

Disclaimer:

This example of a cover letter is based on the document I submitted together with my Form I-485 in 2012. Some names and facts have been changed for clarity and privacy.

Please use this document only as a general example how a cover letter looked like. Form I-485 was substantially updated in 2017. This document and any content on my website is general information and do not constitute legal advice.

Official instructions for Form I-485 can be found on the USCIS website:

<https://www.uscis.gov/i-485>.

I am not a lawyer, and I am not affiliated with the USCIS or any other government agency. I do not give legal advice or guarantee the approval of your petition.

The immigration laws, procedures, forms, fees, mailing addresses, etc. are subject to change.

Please check and confirm all information yourself before taking any action and act at your own risk.

In case of doubt, consult a licensed immigration lawyer about your specific situation and circumstances.

Dr. Andrey Solovyev (andreychemist@gmail.com)

(Updated on 07/04/2018)

Application for Adjustment of Status of Dr. John Doe

Dr. John Doe
123 Main St, Apt 2
Anytown, AA 12345
Tel. (123) 456-7890

March 10, 2012

USCIS

Attn: NFB AOS

1820 E. Skyharbor Circle S, Suite 100

Phoenix, AZ 85034

To Whom It May Concern:

This application is submitted for the adjustment to permanent resident status of Dr. John Doe under the Section 245 of the Immigration and Nationality Act (INA). He is a beneficiary (and a petitioner) of the approved I-140 petition under the INA Section 203(b)(1)(A) as an alien of extraordinary ability with a priority date of January 12, 2018. According to the Visa Bulletin for March 2018 issued by the U.S. Department of State Bureau of Consular Affairs, the immigrant visa numbers for the Priority Workers (INA Section 203(b)(1)) are immediately available.

Dr. Doe is currently present in the United States in an F-1 OPT visa status and he works as a Chemist Postdoc Fellow at the University of D (Class C03B EAD card expires on 12/31/2018).

Forms I-131, Application for Travel Document, and I-765, Application for Employment Authorization, are filed together with Form I-485.

The following documents are submitted:

1. Form G-1145 e-Notification of Application/Petition Acceptance.
2. Form I-485 Application to Register Permanent Residence or Adjust Status, with \$1,140 filing fee and \$85 biometric fee (a single check for \$1,225).
3. Photocopy of Form I-797, Approval Notice for I-140 Immigrant Petition for Alien Worker.

4. Photocopies of passport, F-1 visa, Form I-20, Form I-94, Class C03B EAD card and its Form I-797 Approval Notice.
5. Photocopy of the Birth Certificate, its translation into English, and the certificate of the accuracy of the translation.
6. Two passport-style photos.
7. Form I-693 Report of Medical Examination and Vaccination Record from a civil surgeon in a sealed envelope.

A civil surgeon will determine which vaccinations you have to receive, but you can use this table as a preliminary guide:

<https://www.cdc.gov/immigrantrefugeehealth/pdf/Vaccine-Requirements-According-to-Appllicant-Age.pdf>

8. Letter from the Employer and Salary Payment Statement for February 2018.
9. Form I-131, Application for Travel Document.
10. Form I-765 Application for Employment Authorization.
11. Photocopies of passport, F-1 visa, Form I-20, Form I-94, Class C03B EAD card and its Form I-797 Approval Notice, and two photos for Form I-765.

Considering the documentation presented in this application, I kindly ask you to adjust the status of Dr. John Doe to the Lawful Permanent Resident. For any further information, please contact me at the following address.

Sincerely,

[Don't forget to sign]

John Doe
123 Main St, Apt 2
Anytown, AA 12345
Tel. (123) 456-7890
E-mail: john.doe@anymail.com