



CONSULATE GENERAL OF THE UNITED STATES
JERUSALEM

IMMIGRANT VISA SECTION

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VISA INSTRUCTIONS AND CHECKLIST FOR K1 FIANCEE/FIANCÉE OR K3 SPOUSE VISA APPLICANTS

Fiancé/Fiancée or Spouse Cases

Our office has received a petition which, if you are qualified, entitles you to a US visa. Carefully read the instructions in this letter and use it as a checklist of the documents you are required to provide during your visa interview. Remember that the instructions below apply to each applicant.

FIRST: If you have not already done so, you should ***immediately*** complete and return to this office the enclosed Form DS-230, Immigrant Visa Application Part I. Our office cannot process your case until we receive this form.

SECOND: Submit two copies of Form DS-156. This form must be completed electronically at <https://evisaforms.state.gov/ds156.asp>. After completing the form, please print out two copies that you will bring to your interview. You must also complete one copy of Form DS-157 which can be downloaded at: <http://www.state.gov/documents/organization/126741.pdf>

THIRD: Obtain all of the following documents on this checklist, if applicable. As you obtain each document, check the box on the checklist before each item. Please **DO NOT** send these documents to our office. If you have not submitted these original documents to the National Visa Center, you should bring these documents to your visa interview. Each applicant (including children) must submit original documents with *an original certified translation of any document* that is not in English, Arabic or Hebrew.

QUICK REFERENCE CHECK LIST:

- √ PASSPORT
- √ BIRTH CERTIFICATE
- √ MARRIAGE, DIVORCE OR DEATH CERTIFICATE, *IF APPLICABLE*
- √ POLICE CERTIFICATE
- √ PRISON/COURT RECORDS, *IF APPLICABLE*
- √ MILITARY SERVICE RECORDS, *IF APPLICABLE*
- √ PHOTOGRAPHS
- √ MEDICAL EXAMINATION
- √ EVIDENCE OF FINANCIAL SUPPORT
- √ PROOF OF RELATIONSHIP TO THE AMERICAN CITIZEN PETITIONER
- √ ENGLISH TRANSLATION OF CIVIL DOCUMENTS LISTED ABOVE THAT ARE NOT IN ENGLISH, ARABIC OR HEBREW.

CHECKLIST WITH DETAILS:

- PASSPORT:** Bring your current passport. The passport must be valid for eight months beyond the date of the visa.
- BIRTH CERTIFICATES:** You should bring your original birth certificate (or a certified copy from the appropriate issuing government authority) as well as the original birth certificate of every person named in the application, including the petitioner. Each birth certificate must state the names of both parents and the date and place of birth. If you or any of your children were adopted, you should submit a certified copy of the

final adoption decree. We will also need an original name change certificate for any individual in the case who has had a name change.

Unobtainable birth certificates: If an official birth certificate is unobtainable, present the best possible secondary evidence, such as a baptismal certificate, hospital certificate, school records, and/or a notarized affidavit from your parents. You will need to explain to the consular officer why the birth certificate is unobtainable at the time of the interview. The consular officer will determine, in his/her discretion, whether the secondary documentation is acceptable.

- ❑ **MARRIAGE CERTIFICATE AND DIVORCE:** For K3 applicants (already married), please bring your original marriage certificate. If you and the petitioner have been previously married, you should bring proof of the legal termination of any previous marriage (e.g. death certificate of spouse, final decree of divorce or annulment). For K1 applicants (fiancé), please bring evidence of relationship between you and the petitioner.
- ❑ **POLICE CERTIFICATE:** If you are 16 years of age or older, you must provide a police certificate from (1) the country of your nationality; and (2) any other country in which you have lived for more than 12 months after you turned 16 years of age; and (3) any country in which you have been arrested for any reason. Please note that police certificates from certain countries are considered unobtainable. If you are unable to obtain a police certificate from a country, please contact our staff for advice.
 - Israeli citizens or Jerusalem ID holders (laissez passer) may request a police certificate for use in their immigration visa application be sent directly to the Consular Section by applying at their nearest police station.
 - All Palestinian ID holders living in the West Bank must obtain a police certificate from the Palestinian Authority Ministry of Interior AND an Israeli police certificate from the Israeli DCO (Civil Liaison Office) in the place of their residence.
- ❑ **COURT AND PRISON RECORDS:** If you have ever been convicted of a crime, you must obtain a certified copy of each court and prison record (court disposition) even if you have been granted amnesty or pardoned in any way. If applicable, you must also provide a certified English translation of the court records.
- ❑ **MILITARY SERVICE RECORDS:** If you served in the military, please bring your original military release certificate (i.e. Israeli Defense Forces – form 807, obtained from Ktzin Ha-Ir). If you were exempted from military service, please bring a military exempt certificate (i.e. Israeli Defense Form 830, 830-1, or 830-2). If the document is not in English, Arabic or Hebrew, you will need to provide **an original certified English translation**.
- ❑ **PHOTOGRAPHS:** You will need one photograph that is 2 inches by 2 inches (~50x50mm) in size with a white background taken within the last six months. The photograph should be taken with the applicant directly facing the camera. Head coverings are permitted; however, the photograph must clearly show the face of the applicant from the crown of the head (hairline) to the tip of the chin and from ear to ear. It is preferable to have the ear exposed. All photographs must comply with our strict requirements. For more details see: http://jerusalem.usconsulate.gov/photo_requirements.html
- ❑ **MEDICAL EXAMINATION:** Arrange for a medical examination performed by a panel physician listed on the attached information sheet. You are responsible for the cost of the examination. A medical examination is also required for each child who will accompany you. As part of the medical examination, the panel physician will complete Form DS-2053 (Medical Examination for Immigrant or Refugee Applicant -1991 TB TIs) or Form DS-2054 (Medical Examination for Immigrant or Refugee Applicant – 2007 TB TIs) as well as a complete medical history (Form DS-3026) and all age appropriate vaccinations. In addition, all applicants over the age 15 will be required to have chest x-ray and blood tests as part of their medical examination. If



you have specific questions or concerns about the medical examination required as part of your immigration application, please contact the panel physicians directly.

- ❑ **EVIDENCE OF FINANCIAL SUPPORT:** In order to establish that you will not be a financial burden on the United States Government, you must meet the financial guidelines set forth at: <http://www.uscis.gov/i-134> You should bring to the interview an original Form I-134, signed by the petitioner for each beneficiary, along with a copy of the petitioner's current tax returns (Forms 1040 and W-2 -- his or her employer's statement of income to the Internal Revenue Service).
- ❑ **PROOF OF RELATIONSHIP:** You should submit proof of a valid fiancé/fiancée relationship with the petitioner. It is often helpful to bring documents such as letters, photographs, or other evidence of your engagement. If you are applying for (K3) visa as the spouse of the person being petitioned, you should bring your original marriage certificate and additional proof of your relationship (i.e. photos, letters, emails, etc.).
- ❑ **ENGLISH TRANSLATIONS OF CIVIL DOCUMENTS:** You should provide a certified English translation of all documents that are not in English, Arabic or Hebrew.

FOURTH: As soon as you have obtained **ALL of the documents that apply in your case**, you should read, sign, and date the following statement and return it to this office via postal mail or email. You will then be scheduled for a visa interview. You will receive no communication from our office until **you request an appointment**. You should bring ALL of the required documents and the application forms with you to the interview.

After we hear from you, we will send you an appointment letter. This will happen approximately one month before your interview with a consular officer. Normally you will not receive any further correspondence from this office until the appointment is scheduled.

Before your appointment please make sure to pay the required fee for visa application of a fiancé/fiancée (K1) or K3 (spouse) visas. The fee is **US Dollar 350.00** payable at the Israeli Post office, Cairo Amman Bank, or with the Consular cashier prior to your interview. (This fee is subject to change based upon the current Department of State Schedule of Fees: http://travel.state.gov/visa/temp/types/types_1263.html#perm) All fees are non-refundable. Payment can only be made in cash or credit card (all major credit cards accepted except IsraCard). No personal checks will be accepted. This fee is in addition to the fee required to file the I-129 petition.

You should only contact this office to report a CHANGE OF ADDRESS, change of your personal status (such as a marriage), the death of the petitioner, or the birth of a child. Please do not send any documents to this office unless you are specifically requested to do so.

Enclosures:

- Form DS-230 Part I, Application for Immigrant Visa and Alien Registration – Biographic Data Form
- Form DS-156K required for (K1) fiancé/fiancée applicants only.
- Preparing Affidavit of Support (I-134) instructions.
- Medical examination instructions.

REQUEST TO SCHEDULE AN INTERVIEW (DS-2001)

I have in my possession and am prepared to present all of the listed documents that apply to my case. I understand that if any of the required documents or forms is missing when I appear for my appointment, my appointment will be canceled and rescheduled for a later date. I fully realize that no assurance can be given whether I will be issued an immigrant visa until after I am interviewed by a consular officer. At the time of my scheduled interview, I intend to apply: (check appropriate box)

- Alone*
- Together with the following children: (Print names of each child who will accompany you below)*

Date: _____

Case number (From Address Label): _____

Print Name: _____

Signature: _____

Current Address: _____

Phone Number: _____

Email Address: _____

Name(s) of children (if any) who will accompany you: _____

**YOU WILL BE SCHEDULED FOR AN APPOINTMENT AFTER YOU RETURN THIS FORM
VIA POSTAL MAIL (P.O. Box 290, Jerusalem 91002)
OR EMAIL (jerusalemIVinquiries@state.gov).**

EVIDENCE WHICH MAY BE PRESENTED TO MEET THE PUBLIC CHARGE PROVISIONS OF THE LAW GENERAL

The Immigration and Nationality Act requires that an applicant for a US visa establish that he or she is not likely to become a public charge. An applicant for a US visa may generally satisfy this requirement by presenting documentary evidence establishing that:

1. The applicant has, or will have, in the United States personal funds sufficient to provide support for the applicant and dependent family members, or sufficient to provide support until suitable employment is located;
2. The applicant has arranged employment in the United States that will provide an adequate income for the applicant and dependent family members;
3. Relatives or friends in the United States will assure the applicant's support; or
4. A combination of the above circumstances exists.

APPLICANT'S OWN FUNDS

An applicant who expects to be able to meet the public charge provisions of the law through personal financial resources must submit evidence of funds or income from one or more of the following sources:

1. Statement from a senior officer of a bank showing the present balance of the applicant's account, the date the account was opened, the number and amount of deposits and withdrawals during the past 12 months, and the average balance during the year (if there have been recent unusually large deposits, an explanation therefore should be given);
2. Proof of ownership of property or real estate, in the form of a title, deed or the equivalent, and a letter from a lawyer, banker or responsible real estate representative showing its present valuation (any mortgages or loans against the property must be stated);
3. Letter or letters verifying ownership of stocks and bonds, with present markets value or expected earnings indicated;
4. Statement from an insurance company showing policies held and present cash surrender value;
5. Proof of income from business investments or other sources.

If the financial resources are derived from a source outside the United States, a statement as to how as to how the funds or income are to be transferred to the U.S. must be provided.

EMPLOYMENT

An applicant relying on an offer of prearranged employment to meet the public charge provisions of the law should have the prospective employer submit a notarized letter of employment on the letterhead stationery of the employing business. The letter should:

1. Contain a definite offer of employment.
2. Give a description of the job offered to the alien and an explanation of skills which qualify the alien for the position;
3. State the rate of compensation to be paid and, if pertinent, additional information detailing other benefits to be included in lieu of cash payment;
4. Specify the location, type, and duration (whether seasonal, temporary, or indefinite) of the employment offered; and
5. State whether the employment will be immediately available upon the applicant's arrival in the United States.

AFFIDAVIT OF SUPPORT

Individuals in the United States who desire to furnish sponsorship for an applicant in the form of an affidavit of support should use Form I-134, affidavit of support, available at: <http://www.uscis.gov/i-134> Sponsors may also elect to furnish a statement in the form of an affidavit sworn to before a notary public or other official competent to

administer an oath, setting forth his or her willingness and financial ability to contribute to the applicant's support and reasons, in detail, for sponsoring the applicant. The sponsor's affidavit should include:

1. Information regarding his or her annual income;
2. Where material, information regarding his or her other resources;
3. Obligations for the support of members of his or her own family and other persons, if any;
4. Other obligations and expenses;
5. Plans and arrangements made for the applicant's reception and support;
6. An expression of willingness to deposit a bond, if necessary, with the Immigration and Naturalization Service to guarantee that the applicant will not become a public charge in the United States; and
7. An acknowledgment that the sponsor is aware of his or her responsibilities under the Social Security Act, as amended, and the Food Stamp Act, as amended; that the affidavit will be binding upon the sponsor for three years after entry of the named persons; and that the affidavit and supporting documentation may be made available to a public assistance agency. (The provisions of the above laws are contained in form DS-1858, sponsor's financial responsibility under the social security act, and printed in part 3 of the instructions for Form I-134).

The sponsor should include in the affidavit a statement concerning his or her status (i.e. U.S. Citizen, Legal Permanent Resident) in the United States. If the sponsor is a U.S. Citizen, the affidavit should include a statement about how United States citizenship was acquired. If naturalized, the affidavit should indicate the date of naturalization, the name and location of the court, and the number of the sponsor's certificate of naturalization. If the sponsor is an alien who has been lawfully admitted into the United States for permanent residence, he or she should state in the affidavit the date and place of admission for permanent residence and the alien registration number which appears on his or her Alien Registration Receipt Card. To substantiate the information regarding income and resources the sponsor should attach two or more of the following items to the affidavit:

1. Notarized copies of his or her latest federal income tax return;
2. A statement from his or her employer showing salary and the length and permanency of employment;
3. A statement from an officer of a bank regarding his or her account, the date the account was opened, and the present balance;
4. Any other evidence adequate to establish financial ability to carry out his or her undertaking toward the applicant for what might be an indefinite period of time.

If the sponsor is married, the affidavit should be signed jointly by both husband and wife. Affidavits of support should be of recent date when presented to the consular officer. They are unacceptable if more than one year has elapsed from the date of execution.

NOTE: An applicant who expects to meet the public charge provisions of the law through the presentation of an affidavit of support is encouraged to forward this information sheet to his or her sponsors so as to assist the sponsor in preparing an affidavit.