CHAPTER 2
GETTING STARTED: INTAKE, DOCUMENT CHECKLIST & MEDICAL EXAM

U visa holders must continuously reside in the U.S. for three years in U Nonimmigrant status in order to become eligible for legal permanent residency. As most U visas are valid for four years, the majority of applicants will become eligible one year prior to the expiration of their U Nonimmigrant status (and work permit) and will have a one year window in which to apply. U visa holders must apply for legal permanent resident status prior to the expiration of their U visas, or they will become undocumented once again.

The applicant will be required to collect a significant amount of documentation prior to filing for legal permanent resident status. Therefore, it is helpful to review with the applicant the list of required documents one to two months prior to the date on which s/he becomes eligible. The list of documents, in English and Spanish, is included in this chapter.

Pro Bono counsel must carefully screen whether the applicant has had any arrests, apprehensions by the immigration service, or absences from the U.S. subsequent to receiving U Nonimmigrant status. Any absence from the U.S. of 90 days or longer (or multiple absences that equal 180 days in the aggregate) may render a U visa holder ineligible for legal permanent residency. If you determine that your client departed the U.S. on his/her U visa, please contact Public Counsel to discuss how to proceed.

A complete intake form, which will assist you in this process, is included in this chapter. It is important to note that, while the immigration service does not look at inadmissibility during the adjustment of status phase, it will consider any arrests or other negative factors that arose after receipt of the U visa when determining whether the applicant merits a positive exercise of discretion.
ADJUSTMENT OF STATUS
INTAKE FORM

Date ____________

POTENTIAL CLIENT INFORMATION

All of the following information will be treated as confidential – that is, it will not be disclosed to anyone outside Public Counsel without your permission. It will be used only to assess your eligibility for Adjustment of Status and, if you are eligible, to prepare your application for Adjustment of Status.

Complete name ___________________________________________________________

Other names used __________________________________________________________

Address (physical) _________________________________________________________

Address (mailing) _________________________________________________________

Telephone cell ___________________________ home/other_______________________

Email _________________________________________________________________

Did Public Counsel prepare your U visa? □ Yes □ No

Referred by (if anyone) __________________________________________________

BIOGRAPHICAL INFORMATION

Age ________

Date of birth ______________________

Place of birth (city and country) ______________________________________________

Gender _________________________

A# _____________________________

U.S. Social Security # ________________________________
Relationship Status (circle one):

Married    Single    Divorced    Widowed    Long-Term Relationship

Did you get married after receiving your U visa?  ☐ Yes  ☐ No

Information about your spouse

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Date of birth</th>
<th>Country of birth</th>
<th>Immigration status (A# if applicable)</th>
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Do you have children?  ☐ Yes  ☐ No

Information about your children

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Information about your mother:

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Information about your father:

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U VISA INFORMATION

When was your U visa issued? ________________________________

When does your U visa expire? ______________________________

Type of U visa __________________________

Did you get your U visa at a consulate? ☐ Yes ☐ No

If yes, Which consulate was the U visa issued? ________________________________

I-94 # __________________________

ENTRY INTO UNITED STATES

What was the date and place of your initial entry into the United States?

What was the date and place of your most recent entry into the United States?

Have you left the United States since receiving your U visa? ☐ Yes ☐ No

If yes, list when you left the country, where you went, and when you returned:

How did you last enter the United States (choose one of the following options)?

☐ With a valid visa ☐ Without Inspection/No papers (EWI) ☐ Visa Waiver Program ☐ Unknown

Were you inspected by a U.S. Immigration Officer? ☐ Yes ☐ No
Have you ever had any unsuccessful attempts to enter the United States?  □ Yes  □ No

If yes, please provide details (such as whether the Border Patrol took your fingerprints, whether you or your parents had to sign anything, and whether you or your parents were detained):

Have you ever applied for permanent resident status in the U.S.?  □ Yes  □ No

If yes, give the date, place of filing, and final disposition

**CONTINUOUS RESIDENCE IN THE UNITED STATES**

List all of your residences for the past five years:

<table>
<thead>
<tr>
<th>Address (include city, state, and country)</th>
<th>From (month/year)</th>
<th>To (month/year)</th>
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List your last address outside the United States for more than 1 year:

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<th>Address (include city, state, and country)</th>
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<th>To (month/year)</th>
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**EMPLOYMENT AND ORGANIZATION HISTORY**

What is your current occupation? ________________________________

List your work history for the past five years (beginning with most recent employment):

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<th>Name and Address of Employer</th>
<th>Occupation</th>
<th>Dates worked (month/year)</th>
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List any present and past membership is an organization, association, or group, including military service or church group

What was your last occupation abroad? ________________________________
CRIMINAL RECORD INFORMATION

Have you been arrested by law enforcement since getting your U visa?
☐ Yes  ☐ No

Have you received any citations by law enforcement since getting your U visa?
☐ Yes  ☐ No

Have you ever been arrested by law enforcement (not including immigration officers) in the United States or outside of the United States?
☐ Yes  ☐ No

Have you ever had any citations by law enforcement?  ☐ Yes  ☐ No (If no to both, skip to the next section.)

If you have ever been arrested by law enforcement, please provide details (date, court, charges sustained and dismissed, disposition, case open or closed, etc.):

Do you have a conviction for a felony (any crime punishable by more than a year in jail)?
☐ Yes  ☐ No

Do you have a conviction for a misdemeanor (any crime punishable by a year or less in jail, or by no jail at all)?  ☐ Yes  ☐ No

If you answered yes to any of the above, have you ever sought post-conviction relief or do you have any documentation showing your rehabilitation or that things have changed in your life since your last arrest or conviction?

Is there any reason to believe that you pose a risk to national security?  ☐ Yes  ☐ No

If yes, please explain:

Have you engaged in or do you plan to engage in terrorist activities?  ☐ Yes  ☐ No
FINANCIAL INFORMATION

How many dependants (for tax purposes) live with you? ______________________

How much do you and the members of your household make per month? ________________

What other types of money (ex: child support or unemployment) supports your household?

CERTIFICATION

I, the undersigned, certify that the above information given for the purpose of applying for Adjustment of Status is true and correct to the best of my knowledge.

______________________________  __________________________
Name (printed)  Signature

______________________________
Date
ADJUSTMENT OF STATUS DOCUMENT CHECKLIST
LISTA DE DOCUMENTOS PARA EL AJUSTE DE ESTATUS

IDENTITY/IDENTIDAD

☐ Birth Certificate/Acta de nacimiento
☐ Consular Card/Matrícula Consular
☐ Passport/Pasaporte
☐ Work Permit/Permiso de trabajo

ADJUSTMENT OF STATUS/AJUSTE DE ESTATUS

☐ U Visa Approval Notice/La carta de aprobación de la visa U
☐ Copy of U Visa Application/Copia de la solicitud de la visa U
☐ 4 Passport Photos/Fotos de tamaño y estilo pasaporte
☐ Medical Exam/Examen médico
☐ Addresses of where you have lived the last 5 Years/Direcciones de donde ha vivido los últimos 5 años
☐ Last Address Outside of US/Última dirección afuera de los E.U.
☐ Employer name and address for the last 5 years/Nombre y dirección de sus empleos los últimos 5 años
☐ Any document with your name and date that shows that you have been living in the US for the past three years (examples: tax returns, utility bills, rent receipts, rent agreements, school transcripts, monthly cellular telephone bills, credit card statements, medical bills, or other records that show your name and the date)/ Cualquier documento con nombre y fecha que indique que ha vivido en los E.U. por los últimos 3 años (ejemplos: declaraciones de impuestos, cuentas de servicios públicos, recibos de alquiler, contrato de alquiler, estados de cuenta mensual de teléfono celular, estados de cuentas de tarjetas de crédito, cuentas medicas, documentos oficiales, o cualquier documento que muestre su nombre y la fecha).

QUALIFYING RELATIVE PETITION/PETICIÓN PARA PARIENTE

☐ Marriage Certificate/Acta de matrimonio
☐ Divorce documents/documentos del divorcio
☐ Relative’s Birth Certificate/Acta de nacimiento de pariente
MEMORANDUM

To: Adjustment of Status Applicant
From: Teresa Cruz
Date: July 10, 2014
Subject: I-693 Medical Examination and Supplemental Form to I-693 (New Version of Form I-693, dated 11/16/2005)

A doctor who has been designated by INS (now called the United States Citizenship & Immigration Services (USCIS)) must conduct your medical examination. To obtain the name and telephone number of the doctor in your area, call the USCIS National Customer Service Center at (800) 375-5283. The doctor will complete the exam and record the results on the Form I-693. The medical office will give you a completed Form I-693 in a sealed envelope. You cannot open the envelope. The medical office will charge you a fee for the exam. Please ask the medical office about the fee. Also, please ask for a copy of the results when you go to get your medical exam done. A copy should be provided if you ask for it before.

For your information, the following doctor performs USCIS medical exams:

Dr. Alex Bloom, M.D.
Metropolitan Center Medical Group
2007 Wilshire Boulevard, Suite #701
Los Angeles, CA 90057
Telephone: (213) 483-0581
The fee is $75; Walk-In hours: Monday-Friday; 8:30 a.m.-2:30 p.m.
By appointment only