PACKET 4 – INSTRUCTION MATERIALS

Please read ALL appointment instruction materials prior to attending an immigrant visa interview at the Consulate.

REMINDER: you are authorized to schedule/reschedule an appointment **only if**:

1. The National Visa Center or Kentucky Consular Center has previously scheduled an appointment for you, you could not attend that appointment, and want to reschedule your appointment for another day.

   Please note: the rescheduling system does not have a record of your NVC/KCC appointment!

OR

2. The Immigrant Visa Unit of the U.S. Consulate General in Montreal has sent you a "Packet 4" letter authorizing you to schedule an interview appointment. This is normally sent after you first returned forms and the checklist to the Consulate as part of the "Packet 3" step.

ALL UNAUTHORIZED APPOINTMENTS WILL BE CANCELLED WITHOUT NOTICE.

SCHEDULE YOUR VISA INTERVIEW APPOINTMENT

Please visit HTTP://CANADA.USVISA-INFO.COM to obtain information online or via telephone about scheduling an interview appointment for you and those family members included in the petition.

You must have the Passport Number, Date of Birth, Nationality, MTL case number, and visa category **for each applicant** (principal applicant and all family members, including children) ready in order to access the website and create a login account.

Each family member planning to immigrate must appear on the appointment date.

To request a waiver of the personal appearance of a child under the age of 14, please visit HTTP://CANADA.USEMBASSY.GOV/CONTACT/PUBLIC-INQUIRY-FORM.HTML

**RESCHEDULING YOUR INTERVIEW DATE*

The date and time of your appointment have been carefully selected for you. However, if you are unable to attend the appointment that has been given to you, please go to HTTP://CANADA.USVISA-INFO.COM to select a new appointment date. You must have the Passport Number, Date of Birth, Nationality, MTL case number, and visa category **for each applicant** (principal applicant and all family members, including children) ready in order to access the website. There may be a significant wait before the next available appointment, so to the best of your ability please attempt to attend the date already assigned. Please note: the rescheduling system does not have a record of your original NVC/KCC appointment.

BEFORE YOUR INTERVIEW

STEP 1: *REGISTER FOR COURIER SERVICES*

Please visit HTTP://USVISA-INFO.COM/EN-CA/SELFSERVICE/US_COURIER_INFORMATION and follow instructions for "*IV Applicant Who Need to Register for Loomis services*". You need to register for courier services, for us to return your passport to you after the interview. Registration is free.

If you have any further inquiries about the courier services, please visit HTTP://USVISA-INFO.COM/EN-CA/SELFSERVICE/US_SERVICE_OPTIONS

STEP 2: *GET YOUR MEDICAL EXAM DONE IN CANADA*

Each intending immigrant, regardless of age, is required to have a medical examination, and submit the results on the day of the interview. The medical exam results are usually provided in a sealed envelope not to be opened. You may keep the x-RAY and the vaccination records for your own reference. To schedule a medical examination, please visit HTTP://TRAVEL.STATE.GOV/VISA/IMMIGRANTS/INFO/INFO_3739.HTML

Additional information on the medical examinations is provided further in this document.

STEP 3: *MAKE PHOTOCOPIES OF ALL DOCUMENTS YOU WILL SUBMIT TO SUPPORT YOUR APPLICATION*

Please use the appropriate interview checklist below to determine the documents required to support your immigrant visa application. You must provide originals and photocopies of all your documents at time of your interview. The original civil documents will be returned to you after the interview.

STEP 4: *OBTAIN THE ORIGINAL POLICE CLEARANCE CERTIFICATE*

Each visa applicant aged 16 years or older must submit a police certificate from every country where he/she resided for at least 6 months after the age of 16.

Some countries require a specific Police Certificate Request form to properly request and obtain Police Certificate(s).The Reciprocity by Country page indicates those countries.

Police certificates from certain countries are unavailable.

Present and former residents of the United States do NOT need to obtain any U.S. police certificates.

For more specific information please visit HTTP://TRAVEL.STATE.GOV/VISA/FEES/FEES_3272.HTML

STEP 5: *OBTAIN THE ORIGINAL I-864 AFFIDAVIT OF SUPPORT AND COPY OF THE RECENT U.S. TAX RETURNS*

This form is legally required for:

Applicants for family-based immigrant visas, including certain orphans.

Applicants for employment-based immigrant visas where a relative filed the immigrant visa petition or has a 5 percent or greater ownership interest in the business that filed the petition.

I-864 Instructions: HTTP://TRAVEL.STATE.GOV/VISA/IMMIGRANTS/INFO/INFO_3197.HTML

The Day of Your Interview

Step 1: *Location of the U.S. Consulate General in Montreal*

The U.S. Consulate General is located in downtown Montréal, at 1155 Rue St-Alexandre between Boulevard René Lévesque and Rue Ste-Catherine: http://g.co/maps/rjrph

Step 2: *Security Screening Procedures*

All visitors to the U.S. Consulate in Montreal must follow certain security procedures. Any visitor who declines to be screened by the U.S. Consulate security personnel will be prohibited from entering the Consulate. When planning your visit here, to avoid delaying your entry and that of those in line behind you, please bring only what is required for your interview with us. **If you leave items in your car, be sure to put them in the trunk and lock your car; do not leave any personal items in view in the passenger compartment.**

Please visit HTTP://MONTREAL.USCONSULATE.GOV/ABOUT-US/SECURITY-PROCEDURES.HTML for complete entry requirements.

Step 3: *Accompanying Persons*

The complete list of persons that may accompany a visa applicant during Consular-related visits can be found here:
HTTP://MONTREAL.USCONSULATE.GOV/ABOUT-US/SECURITY-PROCEDURES.HTML

Step 4: *Immigrant Visa Fees*

If you have previously paid all fees due to the National Visa Center or on the appointment website, there will be no additional fees to pay on the day of the interview. If you have not paid fees at the NVC or on the CSC website, please be prepared to pay the following fees on the day of your interview.

I-130 family-based petitions' beneficiaries: $230.00 US for each applicant, including spouse and children.

I-140 employment-based petitions' beneficiaries: $405.00 US for each applicant.

DV cases: $330.00 US for each applicant.

K fiancé(e) applicants: $240.00 US, paid in cash only.

All fees may be paid in US dollars or the Canadian dollar equivalent. We accept cash and credit cards only. Please note if a person is found ineligible to receive a visa, the application fee cannot be refunded. A complete list of fees can be found here
HTTP://TRAVEL.STATE.GOV/VISA/TEMP/TYPES/TYPES_1263.HTML

Step 5: *Do NOT make travel plans outside Canada*

If you have to travel within Canada, please have a valid picture ID with you, other than your passport. If your visa is approved, we will keep your passport at the Consulate to place the visa sticker into your passport. It will be returned to you later via courier services only.

After Your Interview

Step 1: *Consular Officer adjudicates your case*

The Consular Officer will inform you at the conclusion of your interview whether your visa is approved.

If your **visa** application is **approved**, we will put your visa in your passport and send the completed visa packet and passport to you by courier service at no extra charge.

If your **visa** application is **NOT approved**, the Consular Officer will inform you in writing and provide information on the next steps.

Step 2: *Pickup your passport and IV packet at the courier location*

Please allow 3 days for processing at the Consulate and 5 additional days for courier delivery to the location you selected. Prior to your appointment date, you had to visit http://usvisa-info.com/en-CA/selfservice/us_courier_information and follow instructions for "*IV Applicant Who Need to Register for Loomis services*". Your registration for the courier services is required for us to return your **passport** to you.

If you have any further inquiries about the courier services, please visit http://usvisa-info.com/en-CA/selfservice/us_service_options

Exception: If you currently reside in the U.S. on a non-immigrant visa, you may be able to pick up your passport with visa and visa packet at the Consulate in the afternoon of the next business day after your interview. Please note that due to required processing procedures, we cannot guarantee a visa will be ready at a particular time.

IMPORTANT:

Please register your delivery location BEFORE going to your interview.

If you do not, there may be a delay in the return of your visa and passport.

Step 3: *DO NOT open IV packet, check your visa*

When you receive your passport with the U.S. immigrant visa and the sealed IV packet, please do NOT open the sealed packet.

Review your immigrant visa carefully for accuracy.

Note the validity period of your visa. You must travel to the United States and apply for admission as a permanent resident within the visa's validity period. Do not make any travel arrangements to move to the United States, dispose of property or give up your job until a visa has been issued to you. A consular officer can make a decision regarding your visa application only after your formal application and all documents have been reviewed, and you have been personally interviewed by a consular officer.

If you notice any errors on your U.S. immigrant visa, or have questions about the immigrant visa process, please visit http://canada.usembassy.gov/contact/public-inquiry-form.html

IMMIGRANT VISA INTERVIEW CHECKLIST

APPOINTMENT DATE:_____ APPOINTMENT TIME:_____

COURIER SERVICE REFERENCE ID NUMBER: _____

1. Please prepare all the necessary forms and documents before coming to the interview.
2. Make sure you have the original and a photocopy of the supporting documents you want to submit during your interview.
3. To prevent unnecessary delays during your interview, please arrange your documents in the following order:
    a. Ticket with your number (will be given at the Consulate)
    b. Valid Passport and photocopy of the biographic page. IF not Canadian citizen, also original and photocopy of the Canada LPR card, study/work permit, refugee documents.
    c. Medical Examination in a sealed envelope (X-ray is not required, unless there is TB)
    d. 2 color passport size pictures (5cm x 5cm or 2 inch x 2inch)
    e. Form DS-230 part I and II or Confirmation Page of the electronic Form DS-260.
    f. Birth Certificate, English translation and a photocopy
    g. Marriage Certificate, English translation and a photocopy
    h. Divorce Certificate, English translation and a photocopy
    i. Custody documents, English translation and photocopy
    j. Police Certificates from Canada and other countries of previous residence
    k. Court / Criminal records and photocopy
    l. Military records and photocopy
    m. Evidence of Support (I-864; I-864A, I-864EZ, I-864W) and photocopy of IRS transcript or photocopy of the most recent Federal income tax return (for family based cases)
    n. Recent Letter from the U.S. employer (for employment cases)
    o. Copy of the U.S. petitioner status in the USA
    p. Copies of documents proving petitioner's U.S. domicile

We take fraud seriously. If it is discovered that you have provided false information or documents, you may be found ineligible for a visa.

K-1 Fiancé(e) Visa Interview Checklist

Appointment Date:_____ Appointment Time:_____

Courier Service Reference ID Number: _____

1. Please prepare all the necessary forms and documents before coming to the interview.
2. Make sure you have the original and a copy of the supporting documents you want to submit during your interview.
3. To prevent unnecessary delays during your interview, please arrange your documents in the following order:
    a. Ticket with your number (will be given at the Consulate)
    b. Valid Passport and photocopy of the biographic page. IF not Canadian citizen, also original and photocopy of the Canada LPR card, study/work permit, refugee documents.
    c. Medical Examination in a sealed envelope (X-ray is not required, unless there is TB)
    d. 2 color passport size pictures (5cm x 5cm or 2 inch x 2inch)
    e. Form DS-230 part I or Confirmation Page of the electronic Form DS-260
    f. 2 copies of Form DS-156 completed online and printed with barcode
    g. Form DS-156K (do not sign)
    h. Confirmation page of the online form DS-160
    i. Statement of intent to marry from the U.S. petitioner (signed within last 30 days)
    j. Birth Certificate, English translation and a photocopy
    k. Marriage Certificate, English translation and a photocopy
    l. Divorce Certificate, English translation and a photocopy
    m. Custody documents, English translation and photocopy
    n. Police Certificates from Canada and other countries of previous residence
    o. Court / Criminal records and photocopy
    p. Military records and photocopy
    q. Proof of Financial Support (Form I-134) and photocopy of supporting documents (IRS transcript or photocopy of the most recent Federal income tax return, bank statements, employment pay slips, etc.)
    r. Copy of the U.S. petitioner status in the USA
    s. Copies of documents proving petitioner's U.S. domicile

We take fraud seriously. If it is discovered that you have provided false information or documents, you may be found ineligible for a visa.

CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA

MONTREAL, CANADA

MEDICAL EXAMINATIONS FOR IMMIGRANT AND K VISA APPLICANTS

Each applicant for a U.S. immigrant or K visa, including children and regardless of age must have a medical examination before a visa can be issued. Medical examinations must be performed by one of the specially-appointed panel physicians listed below on page five.

The medical examination will include a medical history, physical examination, chest x-ray and blood tests for syphilis. The physical examination will include, at a minimum, examination of the eyes, ears, nose, throat, extremities, heart, lungs, abdomen, lymph nodes, skin and external genitalia. You may have the examination performed during your menstrual period. Children under 15 years of age do not routinely require a chest x-ray or blood tests.

The medical examination is not a full and complete physical examination. Its purpose is to screen only for certain medical conditions relevant to U.S. immigration law. Although in the course of the examination, the panel physician might uncover other matters related to your health, the physician is not required to examine you for any conditions except those which the U.S. Public Health Service specifies for U.S. immigration purposes. The panel physician is not required to provide any diagnosis or treatment. Therefore, you should not consider this examination to be a substitute for a full physical examination, consultation, diagnosis or treatment by your primary health care provider.

IMPORTANT:

PLEASE BE ADVISED THAT FAILURE TO COMPLETE THE MEDICAL EXAMINATION PRIOR TO YOUR VISA INTERVIEW WILL RESULT IN A DELAY IN THE PROCESSING AND POSSIBLE ISSUANCE OF YOUR VISA.

SPECIAL MEDICAL CONDITIONS

- If you are pregnant and do not wish to have the x-ray, a temporary exemption of the chest x-ray will be granted. To be granted the exemption, you must provide written certification of your pregnancy signed by your personal physician or obstetrician.

- Applicants who have had syphilis must provide a written certificate signed by a doctor or public health official evidencing you were adequately treated. Applicants who have had a positive VDRL or other blood test for syphilis and were not treated must provide a written explanation signed by your doctor.

- Applicants who have had a positive skin test for tuberculosis must provide a certificate from a doctor outlining the circumstances surrounding the positive tests result and indicating whether treatment was prescribed and, if so, the type and number of months of the treatment. Applicants who have been diagnosed as suffering from tuberculosis must present a written certification signed by a doctor evidencing you were adequately treated and stating the dates and types of medications taken. Applicants who have had an abnormal chest x-ray should borrow the last x-ray films taken and bring them to the medical appointment. The actual films, not the typed reports of the x-ray, may be required for comparison with the x-rays that will be taken at the medical appointment.

- Applicants who have been treated or hospitalized for psychiatric or mental illness or alcohol or drug abuse must present written certification which includes the diagnosis, duration of treatment rendered, and prognosis.

- Applicants with any learning disabilities must present a report outlining their problems and any special education or supervision that may be required.

- Applicants who have had any history of harmful or violent behavior resulting in injury to people, animals or inanimate objects must provide information that will allow the doctors to determine if the behavior was related to any psychiatric or medical problem, or to drug or alcohol use. Harmful behavior includes attempted suicide or harm to oneself, no matter how minor in nature.

- Applicants being treated for chronic medical problems or taking medication on a regular basis should be familiar with their medical conditions and bring a list of the medications they are taking. If an applicant is not sure of their diagnosis, the applicant should bring a certificate from their doctor outlining the condition, current treatment, and prognosis.

VACCINATIONS

U.S. immigration law requires immigrant and K visa applicants to obtain certain vaccinations prior to the issuance of an immigrant visa. Panel physicians are required to verify that immigrant visa applicants have met the vaccination requirement or that it is medically inappropriate for the visa applicant to receive each of the following vaccinations:

Diphtheria toxoids	Meningococcal	Rubella
Haemophilus Influenza Type B (Hib)	Mumps	Tetanus
Hepatitis A	Pertussis	Varicella
Hepatitis B	Pneumococcal	
Influenza	Polio	
Measles	Rotavirus	

In order to assist the panel physician and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, history and current medical condition. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician.

SCHEDULING AN EXAMINATION

Please contact one of the designated physician's offices listed below to schedule your medical exam. Please state that you are an applicant for an immigrant or K visa, as the case may be, and provide the date of your visa interview appointment. The panel physician's office will inform you of the fees for the exam and tests.

On the day of your medical appointment, bring your passport or other photo identification, three photographs, and your appointment letter to the doctor's office, the radiologist, and the lab where your blood test will be taken.

After the medical examination, the panel physician will give you your medical exam results in a sealed envelope. Please keep this envelope sealed and bring it with you to your visa interview appointment. In most cases, you do not need to bring your x-ray with you to the visa interview.

REMINDER: ANY APPLICANT NOT ABLE TO PROVIDE THE COMPLETED MEDICAL EXAMINATION RESULTS AT THE TIME OF VISA INTERVIEW WILL INCUR A DELAY IN THE PROCESSING AND POSSIBLE ISSUANCE OF A VISA.

Panel Physicians in Canada

Only the following physicians have been designated to perform a U.S. Immigration Medical

BRITISH COLUMBIA

Woking Medical Services
1144 Burrard St., Suite 250
Vancouver, BC V6Z 2A5
604-681-8873
www.wokingmedical.com

Dr. Gulzar Cheema
7170 – 120th Street
Surrey, BC V3W 3M8
604-597-6887
email: panelphysicianusa@drcheema.ca

ONTARIO

Dr. Howard Seiden & Associates
Front-Frederick Health Services
365 Bloor Street East, Suite 1400
Toronto, ON M4W 3L4
416-362-5603
1-866-362-5603
www.panelphysicians.com

QUEBEC

Medisys Health Group Inc.
500 Sherbrooke St., West #1100
Montreal, QC H3A 3C6
514-499-2777 ext. 3500
1-800-499-1394 ext. 3500

IMPORTANT

SCHEDULE YOUR MEDICAL EXAMINATION AS SOON AS POSSIBLE AFTER YOU RECEIVE NOTIFICATION FROM EITHER THE UNITED STATES CONSULATE GENERAL IN MONTRÉAL OR THE NATIONAL VISA CENTER NOTIFYING YOU ABOUT YOUR VISA INTERVIEW DATE AND TIME. IT IS IMPERATIVE THAT YOU COMPLETE THIS STEP PRIOR TO ARRIVING FOR YOUR INTERVIEW.