

# Immigration Law Answers Blog

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## **Eight Tips for Proper Filing of Immigration Forms**

Certain immigration forms are used to petition U.S. Citizenship and Immigration Services (USCIS) to classify a foreign national for an immigrant or a non-immigrant visa based on either employment or family. Prior to submitting the forms to USCIS, there are 8 simple tips to follow for proper filing. They are:

1. Use the most current edition of the form available on the USCIS Website;
2. Follow instructions on the form to see who qualifies;
3. If a question does not apply to you, make sure you write "NONE" or "N/A";
4. Type the information. If typing is not feasible, then print legibly;
5. Don't forget the appropriate filing fee. Make the check or money order payable to U.S. Department of Homeland Security. Do not send cash;
6. Make sure the Petitioner or Beneficiary signs and dates where appropriate;
7. Do not forget the supporting documentation to support the petition or application;
8. Send the petition to the correct mailing address. If the petition is sent to the wrong mailing address, the petition can be rejected for improper filing.

You can avoid a petition being rejected or a final decision being delayed by USCIS by following these eight simple tips.