

Guide to Affidavit Preparation

Affidavits may only be used in these two limited circumstances:

- A gap in the documentation demonstrating that you meet the five year continuous residence requirement; or
- A shortcoming in documentation with respect to the brief, casual, and innocent departures during the five years of required continuous presence.

You will need 2 or more affidavits from people who have direct personal knowledge of the events and circumstances.

- Person providing affidavit must be familiar with the applicant and be able to provide detailed and specific information to fill gaps in time, or to support brief departures from the United States.
- Examples of people who could provide affidavits include: religious organizations, internships, employers, professors, teachers, colleagues, etc.

Affidavit must be sworn to or affirmed by the person providing the affidavit. The person who provides the certification has to be someone other than yourself.

- A notary public can provide the certification.

General Affidavits Tips for Employment, Internship, and Religious Membership¹

Affidavits by Employers and/or Internships

Person should state their detailed knowledge of how he/she knows the applicant. If it is an employer, should state their current position and when they hired the applicant, and state if applicant is currently employed. If no longer employed, should state clearly the dates of employment and work shifts. Employer should list the job duties the applicant was responsible for, and also the level of interaction he/she had with the applicant, e.g. daily, weekly, etc.

Supervisors or internship coordinators should also state detailed knowledge of how the applicant became a part of the internship, what was the time period of the internship, the level of interaction, etc.

Affidavits by Pastors/Religious Institutions

Ideally, person providing affidavit should have a formal position within religious institution. As above, that person should state detailed knowledge of how long s/he has known applicant, applicant's dates of membership/attendance, and his/her involvement in the institution.

¹ This is not meant to be exhaustive of the potential individuals who could provide affidavits. These are general guidelines for some common affidavits.

