This is an optional checklist to help you complete Form I-360, Petition for Amerasian, Widow(er), or Special Immigrant. Do not submit this checklist to USCIS.

NOTE: This optional checklist does not replace or change statutory or regulatory requirements. We recommend you review these requirements, as well as the appropriate form instructions, before completing and submitting your Form I-360. Do not send original documents unless specifically requested in the form instructions. See www.uscis.gov/I-360 for the most recent Form I-360.

Form Checklist

☐ Did you complete all sections of the petition that apply to the petitioner and the beneficiary? (See How To Fill Out Form I-360 in the General Instructions section on Page 11 of Form I-360 Instructions.)

☐ Did you sign and date your petition in Part 11 or Part 12? (See Signature and How To Fill Out Form I-360 in the General Instructions section on Pages 10 - 11 of Form I-360 Instructions.)

☐ Did you submit the correct filing fee? (See the What Is the Filing Fee section on Page 13 of Form I-360 Instructions.)

☐ Did you provide a current mailing address for the petitioner in Part 1, Item Number 6, and the beneficiary in Part 3, Item Number 2? Do not provide the address of your attorney or accredited representative.

☐ Did you provide the information requested in Part 9, including required signatures?

Filing Checklist

Did you provide the following? (See Special Immigrant Religious Worker in the Who May File Form I-360 section on Page 3 of Form I-360 Instructions.)

☐ A currently valid determination letter from the Internal Revenue Service (IRS) establishing the organization is a tax exempt organization.

☐ For a religious organization recognized as tax exempt under a group tax exemption, a currently valid determination letter from the IRS establishing the group is tax-exempt.

For a bona fide organization affiliated with the religious denomination, if the organization was granted tax-exempt status under the Internal Revenue Code (IRC) of 1986 section 501(c)(3), or subsequent amendment or equivalent sections of prior enactments of the IRC, as something other than a religious organization, including:

☐ A currently valid determination letter from the IRS establishing the organization is a tax-exempt organization.

☐ Documentation that establishes the religious nature and purpose of the organization, such as a copy of the organizing instrument that specifies the purposes of the organization.

☐ Organizational literature, such as books, articles, brochures, calendars, flyers, and other literature describing the religious purpose and nature of the activities of the organization.

☐ A Religious Denomination Certification (in Part 9, of Form I-360) completed, signed, and dated by the religious organization certifying the petitioning organization is affiliated with the religious denomination.
☐ A Prospective Employer Attestation (in Part 9, of Form I-360) and certification completed, signed, and dated by an authorized official of the prospective employer of the beneficiary seeking religious worker status.

☐ Verifiable evidence of how the prospective employer intends to compensate the beneficiary, including salaried or non-salaried compensation.

☐ Evidence the beneficiary has been a member of the religious denomination during at least the two years immediately preceding the petition

☐ Evidence to establish the beneficiary has been working continuously, after turning 14 years of age, in 1 of the positions listed below, either abroad or in the United States, for at least the 2 years immediately preceding the petition:

1. Solely as a minister of that religious denomination;
2. In a religious vocation either in a professional or non-professional capacity; or
3. In a religious occupation either in a professional or non-professional capacity.

☐ Evidence to establish the beneficiary is qualified to perform the duties of the offered position.

☐ Completed Form G-28 or Form G-28I, if you are represented by an attorney or an accredited representative.

☐ Certified English translations of any documents with information in a foreign language. (See Translations in the General Instructions section on Page 11 of Form I-360 Instructions.)


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