



***Embassy of the United States of America***  
**Consular Section Immigrant Visa Unit**  
**Tbilisi Georgia**

**Dear Diversity Visa Applicant:**

After you've been contacted by the Kentucky Consular Center with an interview date, you will bring all the following documents to the Consular Section of the U.S. Embassy in Tbilisi on the day of your interview. **Please read this notice thoroughly. Failure to prepare properly for the visa interview will result in a delay in processing your case. All Diversity Visa cases expire on September 30<sup>th</sup> following the interview. If you are unable to complete your interview and/or submit requested documentation by that time, your case will expire.**

DV Selectees will learn about their interview appointment date **ONLY** by entering their Confirmation Number, Last Name/Family Name, and Year of Birth through the web page of the U.S. Department of State's Bureau of Consular Affairs, Electronic Diversity Visa "Entrant Status Check." You are advised to check the Entrant Status Check frequently to learn about your interview date. This is the only way you will learn about your interview date. **You will not receive notification by mail or by e-mail.**

It is the applicant's responsibility to check for their interview date and to appear at the Consular Section on the scheduled appointment date.

**STEP 1: : Interview.**

Follow the guidance below and on our [website](#) to appear, well prepared, for your interview.

**STEP 2: Prepare documents**

Follow the guidance attached to compile required documentation and evidence in support of your application.

**STEP 3: Medical.**

Follow the guidance attached to complete your medical exam, **two weeks** prior to your appointment.

**STEP 4: Register for passport return.**

Please visit [www.ustraveldocs.com](http://www.ustraveldocs.com) and register a document pick-up location by selecting the "Select Document Delivery Address" option in the Immigrant Visas section of the website. Print the confirmation page and submit it on the day of your interview along with your passport. If you schedule your appointment online, you may take this step at the same time when you schedule.

**STEP 5: Inquiries**

Most U.S. visa-related inquiries may be answered by referring to the [website](#) or direct visa-related inquiries to the Visa Information Service: [support-georgia@ustraveldocs.com](mailto:support-georgia@ustraveldocs.com) or call (995 32) 2471 160 from 10 a.m. to 10 p.m., Monday through Friday. Callers from the United States may also use this service at + 703 988 710.

## **STEP 6: FEES**

Since the fees are subject to change, please visit the Department of State's Bureau of Consular Affairs web page "[Fees for Visa Services](#)" for updated information on visa fees.

## **STEP 7: DOCUMENT PREPARATION SUPPLEMENTAL INFORMATION**

You must bring the following documentation when you come to the Embassy for your interview.

**a. IMMIGRANT VISA ELECTRONIC APPLICATION (DS-260)**

Please see the instructions for completing Forms DS-260:

[http://travel.state.gov/visa/immigrants/info/info\\_5164.html](http://travel.state.gov/visa/immigrants/info/info_5164.html).

**b. PASSPORT.** You must have a passport valid for at least six (6) months.

**c. BIRTH CERTIFICATE.** One original Birth Certificate for each applicant. Birth certificates must be issued by government of the country where the applicant was born. Georgian birth certificates for applicants **not** born in Georgia will not be accepted.

**d. MARRIAGE CERTIFICATE:** One original Marriage Certificate for each visa applicant.

**e. DIVORCE DECREE OR DEATH CERTIFICATE:** If previously married, please include proof of termination of that marriage whether by death or divorce (e.g. death certificate of previous spouse, final decree of divorce, etc.) and the old marriage certificate for all terminated marriages.

**f. COURT RECORDS:** Criminal record issued by the Ministry of Justice for each applicant age 16 years or over in current and any former names, **including maiden names and former married names.**

**NOTE:** Persons convicted of a crime must obtain court records, even if the beneficiary has been pardoned or granted amnesty, or the criminal conviction is expunged. These documents must be translated and notarized.

**OTHER COURT DOCUMENTS:** Court records regarding name changes, age amendments, convictions, adoption and similar subjects must also be submitted at the time of interview.

**g. POLICE RECORDS FROM A FOREIGN COUNTRY:** A translated and notarized Police Record from a foreign country for applicants age 16 or over, including maiden names and former married names, if the applicant is currently living in that country for more than six months, or if the applicant has previously lived in that country for more than one year, or if requested at the time of interview. For further information, please read the Police Certificates title of the U.S. Department of State's Bureau of Consular Affairs web page.

**h. MILITARY RECORDS:** For all **male** applicants age 18 and over, regardless of having served the military service or not.

**i. CERTIFICATE OF NON IMPEDIMENT TO MARRIAGE.** If you are not married you should obtain a non-impediment document. This document can be obtained from House of Justice.

**j. PHOTOS:** Regardless of age, all U.S. Immigrant Visa applicants must present one un-retouched color

photograph, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background, within the last 6 months. The photo should have a full frontal view of the face, with the head centered in the frame. The face should cover 50 percent of the photo area. For more details please visit the U.S. Department of State's Bureau of Consular Affairs [web page](#)

**k. EVIDENCE OF QUALIFICATIONS:**

ORIGINAL HIGH SCHOOL DIPLOMA and a photocopy of it; if applicable the College Diploma, and its photocopy. This applies to the principal applicant only. Please bring evidence of relationship between the primary applicant and all accompanying family members.

**l. DEPARTMENT OF HOMELAND SECURITY (DHS) DOCUMENTS:** If you have applied for any benefit, such as a change of status, adjustment of status, or asylum, before United States Citizenship and Immigration Services (USCIS), or have been the subject of any enforcement proceedings, such as deportation or removal proceedings, by the Immigration and Customs Enforcement (ICE), please bring all documents pertaining to such matters with you to the interview.

**m. MEDICAL EXAMINATION.** All visa applicants must complete a medical examination and vaccinations(s) with our designated panel physicians CITO Clinic **two weeks prior** to the interview appointment. Refer to the instructions (see separate page) regarding the medical examination. Applicants must bring a copy of this letter with them to their medical exam.

Please see the U.S. Embassy Tbilisi [website](#) for information on medical examination or download the Medical Examination form by visiting the U.S. Department of State's Bureau of Consular Affairs web page "[Interview Preparation - Medical Examination](#)."

**n. PASSPORT DELIVERY REGISTRATION:** Please register at [www.ustraveldocs.com](http://www.ustraveldocs.com) under the immigrant visa section under the "IV Address Registration" option and bring the printed confirmation page with you to the interview.

**n. TRANSLATIONS:** Certified English translations must accompany all documents that are not in English. Translations must be certified by a competent translator and sworn before a Notary Public. All certificates must be less than 12 months old when presented on the interview date.

**O. EVIDENCE OF FINANCIAL SUPPORT.**

You should be able to demonstrate that you will not become a public charge. A completed I-134 Affidavit of Support Form with original signature will be useful to the consular officer to evaluate your petitioner's ability to be financially responsible for you. You should also submit your petitioner's most recent U.S. Federal income tax return (Form 1040) and wage statements (Form W-2). Employment letters stating salaries and bank statements may be included to substantiate the I-134. Form I-134 is available at <http://www.uscis.gov/portal/site/uscis>.

## **STEP 8: INTERVIEW AND REMINDERS**

- On the scheduled date and time, the applicant(s) should come to the Consulate with all required documents and a copy of this letter. Applicants who do not bring a copy of this letter may not be allowed into the consular section.
- If you are eligible for a visa, your passport, visa, and immigrant visa packet will be delivered to your designated delivery address a TNT office. Delivery should be within two weeks from your visa issuance. **Important:** Please **do not open the visa** packet envelope. Please do not purchase airplane tickets or make other life changes until you have received your visa.

Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview by a Consular Officer. Applicants are advised of this requirement at the time of interview. Most administrative processing is resolved within 60 days of the visa interview. When administrative processing is required, the timing will vary based on individual circumstances of each case. Before making inquiries about status of administrative processing, applicants or their representatives will need to wait at least 60 days from the date of interview or submission of supplemental documents, whichever is later.

- If we have questions about your application, we will send an email and ask you to submit additional documents, or to return to the Embassy for another interview. No Embassy representative is authorized to tell you that a visa has been approved until a consular officer authorizes printing of the visa. Ensure you register for passport return and complete your application indicating a reliable email address.
- For the safety and security of all applicants and employees, visa applicants are not permitted to bring cell phones or other electronic devices into the U.S. Embassy. Applicants who bring such devices will be denied entry. Please make arrangements to leave your electronic equipment in a safe location off Embassy grounds during your interview appointment.
- We will try to return documents that you submitted and asked us to return, but do not give us anything that cannot be replaced. Make copies of important documents and submit copies along with the originals.
- Your passport must be valid for at least six (6) months. We will ask you to submit a new passport if your current one has a validity of less than six (6) months.
- **Do not finalize arrangements for travel to the United States, dispose of properties, or resign from your job until a visa has been issued and delivered to you.** Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.
- **After you have Received the Passport and the Visa Packet**

Do not open the sealed envelope, which contains your immigration packet. It should not be changed, and it

should be surrendered along with the X-rays to the U.S. immigration officer at a port of entry into the United States. Do not pack it; it must be hand-carried. You will fill out the Form “Alien Registration Card” (Form I-551), known as Green Card at the port of entry. This card will be mailed to the address in the United States, as written in your application forms. This is a very important document, which will serve as proof that you have permission for permanent residency and gives you the opportunity to stay and enter the USA without a visa.

The visa in the passport is usually valid for six months (in some cases for less than six months, thus check your visa’s expiration date). Check your data on the visa for any possible misspelling. If you notice any misspelling on the visa, you should contact the call center immediately. You should enter the U.S. before your visa expires; otherwise you will lose your status. Do not travel outside USA before you have received your Permanent Resident Card.

Your visa can not be extended beyond the six month period, and the fees paid for the visa are not refundable. If, for any reason you could not use your visa, please turn it back to the Consular Section, U.S. Embassy Tbilisi. Another visa will be issued only if you prove that it was impossible for you to travel for reasons beyond of your control.

For a guide concerning new immigrants to the United States, please visit the USCIS web page “[Welcome to the United States: A Guide for New Immigrants](#)” and [Welcome To USA website](#). After being issued the Permanent Resident Card, you should stay abroad **for less than one year**, otherwise you will be considered to have lost your status of Legal Permanent Resident. For more information on the rights and responsibilities as Legal Permanent Residents, please visit the USCIS pamphlets “[I am a Permanent Resident. How Do I Know What My Responsibilities Are?](#)” (PDF 1.19 KB), and “[How Do I Get a Reentry Permit](#)” (PDF 1.18 KB). If you have questions regarding the Permanent Resident Card, or if you did not receive your card within a certain time, please contact the [USCIS office](#) in the state where you are living.

- **Important**

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants. Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been received. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States before their immigrant visas expire. This office will make every effort to expedite the process. However should complications arise, applicants may be required to return to this office or furnish additional information.

**Failure to follow these instructions will result in delay of your visa application.** Please do not reply to this email. Any replies sent will not be received. If you have any questions, please use the following web site to contact us: [www.ustraveldocs.com](http://www.ustraveldocs.com). When communicating with our office about your case, please provide your full name and the case number exactly as shown in this letter. We strongly advise you not to buy tickets or make any permanent travel arrangements before you receive a visa. Same day visa printing is not possible. Incomplete, missing or incorrectly assembled documents may result in the rescheduling of

your appointment to a future date. Please remember that a consular official may request further information or documents, in order to determine your eligibility, at any time during or after the interview.



## **W A R N I N G S**

- 1) VISA FRAUD IS A SERIOUS OFFENSE. ATTEMPTS TO MISREPRESENT A MATERIAL FACT OR MISLEAD A CONSULAR OFFICER MAY RESULT IN DENIAL OF CURRENT AND FUTURE VISA APPLICATIONS OR PERMANENT INELIGIBILITIES**
  
- 2) ATTENTION: UNDER NO CIRCUMSTANCES CAN A VISA BE ISSUED OR AN ADJUSTMENT OF STATUS OCCUR IN DIVERSITY VISA CASES AFTER SEPTEMBER 30<sup>TH</sup> FOLLOWING THE DATE OF VISA INTERVIEW.**
  
- 3) VERY IMPORTANT: BECAUSE OF THE LIMITED NUMBER OF VISAS THAT MAY BE ISSUED UNDER THIS PROGRAM, VISAS MAY CEASE TO BE AVAILABLE EVEN BEFORE THIS DATE. THIS IS ESPECIALLY TRUE THE CLOSER TO SEPTEMBER 30<sup>TH</sup> AN APPLICATION OR RE-APPLICATION IS MADE.**

**MEDICAL EXAMINATION INSTRUCTIONS**  
**FOR FIANCE(E) VISA APPLICANTS**

**Panel Physician in Tbilisi**

*A medical examination should be conducted before the immigrant visa interview. The following is a list of the facilities in Tbilisi with panel physicians authorized to conduct such examination. When you go to a clinic, please be sure to bring the following: 3 color picture 3X4 cm in size, travel passport and an extract from your medical history with the list of vaccinations you have received. The document should include a doctor's signature and stamp.*

*The results of the examination will be forwarded directly by the panel physician in a sealed envelope to the U.S. Embassy Tbilisi in time for the interview. Please call the panel physician directly to schedule an appointment and refer all questions about medical appointments and the examination to the clinics directly. **Please note that the cost of vaccinations is not included in the cost of medical examination.***

*Immigrant visa applicants residing in Armenia or Azerbaijan are welcome to conduct their medical examination with the panel physicians in Tbilisi.*

**MCG Cito**

**#40, Paliashvili St., Vake District, Tbilisi**

**Tel. (995 32) 2-25-19-48 / 51**

**Fax: (995 32) 2-25-19-52**

**E-mail: [gogilo@caucasus.net](mailto:gogilo@caucasus.net) [sopop@caucasus.net](mailto:sopop@caucasus.net)**

- Cost of medical examination: \$150 minimum for persons over age 15; \$130 minimum for persons under age 15.
- Cost per vaccination ranges from \$20 to \$41.
- Georgian Lari, U.S. Dollars, Master cards and UFC cards.

- Average time necessary to complete medical exam and report: 24 hrs.

**Attention:** If you are charged higher prices than those listed here, please inform the Consular Section at the U.S. Embassy in Tbilisi.

## **Panel Physician in Baku**

*A medical examination should be conducted before the immigrant visa interview. The following is information about the facility in Baku with panel physician authorized to conduct such examination. When you go to the clinic, please be sure to bring the following: 1 color picture 3X4 cm in size, travel passport and an extract from your medical history with the list of vaccinations you have received. The document should include a doctor's signature and stamp.*

*The results of the examination should be submitted to the Consular Section of the U.S. Embassy in Tbilisi for your final immigrant visa processing. Please call the panel physician directly to schedule an appointment and refer all questions about medical appointments and the examination to the clinics directly.*

*Immigrant visa applicants residing in Azerbaijan are welcome to conduct their medical examination with the panel physicians in Baku.*

### **International SOS Clinic**

Doctors: Dr. Khayal Mehdiyev and Dr. Jamila Huseynli

1 Yusif Safarov str. Khatai District, Baku

Tel: (994 12) 493-73-54

Fax: (994 12) 493 96-44

[BAKmarketing@internationalsos.com](mailto:BAKmarketing@internationalsos.com)

- Cost of basic medical examination: USD 88.00 for adults and USD 88.00 for children (under age of 14)
- The cost of medical examination does not include vaccination fee, VAT or other applicable taxes, if any.
- For the information on vaccination fee, please contact International SOS Clinic.

**Attention:** If you are charged higher prices than those listed here, please inform the Consular Section at the U.S. Embassy in Baku.