PROCESSING INFORMATION (EMPLOYMENT- BASED)



Your I-485 application to adjust to permanent resident status has been filed with U.S. Citizenship and Immigration Services (USCIS). We will closely track and monitor your case, and notify you of any new developments. Each I-485 AOS applicant should carefully read this document, as it contains important information regarding your case, particularly regarding travel abroad while your I-485 application is pending.

We hope you find the below information helpful. If you have any questions, please feel free to contact us directly.

WORK AND TRAVEL AUTHORIZATION WHILE YOUR I-485 IS PENDING

At the same time as we filed your I-485 Application for Adjustment of Status (AOS), we filed an I-131 Application for Advance Parole (AP) and an I-765 Application for Employment Authorization (EAD). Once approved, the AP will provide you with travel authorization and the EAD will provide you with work authorization while your AOS is pending. These are separate from any underlying non-immigrant status that you may currently hold.

USCIS will most likely approve both the I-131 and I-765 applications at the same time and issue you an EAD/AP combination card that acts as both work authorization and travel authorization, valid for either one or two years. If the EAD/AP card expires while your AOS application is still pending, it can be renewed.

After approval, USCIS will mail the EAD/AP card directly to your home address. As soon as you receive the card, please notify our office and provide us with a copy of the card. We need this in order to properly track your EAD/AP expiration and initiate a renewal application at the appropriate time. Please also review the document for accuracy and notify our office if you notice any errors such as misspellings or incorrect dates.

If you indicated on the Form I-765 that you would like the Social Security Administration (SSA) to issue you a social security card, the SSA will mail your new card to the address listed on your I-765 application after issuance of the EAD/AP card. Please visit the SSA website [here](#) for more information about this process.

IMPORTANT TRAVEL INFORMATION

We wish to remind you that the filing of the I-485 application impacts your ability to travel outside of the United States, including travel to Canada and Mexico. In general, I-485 applicants cannot depart the United States until they receive an AP document. **As a reminder, USCIS will deny the AP applications if you depart the U.S. before the AP is issued.** The processing time for an AP application is generally 4-6 months from the time the application is filed, but processing times can vary and may be longer.

MEMORANDUM

Applicants in H-1B or L-1 status (and their dependents in H-4 or L-2 status) are permitted to travel with their valid H or L visa (unless Canadian and therefore visa-exempt) before the AP is issued with the understanding that their AP application will be denied. An AP denial will not adversely impact your AOS and EAD applications.

ONLINE CASE STATUS

You can review the status of your case 24 hours a day at <https://cobalt2.balglobal.com/>. Please let us know if you would like us to re-send your username and password. In several weeks, USCIS will send receipts for each of your applications directly to our office, and we will update your online BAL case record with the receipt numbers. Then, using the receipt numbers, you can check the status of your case by visiting the USCIS [here](#).

PROCESSING TIMES

It is impossible to predict USCIS processing times. They are subject to change without notice depending on USCIS' caseload and available resources. USCIS issues monthly reports, available [here](#), which reflect approximate processing dates for each type of application. These reports should be used as a guideline only.

Processing times are also subject to visa availability. In order for your I-485 application to be processed, your priority date must be earlier than the priority date cut-off for your visa category and country of birth, listed in the "Eligible for Final Action" table in the current month's visa bulletin. You can check the priority date cut-offs at the U.S. Department of State website [here](#). If your priority date is later than the cut-off date, your I-485 application will be put on hold; it cannot be adjudicated until your priority date is current. Please note that you are eligible to apply for (and renew) your Employment Authorization and Advance Parole as long as your I-485 application remains pending.

If your case is beyond processing times and your priority date is current, contact our office and we will submit an inquiry on your behalf.

USCIS INQUIRIES

As noted, you may use the USCIS receipt numbers to check the status of your case online. However, we strongly urge you **not** to contact USCIS and inquire about your case directly. As your attorneys of record, it is our responsibility to contact USCIS with any inquiries. This prevents excessive and unnecessary inquiries to USCIS and avoids any confusion regarding multiple inquiries. Furthermore, if you submit your own inquiry, it can prevent us from making additional inquiries on your behalf. If you have any questions regarding your case, please feel free to contact us directly.

ADDRESS CHANGE

Please notify our office immediately of any changes to your home or work contact information, address, phone number, or email address during the permanent residence process, so that we can update our records and remind you to notify USCIS of the change. USCIS will send certain correspondence directly to your home address, so you must ensure that USCIS has your current mailing address on file. Similarly, we need to have your current contact information so that we may notify you of any updates regarding your case.

Furthermore, you and each non-U.S.-citizen family member must separately notify USCIS of your address change by filing Form AR-11. **Form AR-11 must be submitted to USCIS within 10 days of completing your move** and must be filed each time you move until you become a U.S. Citizen. You can submit Form AR-11 online at the USCIS website [here](#). If you require any assistance with notifying USCIS of your address change, please contact us.

BIOMETRICS AND FINGERPRINTING

All I-485 applicants must appear at an Application Support Center (ASC) for biometrics capture. USCIS will send a notification to your home address stating the place and time you (and your family members, if applicable) will need to appear. Applicants over 14 years of age are scheduled for the entire set of biometrics, including 10 fingerprints, index print, photo, and signature. Applicants under 14 years of age will be scheduled for photo capture only.

MEMORANDUM

Please notify us as soon as you receive the biometrics appointment notice. Following your appointment, please send us a copy of the date-stamped notice as proof that you completed the biometrics processing. Failure to appear at a biometrics appointment can result in the denial of your I-485 application.

USCIS INTERVIEW

The national USCIS office will handle the initial processing and review of the I-485 application(s), as well as the processing of the EAD and AP applications. Then, your file will be forwarded to a local USCIS office where each I-485 applicant will be scheduled for an interview. As a reminder, you must carry your original documents, such as birth and marriage certificates, to the interview.

USCIS will send a notification to your home address stating the place and time you (and your family members, if applicable) will need to appear. Notify us as soon as you receive the interview appointment notice. BAL will also monitor the status of your case, and will notify you upon receipt of the interview notice from USCIS. Failure to appear at an interview appointment can result in the denial of your I-485 application.