



U.S. Citizenship
and Immigration
Services

Humanitarian Division Fee Waiver Training



Humanitarian Division Vermont
Service Center

December 2, 2019

Training Agenda



U.S. Citizenship
and Immigration
Services

Forms that
require a
fee

Form I-912
and
supporting
evidence

Approval

Rejection

Form
G-1054

Resources



U.S. Citizenship
and Immigration
Services

- USCIS Policy Manual – Volume 1, Part B, Submission of Benefit Requests, Chapter 4, Fee Waiver Requests
- Form I-912 and Form Instructions

Forms That Require a Fee



- Form I-131 (if applying for Humanitarian Parole)
- Form I-192
- Form I-193
- Form I-212
- Form I-290B
- Form I-485
- Form I-539
- Form I-601
- Form I-751

NOTE: If a Form I-131 is filed with a Form I-485, and the Form I-485 is filed with a fee, then a fee is not required for the Form I-131.

Forms That Require a Fee, *continued*



U.S. Citizenship
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NOTE: If a Form I-765 is filed that does not require a fee, stamp the top right margin of the form indicating “Not Required,” the date, and your RAILS code.

Authorization

City

Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

Action Block

F/W Approved F/W Denied **Not Required**

ID: AA0000 Date: 7/4/19

(except for I-765(c)(9) if filed with

Form I-912, Part 1



U.S. Citizenship
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NOTE: The applicant must have one or more boxes checked in Part 1. “Basis for Your Request”:

Part 1. Basis for Your Request (Each basis is further explained in the **Specific Instructions** section of the Form I-912 Instructions)

Select at least one basis or more for which you may qualify and provide supporting documentation for any basis you select. You only need to qualify and provide documentation for one basis for U.S. Citizenship and Immigration Services (USCIS) to grant your fee waiver. If you choose, you may select more than one basis; you must provide supporting documentation for each basis you want considered.

- My household income is at or below 150 percent of the Federal Poverty Guidelines (FPG). (Complete **Parts 2. - 3.**, and **Parts 5. - 7.**)
- I have a financial hardship. (Complete **Part 2.**, and **Parts 4. - 7.**)

Form I-912, Part 2



U.S. Citizenship
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Part 2. Information About You (Requestor)

Provide information about yourself if you are requesting a fee waiver for a petition or application you are filing. If you are a parent or legal guardian filing for a child or person with a physical disability or developmental or mental impairment, provide information about the child or person for whom you are filing this request.

1. Full Legal Name

Family Name (Last Name)

Given Name (First Name)

Middle Name

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2. Other Names Used (if any)

Provide all other names you have ever used, including aliases, maiden name, and nicknames.

Family Name (Last Name)

Given Name (First Name)

Middle Name

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3. Alien Registration Number (A-Number) (if any)

▶ A-

4. USCIS Online Account Number (if any)

▶

5. Date of Birth (mm/dd/yyyy)

6. U.S. Social Security Number (if any)

▶

7. Marital Status

Single, Never Married Married Divorced Widowed Marriage Annulled Separated

Other (Explain)

Part 2. Information About You (Requestor)

8. List and provide the total number of applications and petitions for which you are requesting a fee waiver.

Form	Number
Total Number	

9. Are you applying for or have status or a granted approval as a battered spouse of an A, G, E-3, or H nonimmigrant; a battered spouse or child of a lawful permanent resident or U.S. citizen under INA section 240A(b)(2); a T nonimmigrant; a person with Temporary Protected Status; a U nonimmigrant; or a VAWA self-petitioner?

Yes

No

A. Receipt Number (if applicable)

▶

Form I-912, Part 3



Part 3. Household Income

Your Employment Status

1. Employment Status

Employed (full-time, part-time, seasonal, self-employed) Unemployed or Not Employed Retired

Other (Explain) _____

2. If you are currently unemployed, since when have you been unemployed (mm/dd/yyyy)? _____

A. If you are currently unemployed, are you currently receiving unemployment benefits?

Yes
 No

Information About Your Spouse

3. If you are married or separated, does your spouse live in your household?

Yes (add your spouse to the table below and provide his or her income in **Item Number 9**, below)
 No

A. If you answered "No" to **Item Number 3**, does your spouse provide any financial support to your household?

Yes (provide financial support income in **Item Number 10**, below)
 No

Your Household Size

4. Are you the person providing the primary financial support for your household?

Yes
 No

Part 3. Household Income (continued)

If you answered "Yes" to **Item Number 4**, type or print your name in the line marked "self" in the table below. Also provide income in **Item Number 8**, below. If you answered "No" to **Item Number 4**, type or print your name in the line marked "self" in the table below and add the head of household's name in the line below yours.

Full Name	Date of Birth	Relationship to You	Household Size				If any income earned by the person named towards the household income?	
			Married		Full-time Income		Yes	No
			Yes	No	Yes	No		
		Self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Household Size (including self)								

Your Annual Household Income

5. Did you file a federal tax return for the last year?

Yes
 No

If you answered "No" to **Item Number 5**, provide an answer to **Item Number 7**.

6. Did your household member file tax returns for the last year?

Yes
 No

If you answered "No" to **Item Number 6**, provide an answer to **Item Number 7**.

If you answered "No" to **Item Number 6**, which household member(s) did not file a tax return?

7. If you or your household member did not file a tax return for the last year, select the reason for not filing and provide an explanation. See I-912 Instructions for required documentation.

- I was able to file the tax return before the due date this year.
- I was not required to file a tax return for the current or previous year.
- I was filed for an extension.
- I was not going to file.

Explanation:

Form I-912, Part 3, *continued*



U.S. Citizenship
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Part 3. Household Income (continued)

Provide information about your income and the income of all family members created as part of your household. You must list all amounts in U.S. dollars.

7. Your Annual Income \$
8. Annual Income of All Family Members Created as Part of Your Household (Do not include the amount provided in Item Number 7.) \$
9. Total Additional Income as Financial Support (Do not include the amount provided in Item Numbers 7 or 8.) \$

If you received additional income on a continuing monthly or annual basis for the most recent full year, and it is NOT listed as your Federal tax return, provide the amount of additional income below (for example, child support). Attach evidence of the additional income. You must add all of the additional income and financial support amounts and put the total amount in the space provided. Type or print "0" in the total box if no additional income is received.

Type of Income	Annual Amount (in dollars)
Financial Support <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sponsor Support (Allowance) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Child Support <input type="checkbox"/> Yes <input type="checkbox"/> No	
Educational Support <input type="checkbox"/> Yes <input type="checkbox"/> No	
Retardian <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pensions <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unemployment Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	
Veteran's Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	
Financial Support from Adult Children, Dependents, Other People Living in the Household <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Explanation Below) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Additional Income and Financial Support	

10. Total Annual Household Income (add the amounts from Item Numbers 7, 8, and 9.) \$
11. Has anything changed since the date you filed your Federal tax return? (For example, your marital status, Yes No, or number of dependents.)

If you answered "Yes" to Item Number 11, provide an explanation below. Provide documentation if available. You may also use this space to provide any additional information about your circumstances that you would like U.S. Citizenship and Immigration Services (USCIS) to consider.

Form I-912, Part 4



U.S. Citizenship and Immigration Services

If the applicant is applying for a fee waiver based on Financial Hardship, they must complete Part 4, and include supporting documentation.

Part 4. Financial Hardship

If you selected Item Number 2, in Part 1, complete this section.

1. If you or any family members have a situation that has caused you to incur expenses, debt, or loss of income, describe the situation in the box below. Specify the amounts of the expenses, debts, and income losses in as much detail as possible. Examples may include medical expenses, job loss, eviction, victimization, and homelessness.

2. If you have cash or assets that you can quickly convert to cash, list those in the table below. For example, bank accounts, stocks, or bonds. (Do not include retirement accounts.)

Assets	
Type of Asset	Value (U.S. Dollars)
Total Value of Assets:	

3. Total Monthly Expenses and Liabilities \$

Provide the total monthly amount of your expenses and liabilities. You must add all of the expense and liability amounts and type or print the total amount in the space provided. Type or print "0" in the total box if there are none. Select the types of expenses or liabilities you have each month and provide evidence of monthly payments, where possible.

<input type="checkbox"/> Rent and/or Mortgage	<input type="checkbox"/> Loans and/or Credit Cards	<input type="checkbox"/> Other	_____
<input type="checkbox"/> Food	<input type="checkbox"/> Car Payment		_____
<input type="checkbox"/> Utilities	<input type="checkbox"/> Contracting Costs		_____
<input type="checkbox"/> Child and/or Elder Care	<input type="checkbox"/> Medical Expenses		_____
<input type="checkbox"/> Insurance	<input type="checkbox"/> School Expenses		_____

Form I-912, Part 5

Form I-912, Part 5, Statement, Contact Information, Certification and Signature



U.S. Citizenship and Immigration Services

Part 5. Requester's Statement, Contact Information, Certification, and Signature

NOTE: Read the Possible actions of the Form I-912 instructions before completing this section. You must complete, sign, and date Form I-912 and provide the required documentation. If an individual is under 14 years of age, a parent or legal guardian may sign the request on their behalf. USCIS rejects any Form I-912 that is not signed and may deny a request that does not provide required documentation.

NOTE: Select the box for either Item A or B in Item Number 1. If applicable, select the box for Item Number 2.

1. Requester's Statement Regarding the Language

A. I can read and understand English, and I have read and understood every question and instruction on this request and my answer to every question.

B. The languages listed in Part 5, used to ask every question and instruction on this request and my answer to every question is a language in which I am fluent and I understood everything.

2. Requester's Statement Regarding the Program

At my request, the program listed in Part 7, proposed this request for the listed entry type information I provided or authorized.

Requester's Contact Information

3. Requester's Domestic Telephone Number

4. Requester's Mobile Telephone Number (if any)

5. Requester's Email Address (if any)

Requester's Certification

Copies of my document: I have submitted an exact photocopy of my travel, original document, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I affirm the veracity of my information from my and all of my records; that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I declare under penalty of perjury that I provided or authorized all of the information in my request, and to use USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I certify, under penalty of perjury, that I provided or authorized all of the information in my request. I understand all of the information contained in, and submitted with, my request, and that all of this information is complete, true, and correct.

WARNING: If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-912, USCIS will deny your request and may deny any future immigration benefits. In addition, you may face severe penalties provided by law and may be subject to criminal prosecution.

Requester's Signature

6. Requester's Signature Date of Signature (mm/dd/yyyy)

NOTE TO ALL REQUESTORS: If you do not completely fill out this request or fail to submit required documents listed in the Instructions, USCIS may deny your request.

Form I-912, Parts 6 and 7



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Part 6. Interpreter's Contact Information, Certification, and Signature

Interpreter's Full Name

1. Interpreter's Family Name (Last Name) _____ Interpreter's Given Name (First Name) _____

2. Interpreter's Business or Organization Name (if any) _____

Interpreter's Mailing Address

A. Street Number and Name _____ Apt. No. P.O. Number _____
 City or Town _____ State _____ ZIP Code _____
 Province _____ Postal Code _____ Country _____

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number _____ B. Interpreter's Mobile Telephone Number (if any) _____

6. Interpreter's Email Address (if any) _____

Interpreter's Certification

I certify, under penalty of perjury, that _____ which is the same language specified in Part 7, Item B, in Item Number 1, and I have read to the requester in the identified language every question and instruction on this request and he or she agrees to every question. The requester informed me that he or she understands every instruction, question, and answer on the request, including the Requester's Certification, and has verified the accuracy of every answer.

Interpreter's Signature

7. Interpreter's Signature _____ Date of Signature (month/day/year) _____

Part 7. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requester

Preparer's Full Name

1. Preparer's Family Name (Last Name) _____ Preparer's Given Name (First Name) _____

2. Preparer's Business or Organization Name (if any) _____

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Part 7. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requester (continued)

Preparer's Mailing Address

A. Street Number and Name _____ Apt. No. P.O. Number _____
 City or Town _____ State _____ ZIP Code _____
 Province _____ Postal Code _____ Country _____

Preparer's Contact Information

4. Preparer's Daytime Telephone Number _____ B. Preparer's Mobile Telephone Number (if any) _____

6. Preparer's Email Address (if any) _____

Preparer's Statement

7. A. I am not an attorney or accredited representative but have prepared this request on behalf of the requester and took the requester's content.
 B. I am an attorney or accredited representative and my representation of the requester in this case extends does not extend beyond the preparation of this request.
 NOTE: If you are an attorney or accredited representative, you may need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, or G-30, Notice of Entry of Appearance as Attorney in Matter Outside the Geographical Context of the United States, with this request.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this request on the request of the requester. The requester has reviewed this completed request and informed me that he or she understands all of the information contained in, and referenced with, this request, including the Requester's Certification, and that all of the information is complete, true, and correct. I completed this request based only on information that the requester provided to me or authorized me to obtain or use.

Preparer's Signature

8. Preparer's Signature _____ Date of Signature (month/day/year) _____

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Evidentiary Requirements



U.S. Citizenship
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All requests for fee waivers must be considered and should be adjudicated favorably when the applicant meets the guidelines provided below. The applicant must meet one or more of the following evidentiary requirements:

- Sufficient proof applicant's household income is at or below 150 percent of the Federal Poverty Guidelines.
- Sufficient proof applicant is under financial hardship due to extraordinary expenses that renders the applicant unable to pay.

Evidentiary Requirements, *continued*



U.S. Citizenship
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Before making a determination on fee waiver requests, it is important to look at the totality of the situation and consider the following questions:

- **Did the applicant provide sufficient proof to substantiate his or her claim?**
 - Can the applicant afford the filing fees based on his or her assets and income versus liabilities and expenses?
 - Is the applicant's living current living situation causing him or her financial hardship?
- **If the benefit requested includes both the appropriate filing fee and a fee waiver request, USCIS will not adjudicate the fee waiver request since the person will not be able to establish an inability to pay.**

Income at or Below 150% of the Federal Poverty Guideline (FPG)



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The Form I-912P, HHS Poverty Guidelines for Fee Waiver Request, provides the average yearly gross income amount that is 150% of the HHS Poverty Guideline based on state and household size.

The most up to date version of the FPG can be found on the following website:

<https://www.uscis.gov/i-912p>

NOTE: The Form I-912P can also be found in the training resources on the training console and in the Published Knowledge Management Library under Safe Address.

Income at or Below 150% of the FPG, *continued*



U.S. Citizenship
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Evidence to support a claim that the applicant's income is at or below 150% of the FPG can include:

- **Tax returns Transcripts or certified copy**
 - Listing members of household
- **W-2s (if no tax returns were required to be filed)**
- **Documentation of additional financial assistance**

Income at or Below 150% of the FPG, *continued*



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• **Additional Income**

- Parental support
- Alimony
- Child support
- Educational scholarships and fellowships
- Pensions
- Social Security
- Veteran's benefits
- Monetary expenses received from adult children, dependents, or others living in applicant's household

How to Determine Average Weekly Gross Income



Example:

Pay Check Stub 1
\$516.80
(gross)

Pay Check Stub 2
\$526.40
(gross)

Pay Check Stub 3
\$499.20
(gross)

Pay Check Stub 4
\$473.60
(gross)

Applicant gets paid weekly

$$\begin{array}{|c|} \hline \text{Pay Check 1} \\ \$516.80 \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Pay Check 2} \\ \$526.40 \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Pay Check 3} \\ \$499.20 \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Pay Check 4} \\ \$473.60 \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Total Gross Income} \\ \$2,016.00 \\ \hline \end{array}$$

Divide the Total Gross Income by the number of pay check stubs.

$$\begin{array}{|c|} \hline \text{Total Gross Income} \\ \$2,016.00 \\ \hline \end{array} \div \begin{array}{|c|} \hline 4 \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Average Gross Income Per Week} \\ \$504.00 \\ \hline \end{array}$$

How to Determine Average Yearly Gross Income



Example:

Weekly Pay Check Stubs: 52 weeks in a year

$$\boxed{52} \times \boxed{\text{Average Weekly Gross Income}} = \boxed{\text{Yearly Gross Income}}$$

Bi-Weekly Pay Check Stubs: 26 pay periods in a year

$$\boxed{26} \times \boxed{\text{Average Bi-Weekly Gross Income}} = \boxed{\text{Yearly Gross Income}}$$

Monthly Pay Check Stubs: 12 months in a year

$$\boxed{12} \times \boxed{\text{Average Monthly Gross Income}} = \boxed{\text{Yearly Gross Income}}$$

Financial Hardship



Evidence to establish the applicant's claim of financial hardship can include the following:

- Documents showing unexpected/uninsured medical bills
 - Not normally expected in course of regular life
 - Applicant or applicant's dependents living with applicant in U.S.
- Documents showing medical emergency or catastrophic illness
 - Can be for applicant or applicant's dependents residing in the U.S.
- Documents showing assets owned, possessed, or controlled by applicant or dependents

Financial Hardship, *continued*



Documentation of living expenses

- Evidence of mortgage payments
- Rent receipts
- Utility Bills
- Food receipts
- Medical expenses
- Child Care receipts
- Receipts for other essential expenditures

Financial Hardship, *continued*



Unreasonable living expenses that do not establish financial hardship:

- **Extravagant expenses (expensive cars, clothing, vacations, etc.)**
- **Cable/satellite television**
- **Credit card charges not used for basic expenses**
- **Charitable donations**
- **Entertainment expenses (movies, music, internet, etc.)**

Special Considerations



- **Applicants do not need to provide the income of any household member, including a spouse, who is or was their abuser or human trafficker.**
- **An individual listed as a dependent on an income tax return and applying for any immigration benefits based on a pending or approved petition or application for VAWA benefits or T or U nonimmigrant status also does not need to provide the income of any household member, including a spouse, if that member is or was their abuser or human trafficker.**

Special Considerations, *continued*



- USCIS considers whether a person is unable to obtain proof of income (or proof of household members' income) due to victimization such as trafficking or abuse.
- The person must describe the situation in sufficient detail on the form to substantiate his or her inability to pay, as well as his or her inability to obtain the required documentation.
- The person must provide any available documentation of his or her income, such as pay stubs or affidavits from religious institutions, non-profits, or other community-based organizations, verifying that he or she is currently receiving some benefit or support from that entity and attesting to his or her financial situation. The ability to provide this information will vary significantly per individual victim, and should be a factor considered when adjudicating these requests.

8 U.S.C. § 1367



- If USCIS employees adjudicating fee waiver requests have access to a VAWA/T/U applicant's full file and observe inconsistencies between the details or evidence an applicant provides in support of the fee waiver request and information provided in support of their other benefit applications, USCIS employees may use that evidence in adjudicating the fee waiver request, however, 8 U.S.C. § 1367 protections apply.
- Under Section 1367(a)(1), in no case may DHS, DOJ, DOS employees make an adverse determination using information furnished solely by a prohibited source.
- Treat adverse information about the VAWA/T/U applicant from a prohibited source as *inherently suspect* and obtain *independent corroborative* information from an unrelated source before taking any adverse action based on that information.

8 U.S.C. § 1367, *continued*



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- Under 8 U.S.C. § 1367(a)(2):
 - DHS, DOJ, or DOS personnel generally *cannot disclose or reveal ANY information* relating to an alien victim who has a *pending or approved* VAWA self-petition, T visa application, or U visa petition to anyone outside of the Department of Homeland Security, the Department of Justice, or the Department of State unless a statutory exception applies.

Note: These protections extend to VAWA/T/U's derivatives/beneficiaries also.

Special Situations



- **Sometimes natural disasters and other extreme situations can occur that are beyond an applicant's control and may affect a person's ability to pay the fees.**
- **USCIS may designate certain time periods or events in which a person may file a fee waiver request for certain petitions and applications based on an inability to pay through the financial hardship eligibility criteria.**
- **The applicant must still establish an inability to pay and file the request for the fee waiver.**

Special Situations



- The person must describe the situation in sufficient detail on the form to substantiate his or her inability to pay as a result of an event, as well as his or her inability to obtain the required documentation as a result of an event.
- **Approving a fee waiver request from individuals eligible for relief should be based on the merits of the totality of the request and should meet the same standard criteria applied to fee waiver requests from individuals not eligible for relief.**
- Fee waiver requests should not be approved based solely on the country of nationality or simply being eligible for relief.
- Applied to all fee waiver eligible forms submitted by the requestor.

Final Decision Reminders



- **USCIS does not review fee waiver requests submitted for benefit requests rejected for reasons unrelated to the fee.**
 - Do not adjudicate the Fee Waiver Request on a defective application
 - Do not approve the Fee Waiver Request for an application that will be rejected
- **For example, USCIS does not review fee waiver requests in cases involving an immigration benefit application that is defective due to a missing signature.**

Final Decision Reminders, *continued*



U.S. Citizenship
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If a form is submitted, a previous fee waiver request was denied, and...

Then white out the previous information on the right margin of the underlying form and ...

The file contains a new Fee Waiver Request,

Enter your decision on the current Fee Waiver Request.

Final Decision Reminders, *continued*



U.S. Citizenship
and Immigration
Services

If a form is submitted, a previous fee waiver request was denied, and...

Then white out the previous information on the right margin of the underlying form and ...

The subsequent filing now contains a fee for the underlying form,

Process the form as instructed for forms submitted with a fee.

Fee Waiver Decisions



- You must use a fee waiver decision stamp to indicate the final decision on the underlying form.
- Stamps can be obtained from the designated location

Form I-912 Approved Form I-912 Denied

ID: _____ Date: _____

Final Decisions



U.S. Citizenship
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The following slides provide the instructions for processing the approval or rejection of a fee waiver request.

APPROVAL



U.S. Citizenship
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On the Form I-912:

- Check the USCIS Service Center block
- Check Fee Wavier Approved
- Write in the date and your RAILS ID

<input checked="" type="checkbox"/> USCIS Service Center	
<input checked="" type="checkbox"/> Fee Waiver Approved	<input type="checkbox"/> Fee Waiver Denied
Date: <u>7/4/18 AA0000</u>	Date: _____

On the underlying Form:

- Use a decision stamp with date and RAILS ID in the top right margin along the edge

On the Safe Address Sheet:

- Check the box next to “Application fee waived”

Authorization

ity
vices

USCIS

Form I-765

OMB No. 1615-0040

Expires 05/31/2020

Action Block

Form I-912 Approved Form I-912 Denied

ID: AA0000 Date: 7/4/2018

REJECTION



On the Form I-912

- Check the USCIS Service Center block
- Check Fee Waiver Denied
- Write in the date and your RAILS ID

<input checked="" type="checkbox"/> USCIS Service Center	
<input type="checkbox"/> Fee Waiver Approved	<input checked="" type="checkbox"/> Fee Waiver Denied
Date: _____	Date: <i>7/4/18 AA0000</i>

On the underlying form

- Use a decision stamp with date and RAILS ID in the top right margin along the edge

Fill out Form G-1054 and rubber band it to the front of the file

Authorization

ity
vices

**USCIS
Form I-765**

OMB No. 1615-0040
Expires 05/31/2020

Action Block

Form I-912 Approved (Form I-912 Denied)
ID: *AA0000* Date: *7/4/2018*

Form G-1054

NOTE: The Form G-1054 can be found in the training resources on the training console and in the Published Knowledge Management Library under Safe Address.



G-1054, Request for Fee Waiver Rejection Notice USCIS Form G-1054
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE. Type or print in black ink.

1. Taxpayer's Date (mm/dd/yyyy)

Part 1. Information About Requester

2. Alien Registration Number (A-Number) (if any)

3a. Family Name (Last Name)

3b. Given Name (First Name)

3c. Middle Name

Mailing Address

4a. Street Number and Name

4b. Apt. Ste. Fl.

4c. City or Town

4d. State 4e. ZIP Code

Part 2. Information About Your Fee Waiver Request

Request to Waive Required Filing Fee for Form

Application/Petition/Motion Request for

Do Not Mark

Upon review of your fee waiver request, U.S. Citizenship and Immigration Services (USCIS) has determined that you have not demonstrated an inability to pay the required filing fee for the above request because of the following noted reasons:

1.a. You have not demonstrated that your household income is at or below 150 percent of the Federal Poverty Guidelines (FPG).

1.b. You have not demonstrated that you will suffer a financial hardship.

Your fee waiver is rejected due to the following noted reason:

2.a. Lack of proper filing

You did not submit a Request for Fee Waiver (Form I-912).

You did not provide full English translations for documents submitted in a foreign language.

You submitted a fee waiver for a form or certain applicant that is not eligible for fee waivers.

You submitted a Form I-912 that was not signed with a valid signature.

You submitted an outdated version of Form I-912.

2.b. Income is above 150 percent of the FPG and you did not provide sufficient evidence of financial hardship

You income listed on the form or in the documentation is above the 150 percent FPG threshold.

You have not met the burden of proving financial hardship due to the lack of documentation.

2.c. Unable to determine household income

You identified household members on the form and did not provide statements or documentation of the household member's income.

You identified a spouse on the form, but no statement of income or additional support or documentation of such income or additional support.

Your filing status on the tax return is inconsistent with the marital status declared on the fee waiver request, the immigration benefit form, or support documents, and you did not provide an explanation or evidence regarding the inconsistency.

You indicated on the tax form that you may be claimed by another person, but the income information for the tax filer is not provided.

2.d. Lack of income documentation

You did not provide documentation of income and additional income or financial support for the applicant and each household member identified in the waiver request or of the person providing additional income, as appropriate.

You did not provide copies of your tax return or W-2s.

You provided a statement from a religious institution, non-profit, or other community-based organization indicating you do not have income and the entity is providing services, but you did not provide a statement from the IRS indicating that no tax transcript or W-2 are available.

2.e. Unable to determine financial hardship

You provided insufficient information for the reason for requesting a financial hardship waiver for the fee.

You did not provide documentation of household income.

You did not provide documentation of assets and liabilities.

2.f. NAWA benefit or T and U immigration status

You did not provide a statement describing your situation in sufficient detail to substantiate your inability to pay as well as your inability to obtain the required documentation.

2.g. Special Immigrant Juveniles (SIJ)

You did not provide at least one of the following:

A. A final state or juvenile court order establishing dependency or custodial placement of the SIJ.

B. A letter from a foster care home or similar agency reviewing the SIJ's custodial placement that describes the SIJ's inability to pay.

C. An approved action on a Notice of Action (Form I-567) for a Petition for Americanization, Waiver(s), or Special Immigrant (Form I-360), filed for the SIJ.

2.h. Other:

Accordingly, your Fee Waiver Request is hereby rejected.

3.a. Last Name

3.b. First Name

3.c. Title

Return Address

4. Name of Company or Organization

5.a. Street Number and Name

5.b. Apt. Ste. Fl.

5.c. City or Town

5.d. State 5.e. ZIP Code

Form G-1054, *continued*



U.S. Citizenship
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Services

Notice to Requestor

Your fee waiver request and associated application, petition, motion, or request is being returned to you. If you wish to re-apply for the immigration benefit noted in **Part 2.** of this form, you must resubmit the application, petition, motion, or request with the required filing fee to the appropriate USCIS office.

If you feel the rejection of your fee waiver request is **incorrect**, you may submit a new fee waiver request with additional supporting information when you resubmit your associated application, petition, motion, or request. It would be helpful for any additional information that you submit to include a more complete description of your financial and living situation with supporting documentation. For additional guidance, please visit our website at www.uscis.gov, the USCIS Policy Manual sections on fee waivers, and the I-912 form instructions.

Form G-1054, *continued*



- **Fill in the applicant's information and "Safe Address" for the mailing address.**

▶ **START HERE.** Type or print in black ink.

1. Today's Date (mm/dd/yyyy) ▶ 12/02/2019

Part 1. Information About Requestor

2. Alien Registration Number (A-Number) (if any)

▶ A- 0 0 0 0 0 0 0 0 0 1

3.a. Family Name
(Last Name) DOE

3.b. Given Name
(First Name) JANE

3.c. Middle Name

Mailing Address

4.a. Street Number and Name SAFE ADDRESS

4.b. Apt. Ste. Flr.

4.c. City or Town

4.d. State 4.e. ZIP Code

Form G-1054, *continued*



U.S. Citizenship
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- Enter primary form-type and ancillary forms.

If the applicant's Form I-912 will be rejected because he or she:

- Earns more than the Federal Poverty Guidelines. Select "1.a." on the Form G-1054.
- Has not demonstrated financial hardships.
Select "1.b." on the Form G-1054.

Part 2. Information About Your Fee Waiver Request

Request to Waive Required Filing Fee for Form

Application/Petition/Motion/Request for:

Dear Sir/Madam:

Upon review of your fee waiver request, U.S. Citizenship and Immigration Services (USCIS) has determined that you have not demonstrated an inability to pay the required filing fee for the above request because of the following noted reasons:

- 1.a. You have not demonstrated that your household income is at or below 150 percent of the Federal Poverty Guidelines (FPG).
- 1.b. You have not demonstrated that you will suffer a financial hardship.

Form G-1054, *continued*



- The rejection notice must provide the requestor detailed reasons for why the I-912 fee waiver was not approved.
- Select all relevant boxes in Part 2 that apply.

Your fee waiver is rejected due to the following noted reason:

2.a. Lack of proper filing

- You did not submit a Request for Fee Waiver (Form I-912).
- You did not provide full English translations for documents submitted in a foreign language.
- You submitted a fee waiver for a form or certain type of applicant that is not eligible for fee waivers.
- You submitted a Form I-912 that was not signed with a valid signature.
- You submitted an outdated version of Form I-912.

2.b. Income is above 150 percent of the FPG and you did not provide sufficient evidence of financial hardship

- Your income listed on the form or in the documentation is above the 150 percent FPG threshold.
- You have not met the burden of proving financial hardship due to the lack of documentation.

2.c. Unable to determine household income

- You identified household members on the form and did not provide statements or documentation of the household member's income.
- You identified a spouse on the form, but no statements of income or additional support or documentation of such income or additional support.
- Your filing status in the tax return is inconsistent with the marital status declared on the fee waiver request, the immigration benefit forms, or support documents, and you did not provide an explanation or evidence regarding the inconsistency.
- You indicated on the tax form that you may be claimed by another person, but the income information for the tax filer is not provided.

2.d. Lack of income documentation

- You did not provide documentation of income and additional income or financial support for the applicant and each household member identified in the fee waiver request or of the person providing additional income, as appropriate.
- You did not provide copies of your tax return or W-2s.
- You provided a statement from a religious institution, non-profit, or other community-based organization indicating you do not have income and the entity is providing services, but you did not provide a statement from the IRS indicating that no tax transcripts or W-2s are available.

2.e. Unable to determine financial hardship

- You provided insufficient information of the reason for requesting a financial hardship waiver for the fees.
- You did not provide documentation of household income.
- You did not provide documentation of assets and liabilities.

2.f. VAWA benefits or T and U nonimmigrant status

- You did not provide a statement describing your situation in sufficient detail to substantiate your inability to pay as well as your inability to obtain the required documentation.

2.g. Special Immigrant Juveniles (SIJ)

- You did not provide at least one of the following:
 - A. A final state or juvenile court order establishing dependency or custodial placement of the SIJ.
 - B. A letter from a foster care home or similar agency overseeing the SIJ's custodial placement that describes the SIJ's inability to pay.
 - C. An approval notice on a Notice of Action (Form I-797) for a Petition for American, Widow(er), or Special Immigrant (Form I-560), filed for the SIJ.

2.h. Other:

Questions



U.S. Citizenship
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Summary



U.S. Citizenship
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Forms that
require a
fee

Form I-912
and
supporting
evidence

Approval

Rejection

Form
G-1054

About this Presentation



U.S. Citizenship
and Immigration
Services

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