

## INTERNATIONAL FACULTY & SCHOLARS

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# Adjustment of Status: The Final Step

The earlier stages of the labor certification and/or immigrant petition (Form I-140) are processed by the University of Arizona and relate to the foreign national's (FN's) career background and position with the University.

The final stage of the permanent residency process (Form I-485) is the stage in which the U.S. government collects personal biographic information and immigration history for the FN and any eligible dependents.

Because these applications are personal in nature, UA International's International Faculty & Scholars (IFS) office cannot act as the FN's personal representative or provide legal advice regarding these applications.

Foreign nationals may:

- Complete the forms **on their own**, or
- Seek assistance from an **immigration attorney** of their choosing.

If an FN hires an attorney, please note that the attorney represents **the FN personally**, not the **University of Arizona**.

### Important Limitations on IFS Assistance:

- IFS **does not provide guidance or advice** on personal immigration filings, including:
  - **Form I-485** (Adjustment of Status)
  - **Form I-131** (Advance Parole)
  - **Form I-765** (Employment Authorization)
- If asked for guidance, IFS will refer the FN to:
  - The official USCIS instructions available at **www.uscis.gov**, or
  - The FN's private attorney, if one has been retained.
- FNs may submit Forms I-485, I-131, and I-765 to IFS only when filing concurrently with Form I-140, and solely for the purpose of delivery to USCIS. IFS does not review or advise on these forms.

### ✓ What IFS Can Do

- Process the labor certification and Form I-140 immigrant petition when the University of Arizona is the petitioner
- Advise departments and beneficiaries on UA-sponsored stages of the permanent residency process
- Transmit Forms I-485, I-131, and I-765 to USCIS *only when filed concurrently with Form I-140*, and solely for delivery purposes
- Refer foreign nationals to USCIS instructions or approved/private immigration attorneys, when appropriate

## **X What IFS Cannot Do**

- Act as a **personal legal representative** for foreign nationals or their dependents
- Provide **legal advice or guidance** on personal immigration applications, including:
  - Form I-485 (Adjustment of Status)
  - Form I-131 (Advance Parole)
  - Form I-765 (Employment Authorization)
- Review, edit, or complete personal immigration forms for beneficiaries or dependents
- Provide attorney-client privilege or representation in personal immigration matters

## **Questions?**

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