

DATE: _____

_____(name)
_____(address)

Dear _____:

Congratulations on receiving your U visa! There are now several important things to keep in mind regarding your U visa. Please review this letter carefully.

1. Your U visa will last for *four* years. In your case, your U visa expires on _____, **20**____. Once you have reached your *third* anniversary of U status (in your case, on _____, **20**____), you will be eligible to apply for Lawful Permanent Residence in the United States (green card). You **must apply** for your Lawful Permanent Residence between your third anniversary and the time your U visa expires. If you take no action and your U visa expires, you will be ineligible to apply for Lawful Permanent Residence and will lose your U visa status. _____ [client initials]
2. Neither our office nor the U.S. Department of Homeland Security will remind you to apply for your Lawful Permanent Residence between your third and fourth U visa anniversaries. **It is your responsibility** to remember to apply on time. Please contact our office or another immigration legal services organization or attorney **at or immediately prior to your third U visa anniversary** (on _____, **20**____) to obtain assistance in applying for Lawful Permanent Residence (green card). _____ [client initials]
3. At the time that you apply for your Lawful Permanent Residence, you will need to submit documentation showing that you have resided continuously in the United States for the period of the U visa. Therefore, it is very important that you **maintain documents to show your physical presence for every month** between now and when you apply for your Permanent Residence. Documents demonstrating physical presence can include, for example: tax records, pay stubs, bank accounts, bills, leases, medical records, school records, etc. _____ [client initials]
4. If you are asked to do so, it is very important that you continue to cooperate with the investigation of the crime of which you were a victim. In order to be eligible for permanent resident status you will have to prove that you never unreasonably refused to give information to the police about the crime. _____ [client initials]
5. With very limited exceptions, **you may not travel** outside of the United States with your U visa. If an emergency absolutely requires you to travel abroad, please contact our office or another immigration legal services organization or attorney as soon as possible (do not leave the U.S. before consulting with our office or another attorney). _____ [client initials]

6. Some U visa cases have additional complications related to your family members (who may be derivative U visa status holders). In your case, you must do the following in order to ensure continued status for your derivatives [caseworker to fill in additional future actions, with deadlines – ex., must do I-539 to extend U for aged-out derivative, additional consular processing work, etc.]:

_____ [client initials]

7. It is important to keep in mind that certain violations of federal, state, or foreign criminal law can affect your immigration status. A U visa is a privilege, and even seemingly minor violations of the law may jeopardize your status (and can even result in deportation) and may also affect your ability to apply for U.S. citizenship in the future. Seek advice from a knowledgeable criminal attorney should you experience trouble with the law.

_____ [client initials]

8. If you change your address, you must notify U.S. Citizenship and Immigration Services within ten days of moving. Please find enclosed a copy of USCIS Form AR-11, which you must use to notify USCIS of the change. You can also change your address on the USCIS website at www.uscis.gov or by calling USCIS's National Customer Service Center at 1-800-375-5283.

_____ [client initials]

9. Hogar Immigrant Services will maintain a copy of your file for a period of 5 years. After 5 years have passed we reserve the right to destroy your file.

_____ [client initials]

Congratulations again on receiving your U visa. It has been a pleasure assisting you and we wish you the best in the future.

Sincerely,

Name of Caseworker
Hogar Immigrant Services, Catholic Charities of the Diocese of Arlington

I certify that I received this letter in person at Hogar Immigrant Services, that it was reviewed with me by the undersigned caseworker, and that I understand the contents of this letter fully.

Client

Date

Caseworker

Date