

Checklist for Form I-130 (Petition for Alien Relative)

Petitioner – U.S. Citizen **Beneficiary** = Alien Relative

All forms can be found on <http://www.uscis.gov/forms>

Note:

U.S. citizen petitioners must come **in person** with the **beneficiary** to submit all forms and supporting documents in the order listed below.

All Supporting Documents must be originals (bearing an original seal, stamp or signature of the office of record), and one photocopy of each document, including the biographic page of your passport, must be submitted with the petition.

Any original documents submitted upon the Immigrant Visa Unit's request will be returned.

To schedule for an I-130 appointment, please visit website at <https://atlas.my.salesforce-sites.com>

	Form I-130 (https://www.uscis.gov/i-130): You must file a separate Form I-130 for each beneficiary including child(ren).
	Form I-130A , for spouse beneficiary only (https://www.uscis.gov/i-130).
	Photograph: Two identical color passport-style photographs of petitioner and of each beneficiary are required. 5cm x 5 cm photos with a white background, taken within 30 days.
	Passport: Original valid passport for petitioner and beneficiary, if available.
	Proof of Petitioner's U.S. Citizenship: Original birth certificate, original valid U.S. passport, original naturalization certificate, original certificate of citizenship, or original consular report of birth abroad are the only acceptable documents.
	Evidence of Active Duty Status (U.S. Military Orders): Petitioner's current military status if petitioner is an active duty military service member stationed in Korea. This exception does not apply to service members assigned to an international organization, to service members on temporary duty orders, to Personal Service Contractors, or to U.S. Direct Hire employees on temporary duty or official visits. Or Evidence of U.S. Government Employee: Petitioner's current government order/W2 if petitioner is an U.S. Government employee assigned to U.S. Embassy Seoul or U.S. Consulate Busan.
	Proof of Petitioner's Residency in Korea: e.g. Residency permit/card, Passport entry stamp(s) with Korean visa, Military orders, etc.
	Proof of Termination of Prior Marriage(s) for Both Petitioner and Beneficiary: Original divorce decrees or death certificates, or certified court copies of the certificates showing termination of all prior marriages of petitioner and/or beneficiary.

	Marriage Certificate: Original marriage certificate from the jurisdiction where the marriage took place. For Koreans, submit marriage relation certificate with detailed information (혼인관계증명서 상세). Note: For Philippines nationals, if your current marriage was not performed or registered in the Philippines, Certificate of No Marriage (CENOMAR) or singleness and CEMAR-“Advisory of Marriage(s)” is required.
	Birth Certificate of Beneficiary and His/Her Children: Provide an original birth certificate for the beneficiary. For Koreans, submit both basic certificate (기본증명서 상세) and family relation certificate with detailed information (가족관계증명서 상세). Provide an original birth certificate or consular report of birth abroad for beneficiary’s children.
	Proof of Relationship: If you have been married for less than two years, submit statement of initial circumstances of how you met and ongoing relationship and proof of relationship. e.g. pictures, letters, emails, phone bills, etc.
	Filing Fee: The I-130 filing fee can be paid in cash (US\$ or KRW), money order, or credit cards on the day of your appointment. A separate filing fee is required for each beneficiary, regardless of age.
	Evidence: At the time of filing, you must submit all required, initial evidence and supporting documentation listed on the form instruction. It is your responsibility to prove that there is a family relationship between you and the beneficiary. If the petition is based on marriage to a U.S. military member who was stationed in Korea at the time of marriage, the petitioner should also include a copy of the completed USFK Form 163E, Pre-Marital Certification Application. USFK Form 163E must have been completed prior to marriage in accordance with USFK Regulation 600-240.

English translations of all foreign language documents are required. Any foreign language document must be accompanied by a full English translation that the translator has certified as complete and correct. The translator must certify that he/she is competent to translate the foreign language into English.

The certification format should include the certifier's name, signature, address, and date of certification. A suggested format is:

Certification by Translator

I [typed name], certify that I am fluent (conversant) in the English and ___ languages, and that the above/attached document is an accurate translation of the document attached entitled _____.

Signature _____

Date

Typed Name

Address