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## Instructions for Immigrant Visa Applicants Overview

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### Introduction

You have been registered with the National Visa Center (NVC) to apply for a visa to immigrate to the United States. Before scheduling your interview, please obtain the required documents that must be included with your application.

Once you have obtained all of the required documents and are prepared for your interview, please notify the American Institute in Taiwan, Taipei (AIT). You may email, mail, or fax AIT with the attached Form DS-2001 stating that you are prepared for an interview.

Please note, that AIT cannot guarantee how long it may be before you are scheduled for an appointment for a visa interview.

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### In This Information Packet

These instructions cover the following topics:

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# Application for Immigrant Visa and Alien Registration Form DS-260

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## **Background**

The DS-260 Application for Immigrant Visa and Alien Registration contains questions regarding specific biographical information required for your immigrant visa. You must complete the DS-260 form online in the Consular Electronic Application Center (CEAC).

Note: You will need your NVC Case Number, ID Number, and the Invoice ID Number from your NVC Welcome Letter to access the CEAC.

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## **Who Completes The Form**

Each family member that is eligible to travel to the United States with you under this visa classification is required to complete his or her own form DS-260.

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## **Complete The Form**

Please fill out the DS-260 form completely. If a question does not apply to you then you must mark it with N/A.

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## **Questions**

If you have any questions or need further guidance on completing the DS-260 form, please visit the Department of State (DOS) website at: [http://travel.state.gov/content/visas/english/immigrate/immigrant-process/documents/Submit\\_Visa\\_Application.html](http://travel.state.gov/content/visas/english/immigrate/immigrant-process/documents/Submit_Visa_Application.html).

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## **When To Complete**

Please complete the DS-260 form online, and then mail the form DS-2001 Notification of Applicant Readiness to the address listed on the cover letter of this information packet along with all the required documents. AIT will contact you to schedule your immigrant visa interview.

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## Documents You Need to Obtain

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### Document Requirements

**Original documents** or **certified copies** from an appropriate authority for yourself and each family member who will accompany you to the United States are required. All documents that pertain to your petition are required, even if they were previously submitted to the USCIS with your petition.

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### Birth Certificates

Obtain the original or a certified copy of the birth record of each family member. (This includes yourself, your spouse, and all unmarried children under the age of 21).

The certificate must contain the:

- Person's date of birth
- Person's place of birth
- Names of *both* parents, and

Annotation by the appropriate authority indicating that it is an extract from the official records

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### Unobtainable Birth Certificates

Your birth record may not be obtainable. Some reasons are listed below.

- Your birth was never officially recorded;
- Your birth records have been destroyed;
- The appropriate government authority will not issue one.

Please obtain a certified statement from the appropriate government authority stating the reason your birth record is not available. With the certified statement you must obtain secondary evidence. For example:

- A baptismal certificate that contains the date and place of birth and both parent's names providing the baptism took place shortly after birth
  - An adoption decree for an adopted child, or
  - An affidavit from a close relative, preferably the applicant's mother or father, stating the date and place of birth, both parent's names, and the mother's maiden name.
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*Note:* An affidavit must be executed before an official authorized to take oaths or affirmations. Information regarding the procedures for obtaining birth certificates is usually available from the U.S. Embassy or Consulate of the country concerned.

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**Police Certificates** Police certificates are required for each visa applicant aged 16 years or older. The table below shows how many police certificates are required based on where each applicant lives and has lived. Present and former residents of the United States do not need to obtain any police certificates covering their residence in the U.S.

<b>IF the applicant...</b>	<b>AND...</b>	<b>THEN the applicant needs a police certificate from...</b>
is living in their country of nationality at their current residence for more than <b>6 months</b>	is age 16 or older	the police authorities of that locality.
lived in a different part of their country of nationality for more than <b>6 months</b>	was age 16 or older at that time	
lived in a different country for more than <b>12 months</b>	was age 16 or older at that time	
was arrested for any reason, regardless of how long they lived there	was any age at that time	

The police certificate must:

- Cover the entire period of the applicant’s residence in that area, and
- State what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record.

*Note:* Police certificates from certain countries may be unavailable. More specific information is available from NVC or the nearest U.S. Embassy or Consulate.

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**Passports** In order to travel to the United States, each traveler must have a valid passport with at least eight months validity beyond the issuance date of the visa.

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**Deportation** Applicants who have previously been deported or removed at the U.S. government's expense from the United States must obtain Form I-212 Permission to Reapply after Deportation from the Department of Homeland Security (DHS) or from a U.S. Embassy or Consulate. Please follow the instructions included on that form.

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**Court and Prison Records** Persons who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon, or other act of clemency.

Court records should include:

- Complete information regarding the circumstance surrounding the crime of which the applicant was convicted, and
  - The disposition of the case, including sentence or other penalty or fine imposed.
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**Military Records** Persons who have served in the military forces of any country must obtain a copy of their military record.

*Note:* Military records from certain countries are unavailable. More specific information is available from the NVC or the nearest U.S. Embassy or Consulate.

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**Marriage Certificates** Married applicants must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

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**Termination of  
Prior Marriages**

Applicants who have been previously married must obtain evidence of the termination of **EACH** prior marriage. Original documents issued by a competent authority, or certified copies bearing the appropriate seal or stamp of the issuing authority are required.

Acceptable evidence is a:

- Final divorce decree
- Death certificate, or
- Annulment.

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**Translations**

All documents not in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified English translations.

The translation must include a statement signed by the translator that states that the:

- Translation is accurate, and
- Translator is competent to translate.

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**Affidavit of  
Support**

The petitioner in your case has been sent instructions concerning completion of the Affidavit of Support and supporting documents needed for financial sponsorship. You may want to contact your petitioner to ensure that these documents are completed and returned to you as directed.

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## Children who are about to Reach 21 Years of Age

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### **Important Information**

If you have children who are about to reach the age of 21 years old and who intend to immigrate with you to the United States, or to join you in the United States at a later date, please read the following.

In order to immigrate with you to the United States, or to follow you at a later date, your children must be:

- Unmarried
- Eligible to be listed under your visa classification, and
- Under the age of 21 at the time they enter the United States.

Note: Children of mothers, fathers, or spouses of United States citizens must have separate immigrant visa petitions filed on their behalf.

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### **Who to Notify**

If any of your children will turn 21 within 60 days, please notify AIT immediately.

*Note:* If visas will be available in your category prior to your son or daughter's birthday, your case will receive expedited processing in order to ensure that your son or daughter will be able to immigrate with you. Unfortunately, the United States Embassy or Consulate cannot assist you if visas are not available in your category prior to your son or daughter's birthday.

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### **Failure to Notify**

Failure to notify AIT that you have a child who will turn 21 years of age could result in that child being above the legal age at the time your visa is issued. In that event, you will be required to file a separate petition for your child after you immigrate, and your son or daughter will face a waiting period before he or she will be eligible for visa processing.

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## What Happens Next?

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### Overview

The table below provides you with an overview of the steps that take place once you have obtained all your documents and have completed the necessary forms.

Step	Action
1	Complete the DS-260 on-line form for each applicant along with the DS-2001 form. Once completed, send the forms and documents to the address listed on the cover letter of this information packet.
2	AIT will complete all necessary administrative processing of your immigrant visa application. You may be requested to provide additional information if you have incomplete or missing documents.
3	Approximately one month before your scheduled interview appointment with a consular officer at AIT, you will receive an appointment letter containing the date and time of your visa interview along with instructions for obtaining a medical examination.

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### Bringing Your Documents

You will need to bring all your original documents or certified copies at the time of the visa interview.

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### When to Contact Us

AIT cannot guarantee how long it may be before you are scheduled for an appointment for a visa interview. Please notify the United States Embassy or Consulate via [support-taiwan@ustraveldocs.com](mailto:support-taiwan@ustraveldocs.com) if the circumstances of your application have changed. For example:

- Change of address
  - Change of marital status
  - Death of petitioner, or
  - Birth or adoption of additional children.
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