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APPENDIX A

Here is the information we will need to start your paperwork. We need copies of these documents to prepare the petition. However, you must have the originals for the interview.

AFFIDAVIT OF SUPPORT



Documents required from the petitioner

Applies to family-based and some employment-based immigrant petitions

AFFIDAVIT OF SUPPORT. Proof of financial support to show applicant is not likely to become a “public charge” (welfare recipient). **Please check first whether the beneficiary can be credited with 40 qualifying quarters. If the beneficiary can be credited, you may not need to complete an affidavit of support.**

- Proof of Citizenship
- Proof of Relationship (marriage certificate, birth certificate, etc.)
- Affidavit of support (we will prepare)
- All 1099s, W-2s, etc.
- 3 paychecks from Petitioner’s job
- A letter from employer verifying continued employment. Letter must include job title, salary, benefits, deductions.
- If the sponsor is self-employed, Affidavit of the Sponsor, letter from accountant, etc. Usually we will help you in gathering documents to establish self-employment income.
- Income for the last 5 years (3 if the Petition is filed by a U.S. Petitioner on behalf of a spouse).
- Income taxes or income tax transcript for the last income taxes of sponsor. The income taxes must be complete and signed and accompanied by all attachments and all W-2s. Alternatively, IRS Return Transcript is also acceptable. Please obtain a transcript from the Internal Revenue Service. Call 800 829 1040 (press 2, 2 again, enter your SSN, press 1, press 1 again, press 4, which will enable you to order the IRS return transcript.). You can also request transcripts online <https://www.irs.gov/individuals/get-transcript>
- Assets** in lieu of income or to make up 5 times the difference between income and 125% of the poverty guidelines (3 times for marriage to a US Citizen):
- Real Estate: Must demonstrate location, ownership, and equity. Provide deed, recent appraisal by a licensed appraisal, mortgage documents showing equity



- Checking account statements for 12 months prior to the date of filing
- Savings account statements for 12 months before filing date
- Annuities showing monthly payments
- Stocks and bonds (cash value) / certificate of deposit
- Retirement accounts statement for 12 months prior to the date of filing
- Educational accounts statement for 12 months prior to the date of filing
- Net cash value of real estate holdings
- Automobiles, but only if there are two or more automobiles
- Any other evidence of substantial assets that can be easily converted into cash (if art, include licensed appraisal)
- If insufficient income, you will need a Joint Sponsor to prepare form I-864 and provide the same evidence as is listed here. **Due to conflict of interest issues, we would not prepare a Joint Sponsor Affidavit of Support.**
- NOTE: If the sponsor does not have sufficient income or assets, you will need a joint sponsor and we will need the listed financial information from the joint sponsor as well.

STATEMENT OF SELF-SUFFICIENCY



Documents required by all beneficiaries not expressly exempt by law From Foreign Applicant and Each Immigrating Derivative:

Exempt from Affidavit of Support

- If the beneficiary can be credited with 40 qualifying quarters in the United States, please provide your social security statement. If you are seeking credit through a parent or a spouse, provide their social security statement and proof of relationship. To obtain an earnings and benefits statement from SSA, applicants should complete Form SSA-7050, Request for Social Security Statement <https://www.ssa.gov/forms/ssa-7050.pdf>

If you work in the United States

- Income Tax.** Federal income tax return transcript for most recent tax year available at <https://www.irs.gov/individuals/get-transcript>
- Current employment verification letter
- Letter or contract employment
- W-2s for the past three years
- Most recent paycheck stubs for current year

If you work and live outside of the United States

- Employment verification letter



- Evidence of employment for the past three years
- Evidence of current employment
- Tax records, if applicable

Assets

- Real Estate: evidence must show location, ownership, and equity. Please submit deed, recent appraisal by a licensed appraiser, mortgage documents showing equity
- Checking account statements for 12 months prior to the date of filing
- Savings account statements for 12 months before filing date
- Annuities showing monthly payments
- Stocks and bonds (cash value) / certificate of deposit
- Retirement accounts statement for 12 months prior to the date of filing
- Educational accounts statement for 12 months prior to the date of filing
- Net cash value of real estate holdings
- Automobiles, but only if there are two or more automobiles
- Any other evidence of substantial assets that can be easily converted into cash (if art, include licensed appraisal)

Support provided to you by others. If someone provides at least 50% of your support, please provide the following information:

- Name, and address of the person who supports you
- Affidavit confirming that they have supported you. If they will continue to support you, their Affidavit must include a statement to that effect.
- Evidence of their income (employment records, tax records, check stubs)

Documentation of liabilities and debts

- Mortgages
- Car loans
- Medical debt
- Unpaid child or spousal support
- Unpaid taxes
- Credit card debt

Judgments and Bankruptcies

- Copies of any filings for Bankruptcies
- Copies or information of any judgments



Credit Report and Credit Score: <https://www.usa.gov/credit-reports> or evidence from credit bureau that proves no credit report exists

- Experian <https://www.experian.com/help/annual-credit-report.html>
- Transunion <https://www.transunion.com/annual-credit-report>
- Equifax <https://www.equifax.com/personal/edu...credit-report/>

Health insurance (health insurance card is insufficient):

- Policy Declaration Page
- Documentation of amount of deductible or annual premium
- If you received a Premium Tax Credit or Advanced Premium Tax Credit provide a transcript copy of IRS Form 8962 or Form 1095A
- Documentation of when health insurance terminates or must be renewed
- Alternatively, a letter on insurance company letterhead stating enrollment and terms and type of coverage; or
- Form 1095-B Health Coverage; 1095C Employer Provided Health Insurance Offer and Coverage with evidence of renewal or coverage for the current year
- If you do not have insurance, provide a statement how you will plan to pay for medical expenses
- If you do not have insurance, provide also a statement about whether you intend to sign up for health insurance.

Health condition

- The civil surgeon will determine if there is a health condition that may affect the ability of the alien to be self sufficient
- In some cases, a report from a medical doctor or a treating physician may be needed to provide evidence of cost and duration of treatment
- USCIS will generally defer to the civil surgeons finding

Receipt of Public Benefits. Provide documentation for any and all public benefits for which you have ever applied, used, or have been certified.

- Any Federal, State, local, or tribal cash assistance for income maintenance;
- Supplemental Security Income (SSI);
- Temporary Assistance for Needy Families (TANF);
- Federal, State or local cash benefit programs for income maintenance (called "General Assistance" or under other names);
- Supplemental Nutrition Assistance Program (SNAP, or "Food Stamps");
- Section 8 Housing Assistance under the Housing Choice Voucher Program;



- Section 8 Project-Based Rental Assistance (including Moderate Rehabilitation);
- Public Housing under the Housing Act of 1937, 42 U.S.C. 1437 et seq.; and
- Federally funded Medicaid.

Education and Skills (only if no approved I-140)

- Transcripts, diplomas, degrees and trade certificates
- If a student, evidence of full time studies.
- If foreign degree – Evaluation of Equivalency / Credentials Evaluation www.wes.org, or www.ece.org, or <https://www.naces.org/members>
- Training certificates and/or licenses for any specific occupations or professions
- Certifications or courses in English and other languages in addition to English
- Native English speakers - high school diplomas and college degrees for English courses studied for credit

Criminal Charges, Arrests, etc.: If you have ever been arrested or detained by any law enforcement officer for any reason, we need the following documents

- If you have ever been arrested or detained** by any law enforcement officer for any reason and **no charges were filed**, send
- an original official statement by the arresting agency or applicable court order confirming that no charges were filed.
- If you have ever been arrested or detained** by a law enforcement officer for any reason, and **charges were filed**, or if charges were filed against you without an arrest, send
- an original or court-certified copy of the complete arrest record, and/or disposition for each incident (e.g., dismissal order, conviction record or acquittal order).
- If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program** (such as drug treatment or community service program), send
- An original or court-certified copy of the sentencing record for each incident , and evidence that you completed the sentence, specifically:
- An original or certified copy of your probation or parole record, or
- Evidence that you completed an alternative sentencing program or rehabilitative program.
- If you have ever had any arrest or conviction vacated, set aside, sealed, expunged or otherwise removed** from your record, send
- An original or court-certified copy of the court order vacating, setting aside, sealing, expunging or otherwise removing the arrest or conviction, or an original statement from the court that no record exists of your arrest or conviction.