

Guide to Navigating the Humanitarian Parole Application *Uniting for Ukraine | Process for Venezuelans*

Introduction

Thanks for your interest in sponsoring a Ukrainian or Venezuelan to come to the United States. This document is intended to help guide prospective sponsors through the humanitarian parole application process.

How to Use This Document

There are six core sections of this document, plus an appendix.

- I. [Overview](#)
- II. [Process Map of the Humanitarian Parole Application](#)
- III. [Eligibility](#)
 - A. [Sponsor Eligibility](#)
 - B. [Beneficiary Eligibility](#)
- IV. [Before the Application](#)
 - A. [Beneficiary Information to Collect](#)
 - B. [Financial Information Pertaining to Both Sponsors & Beneficiaries](#)
 1. [Income](#)
 2. [Assets](#)
 3. [Financial Documents to Prepare](#)
 - C. [Joint Sponsorship](#)
 - D. [Organizational Sponsorship](#)
- V. [Completing the Application](#)
- VI. [What to Expect After Submission](#)
 - A. [Track Application](#)
 - B. [Respond to Requests for Evidence](#)
 - C. [Confirm Biographic Information & Vaccination History](#)
 - D. [Travel Authorization & Coordination](#)
 - E. [Post-Approval](#)
- VII. [Appendix](#)
 - A. [Employer Statement Template](#)

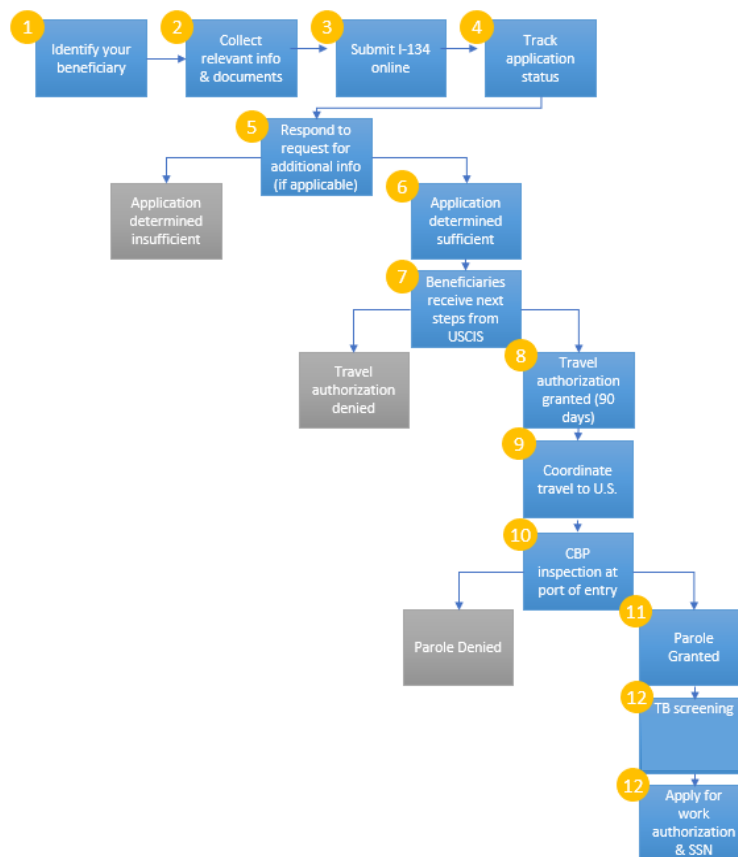
I. Overview

Form I-134, Declaration of Financial Support, must be filled out by U.S. sponsors to show the U.S. government that you are able and willing to support a non-U.S. citizen financially during that person's temporary stay in the United States. The Uniting for Ukraine and Process for Venezuelans (P4V) programs allow online filing of the I-134 form by a sponsor located in the United States, and **there is no filing fee**.

Important Notes:

- Ukrainians, Venezuelans, and their immediate family members requesting parole on their own behalf may not file Form I-134 as part of Uniting for Ukraine or P4V.
- The I-134 is *not* used to match prospective sponsors to beneficiaries; sponsors must have identified a beneficiary prior to starting the application process.
- By creating an account on the United States Citizenship and Immigration Services (USCIS) Uniting for Ukraine or P4V website, sponsors can review the entirety of the online application before submitting the required information, including where and how to upload additional documents.

II. Process Map



III. Eligibility

A. Sponsor Eligibility

Prior to submitting an application, sponsors must ensure they meet one of the eligibility requirements and can show proof they are one of the following:

- A U.S. citizen or national
- A lawful permanent resident, lawful temporary resident, or conditional permanent residents
- A nonimmigrant in lawful status (e.g., an individual on a work visa who has not violated the terms or conditions of their visa)
- An asylee, refugee, or humanitarian parolee
- A Temporary Protected Status (TPS) holder
- A beneficiary of deferred action (including DACA) or Deferred Enforced Departure

B. Beneficiary Eligibility

Uniting for Ukraine

Under Uniting for Ukraine, sponsors must also confirm their intended beneficiary(s) can show proof that they:

- Resided in Ukraine immediately before the Russian invasion (through Feb. 11, 2022) and were displaced as a result of the invasion. This includes those displaced within Ukraine and those who have left Ukraine.
- Are a Ukrainian citizen and possess a valid Ukrainian passport (or are a child included on a parent's passport)
- Are not a Ukrainian citizen but are an immediate family member of a Ukrainian citizen beneficiary of Uniting for Ukraine with a valid passport
 - Immediate family members in this process include:
 - The spouse or common-law partner of a Ukrainian citizen; and
 - Their unmarried children under the age of 21.
 - NOTE: If a child is under 18, they must be traveling with a parent or legal guardian in order to use this process.

Process for Venezuelans (P4V)

Venezuelan beneficiaries are **ineligible** if they have:

- Been ordered removed from the United States in the previous five years;
- Crossed without authorization between ports of entry after October 19, 2022;
- Irregularly entered Mexico or Panama after October 19, 2022, or are a permanent resident or dual national of any country other than Venezuela, or currently hold refugee status in any country; or

- Not completed vaccinations and other public health requirements.

All other Venezuelans are eligible.

Both Venezuelans and Ukrainians must have valid passports and arrive by air.

IV. Before the application

Once sponsors and beneficiaries determine that they meet the aforementioned criteria, and they both feel that they are a good match, we recommend that they take the following steps to prepare to submit the application.

Before applying, sponsors should compile the relevant documentation, listed [below](#). There is no minimum or maximum amount of financial resources a sponsor must show, and USCIS does not require that every asset a sponsor has is listed. USCIS seeks to understand whether you (and your household or the organization you are working with) can support the beneficiary while they find stability here in the United States.

The I-134 application will also ask questions about how a sponsor plans to support the beneficiary. There are three questions to ensure that sponsors understand their responsibilities and the commitments. Sponsors will be required to enter information related to their specific plan to help support a newcomer, such as by providing housing or helping with securing employment. Sponsors and beneficiaries should agree on what a plan would be for after the newcomers' arrival before starting the application.

A. Beneficiary Information to Collect

Sponsors should compile the following information from their intended beneficiary:

- Identification and contact information, including:
 - Any other names since birth (including aliases, maiden names, and nicknames)
 - Phone and email contact information
 - Current mailing and physical address
 - Date of birth
 - City, state, and country of birth
 - Sex
 - Marital status
 - Total number of dependents
- Travel information
 - Country of citizenship or nationality
 - Country of most recently issued passport
 - Passport number and expiration date
 - A-number (not required and only if applicable)

- Anticipated period of stay in the U.S. - individuals arriving under Uniting for Ukraine or P4V can stay in the U.S. for up to 24 months
- Financial information
 - Total value of assets
 - How much income will the beneficiary's dependents contribute to the beneficiary annually
 - There is no right answer, and it is important to be truthful, including if the amount the beneficiary has to contribute is zero. Remember, USCIS seeks to understand the financial resources that *both the sponsor and the beneficiary* may have to support the beneficiary.

B. Financial Information Pertaining to Both Sponsors & Beneficiaries

Information on your financial standing in the application is broken into two general categories: income and assets.

If you are sponsoring alongside an organization, you may not need to submit the same level of detail on your income and assets. Please visit USCIS's website to learn more and see the sample organizational letter appended.

1. Income

Income to include on the form can include members of your household or an organization a sponsor is working alongside that can help to contribute to the well-being of your beneficiary. Income should be verifiable, but it does not need to list every source of income, especially if you have income from many different sources. It just needs to be sufficient to support the beneficiary you seek to sponsor.

Sponsors will also be asked to share the number of dependents, available financial resources (e.g., money in checking or savings accounts), and whether or not you receive certain public assistance for low-income residents such as Temporary Assistance for Needy Families (TANF)).

2. Assets that can support the Beneficiary

Financial assets to include on the form are those that can be converted into cash within twelve months and which could be used to support the beneficiary. These could be stocks, bonds, or real estate holdings. If you are a homeowner, you can list the equity you have in your home as an asset. You can list your car as an asset only if you can show that you own more than one vehicle, or in other words, if you can show that you could sell a car quickly without creating a financial burden for yourself. You can also include assets that you have as a household on the I-134 form.

Note: USCIS is *not* asking for a complete listing of every single asset you and your household own. They need enough information to determine whether you have access to enough financial resources to support the beneficiary(ies) upon their arrival to the United States. If you are sponsoring with a group or an organization, you may not need to list the same level of financial information as someone who is sponsoring as an individual. Instead, upload a letter that details the commitments, including amounts and the organizations/individuals assisting.

Questions USCIS may consider while reviewing your application:

- How many beneficiaries are you applying for and are your resources sufficient for the number of beneficiaries?
- If called upon, could you ensure the beneficiary has at least \$13,000 to help with expenses, which is the Federal Poverty Level for a household of one?

3. Financial and Other Documents to prepare

You will be asked to enter information into the online form and upload evidence, such as a bank statement. We suggest converting each document you intend to upload into an acceptable format, such as a PDF or JPG, before starting the application.

- Statement(s) from your employer on business stationery showing:
 - Date and nature of employment;
 - Salary paid; and
 - Whether the position is temporary or permanent
 - *An employer statement template has been included [here](#) in the Appendix for reference*
- Statement from an officer of the bank or other financial institutions with deposits, identifying the following details regarding the account:
 - Date account opened
 - Total amount deposited for the past year; and
 - Present balance
- Copy of last U.S. federal income tax return filed (tax transcript), or list containing serial numbers and denominations of bonds and name of record owner(s)
- Proof of sponsor immigration status
 - A U.S. citizen or U.S. national may submit a copy of a birth certificate, certificate of naturalization, certificate of citizenship, consular report of birth abroad to U.S. parents, or a copy of the biographic data page on your U.S. passport
 - Proof of lawful permanent resident status includes a photocopy of both sides of the Permanent Resident Card or Alien Registration Receipt Card (Form I-551), or a photocopy of an unexpired temporary

Form I-551 stamp in either a foreign passport or DHS Form I-94 Arrival Departure Record

- Proof of lawful nonimmigrant status may include a copy of an unexpired visa in a foreign passport
- Proof of sponsor assets
 - For example, sponsors looking to claim their home as an asset are asked to provide documentation demonstrating that they own the home, a recent appraisal by a licensed appraiser, and evidence of the amount of all loans secured by a mortgage, trust deed, or other lien on the home
- Proof of beneficiary assets
- Beneficiary Support Plan
 - Be prepared to be clear about the ways in which you plan to support the beneficiary, in particular in the following areas:
 - Financial Support
 - Initial/Permanent Housing
 - Paperwork: Work authorization, IDs/SSN
 - Employment/Education
 - Benefits Enrollment

C. Joint Sponsorship

- One Form I-134 must be filed for each beneficiary
- Multiple sponsors may partner together to support a beneficiary
 - In this case, a sponsor should file an I-134 and include supplemental evidence of the identity and resources of the partnering sponsors and attach a statement explaining the intent to share responsibility to support the beneficiary.
 - These sponsors' ability to support a beneficiary will be assessed collectively.

D. Organizational Sponsorship

- One Form I-134 must be filled out for each beneficiary
- Sponsors will be asked to provide information on organizations that are helping them sponsor, both as part of a supplemental letter (below) and as an answer to a question on the form itself.
- One individual sponsor (potentially an employee or member of an organization (e.g., church or nonprofit) must submit information about themselves but does NOT need to include information about their income and assets

- The sponsor must include a supplemental letter from the organization detailing the organization's intent to support both the sponsor and the beneficiary. This includes information on:
 - Financial Support
 - Initial/Permanent Housing
 - Paperwork: Work authorization, IDs/SSN
 - Employment/Education
 - Benefits Enrollment
- An organizational statement template has been included [here](#) in the Appendix for reference

V. Completing the application

Once prepared with the above information, documents, and proof of eligibility, sponsors may begin the application process. **If you need support after reviewing the forms and instructions, or after walking through the online application form, you may call the USCIS Contact Center at 1-800-375-5283. For TTY (deaf or hard of hearing), dial 800-767-1833.**

- To file the I-134 online, first visit the [Uniting for Ukraine](#) or [P4V](#) page on the USCIS website
- From the drop-down menu in the center of the page, expand the 'Who Can be a Supporter for a Beneficiary Under Uniting for Ukraine' section. On the P4V page, look for the corresponding section.
- Scroll to the bottom of the section and click the 'File Online' button
- Create an account (or log in if you've already done so)
- You will be taken to an introductory page for the application
- Read through the two pages of information provided, clicking 'Next' and then 'Start' to advance through them
- Once here, you will have arrived at the starting point of the application
- Select whether you are filing to sponsor a beneficiary under Uniting for Ukraine or P4V
- You can advance through the full application in order to understand the materials, where to upload evidence, and format
- You can save your application and come back to it at a later date if necessary
- Prior to application submission, you can change the information in the form, such as fix the spelling of the beneficiary's name
- Once you submit an application, you cannot change the information in the form, but you can call USCIS Contact Center

Note: If you submit any documents in a foreign language, such as Ukrainian or Spanish, you must include a full English translation along with a letter from the translator verifying that the translation is complete and accurate, and that they are

competent to translate from the foreign language to English. If the translator is not affiliated with a translation company, you may want to consider having the letter notarized, especially if a large portion of your application includes documents in another language.

VI. What to Expect After Submission

A. Track Application

Using the same accounts used to file your application and respond to requests for information, sponsors and beneficiaries will be able to track the status of the application online. We recommend that you check your online account for messages, as well as monitor your email for information from USCIS.

B. Respond to Requests for Evidence (RFE)

USCIS might reach out for requests to appear in person for an interview or biometric checks at a nearby USCIS application center. USCIS application centers are commonly located in larger cities and while this may be challenging for some sponsors, it helps protect beneficiaries under Uniting for Ukraine and P4V from exploitation and harmful risks, such as labor or human trafficking.

C. Beneficiary to Confirm Biographic Information & Vaccination History

Sponsors and beneficiaries can expect a written decision. If deemed sufficient, beneficiaries will receive an email from USCIS with instructions on how to set up an account with myUSCIS and other next steps. The beneficiary will be required to confirm their biographic information on myUSCIS and attest to completion of all requirements, including:

- An attestation to certify understanding of the family relationship requirements for children under 18 for Uniting for Ukraine or P4V; and
- An attestation that you have completed vaccine requirements or are eligible for an exception to vaccine requirements for measles, polio, and the first dose of an FDA approved or authorized COVID-19 vaccine or a WHO-Emergency use listed (EUL) COVID-19 vaccine.

Note: Individuals should check their email, including spam and junk folders, for important messages from USCIS.

D. Travel Authorization & Coordination

After completing the above requirements, beneficiaries will receive a decision regarding their travel authorization to their myUSCIS account confirming whether they are authorized to travel to the United States to seek parole. If approved, this authorization is valid for 90 days.

An approved travel authorization is not a guarantee of travel, parole, or processing disposition. The travel authorization enables airline carriers to facilitate generation of a boarding pass and allows the airlines to board the individual for a flight to the United States. Individuals must comply with existing travel requirements and, where applicable, immigration exit requirements of the country that they will be departing from.

Sponsors and beneficiaries should work together to coordinate travel arrangements to the United States within this window. Beneficiaries will need to meet CDC travel requirements, including pre-departure testing for COVID-19.

Upon the beneficiary's arrival, they will be inspected by U.S. Customs and Border Protection (CBP) at the port of entry and considered for parole for a period of up to two years and may have conditions placed on their parole, such as for a tuberculosis (TB) screening.

E. Post-Approval

Once completed, beneficiaries are eligible and encouraged to apply for employment authorization and a social security number and card. We encourage people to complete their applications soon after arrival; individuals cannot apply before they arrive. [Employment authorization](#) for humanitarian parolees can take a few weeks after application.

Beneficiaries must also complete health screenings and vaccinations per the conditions of their parole, such as their second COVID-19 shot or a TB test.

Additionally, beneficiaries are required to notify USCIS of their change of address within 10 days of relocating to the U.S. (use this [link](#) for instructions).

VII. Appendix*A. Employer Statement Template*

Note: Statements should be drafted on company letterhead and signed.

[Date]

Company Name
Company Address Line 1
Company Address Line 2

RE: Employment Verification for Jane Smith

To Whom It May Concern,

This letter is to confirm that Jane Smith has been employed with Company Placeholder since January 1st, 2010. She is a full-time exempt employee working under the job title of Role Placeholder. This letter further confirms her status as an active/current employee of Company Placeholder, LLC. Her current compensation is \$XX,XXX a year.

If you have further questions or concerns regarding Jane Smith's employment, please contact our Human Resources department at hr@companyplaceholder.com or by calling (123) 456 7890.

Sincerely,
John Doe
Human Resources Generalist

B. Organization Statement Template

Note: Statements should be drafted on organizational letterhead and signed.

[Date]

To whom it may concern:

My name is [organizational staff member name]. I am [position/title] at [organization name], a 501(c)(3) organization which is based in [location; also specify if there is an office local to where the parolee(s) will be relocated in the United States] and [what the organization does/basic mission statement]. I am writing this letter regarding [name of U.S. sponsor]'s I-134 affidavit of support to sponsor [beneficiary name and A-number] for humanitarian parole to the United States through the [Uniting for Ukraine or Process for Venezuelans] program.

If [beneficiary] is granted permission to enter the United States, our organization will be able to support [him/her/them] upon [their] arrival here until the end of [their] parole period of two years, and help ensure a smooth transition for [them] as [they] acclimate to life in the United States. We intend to do so in the following ways:

[Please provide detailed information on how the organization will support the sponsor and beneficiary with responsibilities, including: securing long-term housing, transportation, assistance with filing for work authorization, finding employment, enrolling children in school, etc.]

[If your organization offers relevant services or assistance – e.g., assistance finding employment, ESL courses, integration support, assistance obtaining public benefits, etc. – you can also note that here.]

If [beneficiary] enters through the [Uniting for Ukraine or P4V] program, [they] will be able to access benefits such as health insurance on the healthcare marketplace. In addition to those benefits, [organization name] can ensure that [beneficiary] has sufficient means of support throughout [their] parole period.

Our organizational budget for the [current or upcoming] fiscal year is [\$xx USD].

- *[Can also note any organizational assets beyond the budget.]*
- *[Can specify a certain dollar amount set aside as available to support this beneficiary in particular.]*
- *[Note any appended documentation, such as the organization's bank statements or public tax documents.]*

If you have questions, please contact me at [direct phone number] or [direct email address].



**COMMUNITY
SPONSORSHIP
HUB**

[Signature]

[Typed or printed name]