

# IMMIGRATION SPECIALTIES, Inc.

Assisting in document preparation for foreign nationals, their employers, and family members.



"Let's proceed now, to Phase II"  
Application to Register  
Permanent Residence as known as  
Adjustment of Status (AOS)

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## Form Packet GC100P AOS - Application for Principal Applicant

Please type or print all information legibly!

Principal Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone numbers:

Daytime/Work: \_\_\_\_\_ Evening/Home: \_\_\_\_\_ Available Fax #: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Nationality: \_\_\_\_\_

### INTRODUCTION - Section A: Processes requested

How did you hear about Immigration Specialties? \_\_\_\_\_

Which process (es) are you requesting for yourself and/or your eligible non-U.S. Citizen dependents? Mark "X" for all areas applying to your situation.

\_\_\_ **Phase I**, (*Labor Certification / I-140 Petition for Immigrant Worker*), has been completed and approved on my behalf or requesting subsequent or concurrent filing. Because of the **current availability of immigrant visas** for persons of **my nationality**, I am ready to proceed with **Phase II - AOS**.

\_\_\_ I am applying for Phase II for **myself only**

\_\_\_ I am applying for Phase II for **myself and my eligible dependents**, which include:

\_\_\_ Spouse (*Complete Form GC100S*)

\_\_\_ Child/Children (non U.S. Citizen) under age 21 (*Complete Form GC100C*)

# of children age 14 and over: \_\_\_\_\_

# of children under age 14: \_\_\_\_\_

I request the following forms to be filed **simultaneously** with the AOS Application:

- \_\_\_ **EAD** - Application for Employment Authorization Document  
 \_\_\_ for **myself**  
 \_\_\_ for my **eligible dependents, age 16 and over** -- how many? \_\_\_\_\_
- \_\_\_ **AP** - Application for Travel Document  
 \_\_\_ for **myself**  
 \_\_\_ for my **eligible dependents** -- how many? \_\_\_\_\_

**NOTE: All non-U.S. Citizen dependents included in the application must be residing in the U.S. at the time of filing Phase II - AOS!**

**CUSTOMER HAS READ, UNDERSTANDS AND AGREES TO THIS FEE AGREEMENT AND SCHEDULE. CUSTOMER FURTHER ACKNOWLEDGES THAT THE OWNERS AND STAFF OF IMMIGRATION SPECIALTIES ARE NOT ATTORNEYS AND DO NOT REPRESENT OR HOLD THEMSELVES OUT AS ATTORNEYS, AND WILL NOT GIVE LEGAL ADVICE OR REPRESENT THE CUSTOMER IN ANY LEGAL PROCEEDING. CUSTOMER AGREES NOT TO HOLD THE OWNERS AND/OR STAFF OF IMMIGRATION SPECIALTIES RESPONSIBLE FOR ANY LEGAL COMPLICATION THAT MAY ARISE IN CONNECTION WITH THIS APPLICATION AND ACCOMPANYING PETITION FILED U.S. CITIZENSHIP AND IMMIGRATION SERVICES.**

Signed, \_\_\_\_\_ Date: \_\_\_\_\_

Print your name: \_\_\_\_\_

## **FEE SCHEDULE**

ALL PROCESSING RATES AND USCIS FILING FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

### **Application to Register Permanent Residence (AOS)**

#### **Phase II of the Immigrant Visa Process**

NOTE: All remittances should be in the form of a Money Order or a Certified Cashier's Check, made payable to Immigration Specialties, Inc., OR you may pay by VISA, MasterCard, Discover and American Express. No personal checks, please.

#### **Phase II – The AOS**

- (1) If the foreign worker is the responsible party, the processing fee must accompany the completed application.
- (2) If the employer agrees to payment, so indicate, and an invoice will be sent to the responsible party.

**STEP 1: PROCESSING FEES - To be returned with Form GC100P** Preparation and coordination of submission of AOS and relevant forms and documents in connection with AOS, including courier service deliveries:

**Payment of Processing and Filing Fees**

*Please refer to processing and filing fees.*

The processing and USCIS filing fee(s) will be paid by:

**My employer** - (Indicate name and address of employer / contact):

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**Myself** (Refer to "Fee Schedule" for payment details)

**Dependents over 14-How many?** \_\_\_\_\_

**Dependents under 14 - How many?** \_\_\_\_\_



ACCEPTED

**IF PAYING FULL AMOUNT BY CREDIT CARD:**

Visa     MasterCard     American Express     Discover

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_

Amount: \_\_\_\_\_

**For all Processing Fees & filing fees:**

**Make Money Order or Certified Cashier's Check Payable to "Immigration Specialties"**

Has an I-140 Petition for Immigrant Worker ever been filed on your behalf?  Yes  No

If "yes", by whom / company name \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Was it approved?  Yes  No

Priority Date: \_\_\_\_\_ Alien # ("A#"), if known: \_\_\_\_\_

If more than one I-140 has been filed on your behalf, please check here \_\_\_\_\_ and return the approval notices with your documents to us.

**SECTION C: Information regarding status history**

Answering the following questions will not affect your AOS processing, however, the answers will help us to determine which forms to file and what filing fees (or penalty fees) to include -- please answer the questions carefully:

I have been "**out of status**" during my stay in the U.S. (*been unemployed for more than 30 days, worked without authorization, or overstayed the expiration date on my visa*)

My dependents were also present in the U.S. during the "**out of status**" period of time.

Have you ever been employed in the U.S. since 01/01/77 without USCIS authorization?

\_\_\_Yes \_\_\_No

Have you ever been classified other than H-1B classification? \_\_\_Yes \_\_\_ No

If yes, what was the classification: \_\_\_\_\_

When was the classification changed to H-1B status: \_\_\_\_\_

Are you now in lawful immigration status? \_\_\_Yes \_\_\_No

Have you always maintained lawful immigration status while in the U.S. after 11/05/86?

\_\_\_Yes \_\_\_No

**PART I Biographic information**

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Family name before marriage (if applicable): \_\_\_\_\_

Any other names used: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current address: \_\_\_\_\_

Birthdate (Month / Day / Year): \_\_\_\_\_

Country of Birth (Nationality): \_\_\_\_\_

Country of Citizenship (if different than Country of Birth): \_\_\_\_\_

Social Security number (U.S.A. only): \_\_\_\_\_

Alien # (if known and available): \_\_\_\_\_

Date of Very First Arrival into the U.S.A.: \_\_\_\_\_

Date of Most Recent Arrival into the U.S.A.: \_\_\_\_\_

Current salary: \_\_\_\_\_

(White) I-94 card number (11 digit number usually at the top of the card : \_\_\_\_\_

Current USCIS Status: \_\_\_\_\_ Expires on: \_\_\_\_\_

Birthplace:

City/Town/Village - \_\_\_\_\_

State/Province - \_\_\_\_\_

**Information about your Father**

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_

City and Country of current residence (if deceased, so state):

\_\_\_\_\_

**Information about your Mother --**

Family Name **before marriage**: \_\_\_\_\_

First Name: \_\_\_\_\_

*Date of Birth*: \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_

City and Country of current residence (if deceased, so state):

\_\_\_\_\_

Give your name **exactly** how it appears on your WHITE Arrival/Departure Record (I-94 Card):

\_\_\_\_\_

Place of last entry into the U.S. (City/State): \_\_\_\_\_

In what status did you last enter? \_\_\_\_\_

Was your status inspected by a U.S. Immigration Officer at the Port of Entry?  Yes  No

Nonimmigrant Visa Number (found in your passport at the bottom right of the visa stamp, usually a 7 or 8 digit number, in red ink): \_\_\_\_\_

U.S. Embassy / Consulate where most recent Visa was issued:

(City / Country) \_\_\_\_\_

Date Visa was issued (Month / Day / Year): \_\_\_\_\_

Have you ever before applied for AOS in the U.S.?  Yes  No

If "yes", give date and place of filing and final disposition: \_\_\_\_\_

**Spouse and/or Children? Be sure to complete Form Packet GC100S and/or GC100C!**

Are your (non-U.S. citizen) children under age 21 applying with you?

Yes  No  I do not have children

**Your spouse and children**

*(use separate sheet of paper, if necessary):*

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Date of birth:\_\_\_\_\_Country of birth:\_\_\_\_\_ Relationship:\_\_\_\_\_

A#:\_\_\_\_\_Applying with you on this application?\_\_\_\_\_

\*\*\*\*\*

Family name:\_\_\_\_\_ Given name:\_\_\_\_\_ Middle initial:\_\_\_\_\_

Date of birth:\_\_\_\_\_Country of birth:\_\_\_\_\_ Relationship:\_\_\_\_\_

A#:\_\_\_\_\_Applying with you on this application?\_\_\_\_\_

\*\*\*\*\*

Family name:\_\_\_\_\_ Given name:\_\_\_\_\_ Middle initial:\_\_\_\_\_

Date of birth:\_\_\_\_\_Country of birth:\_\_\_\_\_ Relationship:\_\_\_\_\_

A#:\_\_\_\_\_Applying with you on this application?\_\_\_\_\_

**Organizations**

List your present and past membership in or affiliation with any professional organization and every political organization, association, fund, foundation, party, club, society, or similar group in the United States or in any other place since your 16th birthday. Include any foreign military service in this part. If none, write "none". Include the name of organization, location, dates of membership from and to, and the nature of the organization. Use the space below. If additional space is needed, use a separate page:

**Name of organization:**

**Address of organization:**

**Type:**

**Dates From/To:**

**Name of organization:**

**Address of organization:**

**Type:**

**Dates From/To:**

**Name of organization:**

**Address of organization:**

**Type:**

**Dates From/To:**

**If currently married:**

Date of marriage:\_\_\_\_\_

Place of marriage (city, country):\_\_\_\_\_

**Information about former spouse(s) -- if none, so state:**

Family Name: \_\_\_\_\_

For Wife, give Maiden Name: \_\_\_\_\_

Given Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth \_\_\_\_\_ City and Country of Birth: \_\_\_\_\_

Date and Place of Marriage: \_\_\_\_\_

Date and Place of Termination of Marriage: \_\_\_\_\_

**If you find it necessary to list additional former spouses, please list the required information (shown above) on a separate sheet of paper and attach to this page!**

**Information about your residences**

**SECTION A:**

I have resided at my current address since \_\_\_\_\_ to the present time.  
(Month / Year)

If you are considered a "Traveling" occupation, please check here: \_\_\_\_\_

**SECTION B:**

**Information about your previous residences.**

Going backward in time, list all residences for the last five (5) years -- it is not necessary to list the current residence again. You must account for all time...do not leave any timeframe open! If more space is needed, attach a separate sheet, giving all information requested about each previous residence: to this page.

**INFORMATION REQUIRED FOR EACH PREVIOUS RESIDENCE FOR THE LAST FIVE YEARS:**

_____	_____	_____	_____
(Number)	(Street)	(Apt. #)	
_____	_____	_____	_____
(City)	(Province or State)	(Zip Code)	(Country)
I lived at this address from _____ to _____.			
(Month / Year)		(Month / Year)	



_____	_____	_____	_____
(Number)	(Street)	(Apt. #)	

(City) (Province or State) (Zip Code) (Country)  
I lived at this address from \_\_\_\_\_ to \_\_\_\_\_.  
(Month / Year) (Month / Year)

\*\*\*\*\*

Indicate below your **last address outside the U.S.** at which you resided for more than one year:

\_\_\_\_\_  
(Number) (Street) (Apt. #)

(City) (Province or State) (Zip Code) (Country)

I lived at this address from \_\_\_\_\_ to \_\_\_\_\_.  
(Month / Year) (Month / Year)

**Your employment history for past and present:**

**SECTION A: Present Employment**

I am currently \_\_\_employed \_\_\_unemployed.

**Present Employment:**

Full name and address of present employer:

\_\_\_\_\_  
\_\_\_\_\_

Present Occupation or Job Title: \_\_\_\_\_

This employment has been from \_\_\_\_\_ to present.  
(Month / Year)

**SECTION B:**

**Going backward in time, list your previous employment activity (for the last 5 years). Do not leave any period open...if you were unemployed, indicate "unemployed" for that period. It is important to account for all time periods for the last five years (even if this includes timeframes living outside the U.S.)!**

**Note for "traveling or contract employees":** If you have worked as a "traveling" employee, working in various assignments, it is not necessary to list various "assignments", nor is it necessary to list those periods of time between assignments. Simply list: "ABC Company" 01/20/93 to 09/14/95", for example.

Full name and address of previous employer:

Full Name and address of previous employer:

\_\_\_\_\_  
\_\_\_\_\_



Have you filed an AOS to lawful permanent resident status and the application is pending with USCIS?  Yes  No

If "no", give other reason you feel you are entitled to receive employment authorization: \_\_\_\_\_

Date of intended departure: \_\_\_\_\_ Expected length of trip: \_\_\_\_\_

Are you now in exclusion or deportation proceedings?

No  Yes, at (give office name) \_\_\_\_\_

Do any of the following apply to you? If yes, please contact me immediately. Please read the questions thoroughly since answering incorrectly could affect the approval of your green card and/or citizenship application:

1. Have you ever, in or outside the U.S.:

a. knowingly committed any crime of moral turpitude or a drug-related offense for which you have not been arrested?  Yes  No

b. been arrested, cited, charged, indicted, fined, or imprisoned for breaking or violating any law or ordinance, excluding traffic violations?  Yes  No

c. been the beneficiary of a pardon, amnesty, rehabilitation decree, other act of clemency or similar action?  Yes  No

d. exercised diplomatic immunity to avoid prosecution for a criminal offense in the U.S.?  
 Yes  
 No

2. Have you received public assistance in the U.S. from any source, including the U.S. government or any state, county, city, or municipality (other than emergency medical treatment), or are you likely to receive public assistance in the future?  Yes  No

3. Have you ever:

a. within the past 10 years been a prostitute or procured anyone for prostitution, or intend to engage in such activities in the future?  Yes  No

b. engaged in any unlawful commercialized vice, including, but not limited to, illegal gambling?  Yes  No

c. knowingly encouraged, induced, assisted, abetted or aided any alien to try to enter the U.S. illegally?  
 Yes  No

d. illicitly trafficked in any controlled substance, or knowingly assisted, abetted or colluded in the illicit trafficking of any controlled substance?  Yes  No

4. Have you ever engaged in, conspired to engage in, or do you intend to engage in, or have you ever solicited membership or funds for, or have you through any means ever assisted or provided any type of material support to, any person or organization that has ever engaged or conspired to engage, in sabotage, kidnapping, political assassination, hijacking, or any other form of terrorist activity? \_\_\_Yes \_\_\_ No

5. Do you intend to engage in the U.S. in:

a. espionage? \_\_\_Yes \_\_\_ No

b. any activity a purpose of which is opposition to, or the control or overthrow of, the Government of the United States, by force, violence or other unlawful means? \_\_\_Yes \_\_\_ No

c. any activity to violate or evade any law prohibiting the export from the United States of goods, technology or sensitive information? \_\_\_Yes \_\_\_ No

6. Have you ever been a member of, or in any way affiliated with, the Communist Party or any other totalitarian party? \_\_\_Yes \_\_\_ No

7. Did you, during the period March 23, 1933 to May 8, 1945, in association with either the Nazi Government of Germany or any organization or government associated or allied with the Nazi Government of Germany, ever order, incite, assist or otherwise participate in the persecution of any person because of race, religion, national origin or political opinion? \_\_\_Yes \_\_\_ No

8. Have you ever engaged in genocide, or otherwise ordered, incited, assisted or otherwise participated in the killing of any person because of race, religion, nationality, ethnic origin, or political opinion? \_\_\_Yes \_\_\_ No

9. Have you ever been deported from the U.S., or removed from the U.S. at government expense, excluded within the past year, or are you now in exclusion or deportation proceedings? \_\_\_Yes \_\_\_ No

10. Are you under a final order of civil penalty for violating section 274C of the Immigration Act for use of fraudulent documents or have you, by fraud or willful misrepresentation of a material fact, ever sought to procure, or procured, a visa, other documentation, entry into the U.S., or any other immigration benefit? \_\_\_Yes \_\_\_ No

11. Have you ever left the U.S. to avoid being drafted into the U.S. Armed Forces? \_\_\_Yes \_\_\_ No

12. Have you ever been a J nonimmigrant exchange visitor who was subject to the two-year foreign residence requirement and not yet complied with that requirement or obtained a waiver? \_\_\_Yes \_\_\_ No

13. Are you now withholding custody of a U.S. Citizen child outside the U.S. from a person granted custody of the child? \_\_\_Yes \_\_\_ No

14. Do you plan to practice polygamy in the U.S.? \_\_\_Yes \_\_\_ No

## **Supporting Documentation Checklist For the Principal Applicant**

**NOTE: Original documents need not be sent...but make sure all copies are clear and legible!**

- \_\_\_ **Processing fees & filing fees** (see fee section)
- \_\_\_ **2 photos for each application** you are processing (i.e., AOS, EAD, AP). Please request photo instructions if you didn't receive them. **Please do not cut photos down and/or write on back**
- \_\_\_ **Copies (front and back) of any EAD's you have ever had, if applicable)**
- \_\_\_ **Most recent (WHITE) I-94 Card** (make sure arrival date is legible when making copies and copy the front AND back sides!)
- \_\_\_ **If Immigration Specialties did not process Phase I of the petition, please submit copies of forms 750a, 750b, and I-140 that were submitted for your Phase I**
- \_\_\_ **All I-797 Approval Notice(s) of Action - Case Types: I-129 and/ or I-539 (copy each one received since the first entry into the U.S.)**
- \_\_\_ **Cover to cover CURRENT passport (including all blank pages)**
- \_\_\_ **Cover to cover of all PRIOR passports (including all blank pages)**
- \_\_\_ **All I-797 Approval Notice of Action - Case Type: I-140 (If more than one I-140 has been filed on your behalf, and been approved, please send all I-140 Approval Notices of Action)**
- \_\_\_ **\*\*\* Do not send an employment letter at this time – we will draft one in USCIS format for your employer to sign\*\*\***
- \_\_\_ **Medical examination with vaccination supplement completed by a USCIS approved Doctor. Please refer to page one for more details.**
- \_\_\_ **Birth Certificate or Non-Availability Certificate with an affidavit from each of your parents (sample available)**
- \_\_\_ **Marriage Certificate(s)**
- \_\_\_ **Divorce, death decrees (if applicable)**
- \_\_\_ **Birth certificates of all children not applying at this time**

**PLEASE NOTE THAT WE MUST HAVE THE FOLLOWING FOR EACH TRANSLATION DONE:**

- Copy of original document
- Copy of translation
- Certification of Accuracy (see enclosed)

Also please note that translations must be done by a **NON-RELATIVE** fluent in both languages

Birth certificates of all United States citizen children

If you have ever had an F-1 or J-1 visa, please provide:

- All I-20's or IAP66's
- Transcripts
- Copies of degrees

\*All current U.S. state professional license(s) held (do **not** include expired licenses)

Visa Screen certificate (see enclosed information) if you are a health care worker.

IMMIGRATION SPECIALTIES, INC. RESERVES THE RIGHT TO CONTACT ANY RELEVANT USCISTITUTIONS FOR VERIFICATION PURPOSES, AND TO REQUEST ANY ADDITIONAL INFORMATION NEEDED PRIOR TO COMPLETING THE PROCESS.

We appreciate the time you have taken to complete this for our processing. Thank you for your business!

**WHEN COMPLETED, PLEASE MAIL TO:**

<p style="text-align: center;"><i>IMMIGRATION SPECIALTIES, Inc.</i> 4608 S. Garnett Road, Ste. 400, Tulsa, OK 74146 Telephone (918) 258-6092 Fax (918) 259-8792</p>
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