## TABLE OF CONTENTS

### Chapter 1 Qualifying Family Relationships and Eligibility for Visas

- § 1.1 Overview of the Family Immigration Process: A Two-Step Process .................................. 1-2
- § 1.2 The Immediate Relative Category & Definition of “Child” and “Spouse” .......................... 1-6
- § 1.3 “K” Visas for Fiancé(e)s, Spouses, and Children of U.S. Citizens ............................... 1-13
- § 1.4 Petitions under the Preference System: Definition of Siblings and Sons and Daughters ................................................................. 1-17
- § 1.5 The Preference Categories ...................................................................................... 1-18
- § 1.6 Derivative Beneficiaries ......................................................................................... 1-24
- § 1.7 How the Preference System Works ......................................................................... 1-27
- § 1.8 Using the State Department Visa Bulletin to Make an Estimate of When Your Client Can Immigrate ........................................................................................................... 1-28
- § 1.9 Advising Your Client about When a Visa May Become Available .............................. 1-34
- § 1.10 The Child Status Protection Act (CSPA) .................................................................. 1-34
- § 1.11 “V” Visas for the Spouses and Children of Lawful Permanent Residents ...................... 1-42
- § 1.12 Protection for the Beneficiaries of a Family Petition When a Qualifying Relative Dies .................................................................................................................. 1-46
- § 1.13 When Is a Visa Petition Terminated or No Longer Valid? ........................................... 1-48
- § 1.14 Diversity Immigrants, Employment Visas, and Children in Juvenile Court Proceedings .................................................................................................................... 1-53

### Appendix 1-A

USCIS Policy Memorandum, “Approval of Petitions and Applications after the Death of the Qualifying Relative under New Section 204(l) of the Immigration and Nationality Act.” December 16, 2010

### Appendix 1-B

“Revised Guidance for the Child Status Protection Act (CSPA)” by Donald Neufeld, Acting Associate Director, Domestic Operations, April 30, 2008

### Appendix 1-C

USCIS Interoffice Memorandum on “Section 6 of the Child Status Protection Act” by Joe Cuddihy, Director of International Affairs. March 23, 2004

### Chapter 2 Submitting the Petition

- § 2.1 Completing Government Forms .................................................................................. 2-1
- § 2.2 Completing the Visa Petition, Form I-130 ................................................................. 2-3
- § 2.3 The I-130A and Photograph: Required in a Petition for a Husband or Wife ................................. 2-10
- § 2.4 Documenting the Visa Petition .................................................................................. 2-10
- § 2.5 What Documents Are Needed to Prove Family Relationship? .................................. 2-11
Table of Contents

§ 2.6 Obtaining Documents in the United States to Show Family Relationship ................................................................. 2-12
§ 2.7 Obtaining Documents from Other Countries ................................................................. 2-13
§ 2.8 Making Proper Copies of Documents ........................................................................... 2-14
§ 2.9 Making Certified Translations of Documents ................................................................ 2-15
§ 2.10 Documenting the Immigration Status of the Petitioner .............................................. 2-15
§ 2.11 Filing the I-130 Packet ................................................................................................. 2-16
§ 2.12 USCIS Challenges to a Marriage ................................................................................. 2-18
§ 2.13 The Legal Standard for a Marriage ............................................................................. 2-18
§ 2.14 Documentation to Show that a Marriage Is Bona Fide ................................................. 2-20
§ 2.15 What Will Happen at the Marriage Fraud Interview? .................................................... 2-21
§ 2.16 Preparing Your Client: Self-Defense Techniques for USCIS Interviews ................................................................. 2-22
§ 2.17 Special Rules That Affect Spousal Visa Petitions .......................................................... 2-23
§ 2.18 Appealing a Denial by USCIS of an I-130 Petition ....................................................... 2-26

Appendix 2-A Sample Completed I-130
Appendix 2-B Form I-94
Appendix 2-C Filing Freedom of Information (FOIA) Requests
Appendix 2-D Sample Completed I-130A

Chapter 3 Adjustment of Status and Conditional Residence
§ 3.1 What Is Adjustment of Status? ................................................................................... 3-2
§ 3.2 Who Is Eligible for Adjustment of Status Based on a Family Petition? ......................... 3-2
§ 3.3 Red Flags: Identifying Potential Risks to Adjustment ............................................... 3-3
§ 3.4 245(a): Adjustment for Those Who Were Inspected & Admitted or Paroled and Meet Other Requirements ........................................................................... 3-4
§ 3.5 Section 245(i): Adjustment for Those Who Entered without Inspection or Do Not Qualify for § 245(a) Adjustment ........................................................................ 3-8
§ 3.6 The Three- and Ten-Year Bars and Adjustment of Status ........................................... 3-15
§ 3.7 Preparing and Submitting the Adjustment Packet ....................................................... 3-16
§ 3.8 The Effect of Leaving the Country ............................................................................... 3-21
§ 3.9 What Will Happen at the Adjustment Interview? ......................................................... 3-21
§ 3.10 The Decision: Approvals and Denials ................................................................. 3-24
§ 3.11 Marriage-Based Cases and Conditional Residence .................................................... 3-26
§ 3.12 What Is Conditional Permanent Residency? ............................................................. 3-26
§ 3.13 Who Is a Conditional Permanent Resident? ................................................................ 3-27
§ 3.14 Removal of Conditional Residency if the Marriage Still Exists after Two Years: The I-751 “Joint Petition” ......................................................................................... 3-28
§ 3.15 When to File the I-751 Joint Petition ........................................................................... 3-29
§ 3.16 Completing the I-751 Joint Petition ........................................................................... 3-31
§ 3.17 Application Procedure: Filing, Extension of Status, and Interview ......................... 3-33
§ 3.18 Denials and Appeals ................................................................................................. 3-34
§ 3.19 Termination of Conditional Residency by USCIS during the “Testing Period” ......................... 3-35

Table of Contents 2
Table of Contents

§ 3.20 Introduction to Waivers of the I-751 Joint Filing Requirement ................................................................. 3-37
§ 3.21 When to File ............................................................................................................................................... 3-37
§ 3.22 How to File a Waiver ................................................................................................................................ 3-38
§ 3.23 The “Good Faith” Waiver ................................................................................................................................ 3-39
§ 3.24 How to Show Extreme Hardship .................................................................................................................. 3-39
§ 3.25 The Battery or Extreme Cruelty Waiver ......................................................................................................... 3-41
§ 3.26 Proof of Battery or Extreme Cruelty ........................................................................................................... 3-41
§ 3.27 Additional Help for Battered Spouses and Children ......................................................................................... 3-42
§ 3.28 Filing a Waiver if the U.S. Citizen or Permanent Resident Spouse Has Died .................................................. 3-42
§ 3.29 Dependent Sons and Daughters .................................................................................................................... 3-43
§ 3.30 Failing Marriages and Waivers .................................................................................................................... 3-44

Appendix 3-A Comparison of 245(a) and 245(i) Adjustment Provisions Section 245(i) Memoranda
Appendix 3-B Section 245(i) Memorandum dated March 9, 2005
Appendix 3-C Section 245(i) Memorandum dated April 14, 1999
Appendix 3-D Memorandum dated April 3, 2009, “I-751 Filed Prior to Termination of Marriage”
Appendix 3-F Sample Letters to Clients Regarding Conditional Residence

Chapter 4 Applying for Permanent Residence through Consular Processing
§ 4.1 Introduction to Consular Processing ............................................................................................................. 4-1
§ 4.2 How Consular Processing Responsibilities Are Divided among Agencies .................................................. 4-2
§ 4.3 Finding the Rules: The Statute, Regulations, Foreign Affairs ........................................................................... 4-4
§ 4.4 Overview of Consular Processing Steps and Utilizing the Visa Bulletin ........................................................................ 4-6
§ 4.5 Step I: Establishing Email Correspondence and a Point of Contact ................................................................. 4-10
§ 4.6 Step II: Paying the Fees .................................................................................................................................. 4-11
§ 4.7 Step III: Submitting the Online Application for an Immigrant Visa ........................................................................ 4-12
§ 4.8 Step IV: Submitting the Affidavit of Support with Financial Documentation and the Supporting Civil Documents ........................................................................ 4-14
§ 4.9 Step V: Preparing for the Consular Interview ................................................................................................. 4-21
§ 4.10 Step VI: The Consular Interview .................................................................................................................. 4-25
§ 4.11 The Alien Registration Card or Permanent Resident Card (“Green Card”) ........................................................................ 4-31

Appendix 4-A Screenshot of the DOS NVC Homepage
Appendix 4-B Sample NVC Notification Letter Warning of Impending Termination Proceedings with Instructions
Appendix 4-C Sample NVC Cover Letter and Instructions Initiating Consular and Establishing Communication
**Appendix 4-D**  
Sample NVC Fee Invoices for Immigrant Visa Application and Affidavit of Support

**Appendix 4-E**  
Two Different NVC Sample Document Cover Sheets

**Appendix 4-F**  
Sample Electronic Form DS-260 Immigration Visa Application

**Appendix 4-G**  
Immigration Visa Application (DS-260) Prep Questions for the Client in English and Spanish

**Appendix 4-H**  
Immigration Visa Application (DS-260) Prep Questions for the Client in Spanish

**Appendix 4-I**  
Sample NVC Notice of Missing Item Letter

**Appendix 4-J**  
Two Sample NVC Letters Scheduling Immigrant Visa Interview at Different US Consulates with Instructions Regarding Interview and Documents

**Appendix 4-K**  
U.S. Consulate, Ciudad Juarez Visa Registration, ASC Appointment and Courier Selection Site with Medical Examination and Interview Guidelines in English and Spanish

**Appendix 4-L**  
Sample Immigrant Visa Stamped in Passport

**Chapter 5**  
**Grounds of Inadmissibility**

§ 5.1  
Overview of Admissibility, Deportability, Admission, and Removal ............................ 5-2

§ 5.2  
Health-Related Grounds: Communicable Diseases, Required Vaccinations, Dangerous Disorders, and Addiction and Abuse ................................................. 5-8

§ 5.3  
Alien Smuggling: Grounds of Inadmissibility and Deportability ........................................ 5-13

§ 5.4  
Fraud and Misrepresentation .......................................................................................... 5-17

§ 5.5  
Document Fraud: Ground of Inadmissibility and Deportability ...................................... 5-20

§ 5.6  
Insufficient Documentation ............................................................................................ 5-21

§ 5.7  
False Claim to U.S. Citizenship ...................................................................................... 5-22

§ 5.8  
Likely to Become a Public Charge ................................................................................. 5-27

§ 5.9  
Terrorists, Draft Dodgers, Unlawful Voters, Stowaways, Polygamists ......................... 5-45

§ 5.10  
Entry, Admission, and Effective Dates ........................................................................ 5-50

§ 5.11  
Unlawfully Present in the United States without Being Admitted or Paroled .................. 5-51

§ 5.12  
Three- and Ten-Year Bars for Those Unlawfully Present Who Depart and Then Apply for Admission and the Family Hardship Waiver................................. 5-53

§ 5.13  
“Permanent Bar” to Persons Who Were Unlawfully Present for More than One Year or Were Ordered Removed and Who Enter or Attempt to Enter without Being Admitted ...................................................................... 5-60

§ 5.14  
Failure to Attend Removal Proceedings ....................................................................... 5-65

§ 5.15  
Past Removal or Deportation/Exclusion ...................................................................... 5-67

§ 5.16  
Reinstatement ............................................................................................................... 5-68

§ 5.17  
Clients with Criminal Records ..................................................................................... 5-70

§ 5.18  
What Is a Criminal Conviction? ................................................................................ 5-71
§ 5.19 What Evidence Can the DHS Submit to Show a Conviction? ......................... 5-72
§ 5.20 What Is a Sentence for Immigration Purposes? ................................................. 5-73
§ 5.21 How to Analyze a Past Conviction: The Categorical Approach ..................... 5-73
§ 5.22 Overview of Immigration Consequences of Crimes ...................................... 5-76
§ 5.23 Inadmissibility Based on Drug Offenses .......................................................... 5-77
§ 5.24 Crimes Involving Moral Turpitude .................................................................. 5-80
§ 5.25 The Crime Involving Moral Turpitude Petty Offense and Youth Exceptions .......... 5-83
§ 5.26 Other Grounds: Prostitution, Two Convictions with Five-Year Sentence Imposed, Alien Trafficking, Money Laundering, High-Speed Flight from Immigration ................................................................. 5-84
§ 5.27 Aggravated Felonies ......................................................................................... 5-86
§ 5.28 Clearing Up a Criminal Record ...................................................................... 5-89

Appendix 5-A USCIS, Vaccination Requirements
Appendix 5-B USCIS, Section 212(a)(6) of the Immigration and Nationality Act, Illegal Entrants and Immigration Violators (Mar. 3, 2009)
Appendix 5-C USCIS, Form I-864: 2017 HHS Poverty Guidelines for Affidavit of Support
Appendix 5-D USCIS, Fact Sheet: Public Charge (Apr. 29, 2011)
Appendix 5-E USCIS, Public Charge Questions and Answers (May 25, 1999)
Appendix 5-F Instructions for Obtaining Criminal Record Checks and Requests for Criminal Records
Appendix 5-G ILRC, Warning for Immigrants on Medicalized and Legalized Marijuana

Chapter 6 Waivers of Inadmissibility
§ 6.1 Waivers of Grounds of Inadmissibility .............................................................. 6-1
§ 6.2 What Is a Waiver? .............................................................................................. 6-2
§ 6.3 What Is Discretion? ............................................................................................ 6-2
§ 6.4 Guiding Principles ............................................................................................ 6-3
§ 6.5 Waiver of Inadmissibility for Visa Fraud ........................................................... 6-4
§ 6.6 Invalid Documents and Document Fraud Waiver of Inadmissibility ................ 6-5
§ 6.7 Waiver of Inadmissibility/Exemption for Alien Smuggling .............................. 6-7
§ 6.8 Waiver for Communicable Disease, Lack of Vaccinations, or Dangerous Mental Disorders under INA § 212(g) .................................................. 6-10
§ 6.9 Waivers for Unlawful Presence, Past Removal, and Other Related Immigration Offenses ............................................................... 6-13
§ 6.10 Waiver for Certain Crimes under INA § 212(h) ............................................ 6-21
§ 6.11 Procedure for Applying for a Waiver .............................................................. 6-24
§ 6.12 How Do You Establish Extreme Hardship? .................................................. 6-25

Appendix 6-A Sample Waiver Application including Cover Letter, Declaration and List of Supporting Documents in Support of Waiver of Unlawful Presence Bar
Appendix 6-B Sample Provisional Unlawful Presence Waiver
Chapter 7  Special Issues: The Violence Against Women Act (VAWA)

§ 7.1 Overview of Self-Petitioning under the Violence Against Women Act ("VAWA") ................................................................. 7-1
§ 7.2 Requirements for VAWA Self-Petition of an Abused Spouse......................... 7-3
§ 7.3 Requirements for a VAWA Self-Petition for an Abused Child ...................... 7-11
§ 7.4 Requirements for a VAWA Self-Petition for an Abused Parent..................... 7-14
§ 7.5 Procedures for Self-Petitioning under VAWA............................................. 7-15

Appendix 7-A  Aytes memo, April 11, 2008, “Adjustment of Status for VAWA self-petitioner who is present without inspection: Revision of Adjudicator’s Field Manual (AFM) Chapter 23.5” which can be found in 85 No. 17 Interpreter Releases 1272 (April 21, 2008)