



Optional Checklist for Form I-360 Special Immigrant Religious Worker Filings

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form M-737
Checklist

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.

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- 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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