



MINKWON CENTER
For Community Action

Applicant’s Name: _____ Phone: _____

**We prefer document(s) listed in shaded gray to prove applicant’s eligibility. If the applicant has these preferred document(s), there is no need to collect alternative documents.*

1. Identity:

Preferred

- Passport; or**
- National identity document with photo and DOB**

Acceptable Alternatives

- Birth Certificate** (출생 / 기본 증명서) (notarized for translation & content) + **Photo ID**;
- Family Registry** (호적등본, 가족증명서) (notarized for translation & content) + **Photo ID**;
- School or military ID with photo (for proof of identity only)**;
- Any US gov’t immigration or other document bearing his/her name & photo (for proof of identity only)**;

Notes: We only need the passport. If the applicant has brought the other two documents with them, we will include them. If the applicant does NOT have one of these documents, there is no need to ask her/him to get that.

NO CIRCUMSTANTIAL EVIDENCE

2. Entry & Unlawful Status: “Applicant came to the U.S. BEFORE reaching his/her 16th birthday”

Preferred

- Passport with an admission stamp; or**
- I-94 Arrival/Departure Record** (please ensure red stamp is visible in photocopy)

Acceptable Alternatives

- Transcripts & Diplomas from Middle School;**
- Transcripts & Diplomas from Elementary School;**
- Immunization records obtained in the U.S.**
- Hospital/ medical records showing the name of the medical facility/physician and the date(s) of the treatment/ hospitalization;**
- Travel records such as boarding pass showing Applicant’s date of travel to the U.S.;**
- Official records from a religious entity in the U.S. confirming Applicant’s participation in a religious ceremony, rite, or passage (e.g., baptism, wedding, first communion);**
- Final order of exclusion, deportation, or removal issued on or before June 15, 2012; or**
- Charging document placing applicant into removal proceedings**

Notes: For alternative documents, we need to ask for applicant’s earliest U.S. record(s).

CIRCUMSTANTIAL EVIDENCE IS OK

3. **Continuous Presence:** “Applicant has continuously resided in the U.S. since June 15, 2007 to the present time” (Continuous presence evidence often include physical presence on June 15, 2012).

Preferred

- College Transcripts;**
- High School Transcripts;**
- Middle School Transcripts;**
- Elementary School Transcripts**

Acceptable Alternatives (for gap periods, especially important for those who graduate from school long time ago)

- School report cards;**
- School Admission and Discharge Record (NY public schools only);**
- Bank account statements bearing applicant’s name;**
- Rent agreement, rent receipts, or rent statements bearing applicant’s name;**
- Utility bills or credit card statements bearing applicant’s name;**
- Official church letters confirming applicant’s participation;**
- Employment records (e.g., verification letter from employer including applicant’s address at the time of employment, exact period of employment, and duties with the employer, which must be signed by the employer and include the employer’s contact information.);**
- Two or more notarized affidavits, sworn to or affirmed by people other than applicant himself, who have direct personal knowledge of the events and circumstances; or**
- Tax returns bearing applicant’s name**

CIRCUMSTANTIAL EVIDENCE IS OK.

4. **Physical Presence on June 15, 2012:** “Applicant was physically present in the U.S. on June 15, 2012, and at the time of making his/her request for consideration of deferred action with USCIS.”

Preferred

- For high school students, school report card for term ending on June 2012 up until now;**
- For college students, in addition to your school record prior to college, college transcript and enrollment verification showing your enrollment period.**

Acceptable Alternatives (For those who had graduated from high school or college long time ago)

- Bank or credit card transaction record(s) bearing applicant’s name;**
- Official records from a religious entity in the U.S. confirming applicant’s participation in a religious ceremony, rite, or passage (e.g., baptism, wedding, first communion);**
- English Church program (주보) showing applicant’s name as Sunday School teacher; or**
- Employment records (e.g., pay stubs, letters from employer(s) including applicant’s address(es) at the time of employment, exact period(s) of employment, period(s) of layoff, and duties with the employer, which must be signed by the employer and include the employer’s contact information.)**
- Mail or other correspondence with applicant’s name and postal stamp;**
- Social media (e.g., applicant’s status notes on twitter, Facebook, etc.)**

Notes: Document(s) do not need to show the exact date - June 15, 2012. Records showing transactions were made up to one month before and after June 15, 2012 are sufficient.



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5. **Education:** “Applicant is currently in school, has graduated from high school, or has obtained a general education development (GED) certificate, or is an honorably discharged veteran”

Preferred

- Diploma from high school;**
- GED certificate; or**
- Enrollment verification letter showing the name(s) of the school(s) and periods of school attendance and the current educational or grade level**

Acceptable Alternatives

- Graduation verification letter from high school;**
- High school transcripts showing graduation and discharged dates;**
- Direct documentary evidence to show applicant’s participation in English as a Second Language (ESL) program *only if she/he is enrolled in the ESL program as a prerequisite for her/his placement in postsecondary education, job training, or employment and where she/he is working toward such placement.***

Notes: In certain circumstances, applicant’s enrollment in a literacy or career training program or an ESL program can satisfy this education element.

NO CIRCUMSTANTIAL EVIDENCE & NO AFFIDAVITS

6. **Disqualifiers:** “Applicant has not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and does not otherwise pose a threat to national security or public safety.”

If applicable, applicant MUST have the following.

- Certificate(s) of disposition for every law enforcement involvement(s) (arrest, conviction, adjournment in contemplation of dismissal (ACD) etc.)**
- Applicant’s statement explaining the circumstances of every law enforcement involvement(s).**

Notes: If applicant has one of the following, she/he is likely to have a conviction record.

- *Incarceration, including suspended sentence;*
- *Probation or conditional discharge (CD);*
- *Community service;*
- *Drug Program or other rehabilitative programs;*
- *Adjournment with “no new arrests” condition;*
- *Suspension of driver’s license; or*
- *Costs, surcharges and/or fines*

What is NOT a conviction? (We still need Certificate(s) of Disposition for many of the following)

- *ACD;*
- *MTA Summons;*
- *Family court disposition ;*
- *Deferred Adjudication without plea or admission of guilt;*
- *Conviction on direct appeal;*
- *Criminal disposition vacated on legal defect in criminal court;*
- *Juvenile delinquency adjudication; or*
- *Youthful Offender Adjudication (YO)*



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7. Positive Discretionary Factors: ONLY IF APPLICANT HAS A CRIMINAL RECORD.

E.g. affidavit(s), school awards, community service recognition, etc.

List name(s) of document(s) legibly:

Please provide your address history (MM/DD/YYYY) as far as you remember.

Current address: _____ / From: _____ to: _____

Previous address 1: _____ / From: _____ to: _____

Previous address 2: _____ / From: _____ to: _____

Previous address 3: _____ / From: _____ to: _____

Previous address 4: _____ / From: _____ to: _____

Previous address 5: _____ / From: _____ to: _____

Please compare with your records that you would provide to USCIS.



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ADDITIONAL REQUIRED DOCUMENT(S)

Applicants need to bring documents listed above. Please give a copy of this page after you list them.

<i>Applicant's Name</i>		<i>Contact Number</i>	
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