

Part 2: Documents Required for Filing

2.4 What Documents Do I Need to File My Benefit Request?

USCIS may ask you for several types of documents to support your benefit request.

2.4.1 Required Documentation

Depending on the benefit, you will be asked to scan and upload certain documents into USCIS ELIS. You must scan the front and back of each document and upload your original Form I-94, Arrival-Departure Record, as well as the Form I-94 for each person you will include in your benefit request. You also may scan and upload copies of other evidence. All copies of original documents must be clear and readable.

2.4.2 Valid Passport

If you were required to have a foreign passport to be admitted into the United States, your foreign passport must remain valid and unexpired during your nonimmigrant stay. If a required passport is not valid or is expired when you file your benefit request, you must provide an explanation for why your passport is not valid at the time of filing.

2.4.3 Translations

Any document written in a language other than English must be accompanied by a full English-language translation. Translators of any such document must certify that:

- the translation is complete and accurate, and
- they are competent to translate from the foreign language into English.

2.4.4 Arrest or Conviction Records

If you have ever been arrested, fingerprinted or detained, or convicted of a criminal or civil offense, you must submit a certified copy of the charging document, arrest and conviction records, and any other official documentation regarding the incident.

Incomplete or improper submission of arrest or conviction documentation may affect the processing of your case and USCIS's decision on your benefit request.

If a particular document is unavailable, you must provide an official notice or certified court document confirming unavailability of the record. **This documentation or evidence must be marked as an official or certified copy.**

If the record has been purged, expunged or sealed, or if it is unavailable for any other reason, you must provide an official certified notice from the court stating so.

2.4.5 Exchange Visitors (J-1) and Form DS-2019

If you are exchange visitor, you will be required to submit a copy of a valid DS-2019, Certificate of Eligibility for Exchange Visitor (J-1). USCIS will accept a photocopy or scanned electronic version of a valid DS-2019. If USCIS needs to review the original document, USCIS will ask you to provide the original document. USCIS will not return a copy of the DS-2019 if your benefit request is approved.