



CONSULATE GENERAL OF THE UNITED STATES
JERUSALEM

IMMIGRANT VISA UNIT

Street Address: 14 David Flusser Street, Jerusalem
Postal Address: P.O. Box 290, Jerusalem 9100201
Email: jerusalemivquiries@state.gov

VISA INSTRUCTIONS AND CHECKLIST FOR K VISA APPLICANTS

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: Complete the visa application (Form DS-160) online at <https://ceac.state.gov/genniv/> and print the confirmation page. Please select "Jerusalem" as the location where you will be applying.

SECOND: 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. You should bring all original 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*
- √ PHOTOGRAPH
- √ 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. 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.

- ❑ **DIVORCE CERTIFICATES:** If you 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).
- ❑ **POLICE CERTIFICATE:** You must provide a police certificate from the country or countries in which you have lived for six months or more after turning 16, including the country of your nationality and the country of your current residence and any country in which you have been arrested for any reason. 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 Criminal Register Certificate for use in their immigration visa application be sent directly to the Consular Section by applying at their nearest police station or online at <https://forms.gov.il/globaldata/getsequence/getHtmlForm.aspx?formType=criminaldocument@police.gov.il> (instructions in Hebrew only). Former residents of Israel may apply in person at an Israeli consular or diplomatic mission or online using the link above.

All Palestinian ID holders living in the West Bank and Gaza must obtain a Non-Conviction Certificate from the Palestinian Ministry of Justice in the West Bank (For more details on how to apply for the Non-Conviction Certificate please visit their website at: <http://www.moj.gov.ps>) and a Criminal Register Certificate from the Israeli DCO (Civil Liaison Office) in the place of their residence or online at <https://forms.gov.il/globaldata/getsequence/getHtmlForm.aspx?formType=criminaldocument@police.gov.il> (instructions in Hebrew only).

- ❑ **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 any military, please bring your original military release certificate. For example, if you served in the Israeli military, please bring Israeli Defense Forces form 807, obtained from Ktzin Ha-Ir. If you were exempted from military service, please bring a military exemption certificate, e.g. Israeli Defense Forces form 830, 830-1, 830-2 or exemption letter from the Israeli Defense Forces citing the reason why you were exempted. If you are not able to obtain IDF form 807, please provide an explanation or documentation regarding your inability to obtain it. If the document is not in English, Arabic or Hebrew, you will need to provide *an original certified English translation*.

- ❑ **PHOTOGRAPHS:** You will need two identical photographs 2 inches by 2 inches (~50x50mm) in size with a neutral background taken within the last six months. The photographs should be taken with the applicant directly facing the camera. Head coverings are permitted; however, the photographs should 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 ears 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-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:** You must establish that you will not be a financial burden on the United States Government. The consular officer will determine based on your circumstances, including evidence you submit, whether you meet the requirements of the law. One option is to submit a complete Form I-134 (more information at: <http://www.uscis.gov/i-134>). If you choose this option, you should bring to the interview an original Form I-134, signed by a sponsor, along with a copy of the his/her 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 married and applying for K3 visa, please bring your original marriage certificate or a copy certified by the issuing authority.
- ❑ **ENGLISH TRANSLATIONS OF CIVIL DOCUMENTS:** You should provide a certified English translation of all documents that are not in English, Arabic or Hebrew.

THIRD: As soon as you have obtained **all of the documents** that apply in your case, create an account online at <http://Jerusalem.usvisa-info.com> or by calling (local): 02-5677833; or (U.S.-based): 703-439-2344. Indicate your preferred courier (ISRAELI POST or Wassel) and mail delivery method.

After you create an account, you should pay the K visa application fee either in cash at any Israeli Postal Bank or Bank of Palestine location or online by credit card. Please note that cash payments take approximately one business day to be validated and ready for use in the online system. If you chose to pay by cash, you will need to download a deposit slip via the online account you created before going to the bank to pay.

The K fee is **265.00** US dollars and is collected in local currency based on the current consular exchange rate. It is subject to change based upon the current Department of State Schedule of Fees at: http://travel.state.gov/visa/temp/types/types_1263.html#perm. All fees are non-refundable.

Applicants who pay online by credit card can schedule an appointment immediately. Applicants who pay cash will have to return to the website <http://Jerusalem.usvisa-info.com> or call (local): 02-5677833; or (U.S.-based): 703-439-2344 after the fee has been validated and provide the payment fee receipt number in order to schedule themselves.

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:

-Medical examination instructions.

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INSTRUCTIONS FOR MEDICAL EXAMINATIONS FOR VISA APPLICANTS

U.S. visa regulations require that all immigrant and refugee applicants undergo a medical examination prior to the interview appointment date. Medical exams must be performed by a designated panel physician (complete list available below). These physicians have been approved by the U.S. Centers for Disease Control and as such, they are the only doctors authorized to complete the required medical exam required for immigration or refugee processing.

The panel physician will complete several forms, including Form DS-2054, *Medical Examination for Immigrant or Refugee Applicant*, Form DS-3026, *Medical History and Physical Examination Worksheet*, and Form DS-3025, *Vaccination Documentation Worksheet*. In addition, all applicants over the age of 15 will be required to have a chest x-ray (Form DS-3030, *Chest X-Ray and Classification Worksheet*) and blood tests as part of their medical examination. If you have specific questions or concerns about the required medical examination, please contact the panel physicians directly.

PLEASE NOTE: The medical exam results in immigrant visa cases are valid for up to 6 months if there is no suspicion of tuberculosis. The expiration date of an immigrant visa is limited according to the medical exam validity. Because of the time involved in processing immigrant visa cases, if applicants wish to avoid the delays and costs associated with having to renew part or the entire medical exam, they must come prepared to their interviews with all required documents.

As of January 1, 2015, following are the Fees Associated with Medical Exams

-Cost of medical examination (administration & review of immunization history)	NIS 420.-	NIS 680.-*
-Cost of blood serology test	NIS 100.-	NIS 200.-*
-Cost of chest x-ray (required for all applicants over 15 years of age)	NIS 110.-	NIS 240.-*

Fees include value added tax (VAT).

*All fees noted above as well as costs of any **additional examination and vaccinations** which the doctor **deems medically necessary** are the sole responsibility of the individual applicant. Doctors' names marked with an asterisk (*) below are authorized to charge the higher rates marked (*) above, based on prevailing local rates.*

Each visa applicant **must** bring to the panel physician copies of his or her medical history, immunization records and prior chest x-rays.

Each visa applicant **must** identify himself/herself to the examining physician and to the radiologist by presentation of his/her passport, identity card, laissez-passer or travel document. The doctor and radiologist must then sign the following statement:

On _____ I examined _____,
(Date) (Name of applicant)

who presented passport, identity card, laissez-passer or travel document No. _____ for identification.

(Signature of Doctor)

After seeing the above mentioned identity document, I x-rayed the above applicant on _____
Date

(Signature of Radiologist)

The report of medical examination will not be accepted unless the above statement is signed by the doctor and radiologist.

The visa applicant MUST present the following to the Immigrant Visa Unit:

- 1. this signed statement of the doctor and radiologist, and**
- 2. the required medical examination Forms DS- 2054, DS- 3030, DS-3026 & DS- 3025 (in duplicate) completed and signed by the panel physician, and**
- 3. the X-Ray CD-ROM.**

PANEL OF DOCTORS AUTHORIZED FOR MEDICAL EXAMINATION

JERUSALEM:

*Dr. Jonty Maresky**
Family Medical Center
9 Diskin Street, Jerusalem
Tel: 02-5610297

Sunday to Thursday
8:30 a.m. to 5:00 p.m.
Friday 8:30 a.m. to 12 noon
(an appointment is required)

BETHLEHEM:

Dr. Robert Tabash
P. O. Box 144
19 Salesian Street
Bethlehem
Tel: 02-2742882 & 02-2743593
Cellular: 0599 250 053

Monday to Friday
Morning Hours: 09:00 am to 12:30 am
Afternoon Hours: 03:00 pm to 06:00 pm
(an appointment is required)

RAMALLAH:

Dr. Fahed Khalaf
Opposite Rukab Building – (Box 53)
Mahfal Street, Ramallah
Tel: 02-2953347 or 02-2957786 (0599 841 138)

Everyday, 8:30 a.m. to 2:00 p.m.
(without appointment)
4:00 to 6:00 p.m. (with appointment)

GAZA:

Dr. Faisal Abu Shahla
Fahmi Beik Street
Midan Falastine, Al Hindi Building
Third Floor, Gaza City
Mobile: 0599 204 245-Tel: 08-2824878;08-2820839

Saturday – Thursday 03:00 to 07:00 p.m.
(with appointment)

U.S. Consulate General
Immigrant Visa Unit

Instructions on how to register on the CSC visa services website:

All immigrant visa applicants are required to go on-line and register their immigrant visa cases prior to their visa interviews by visiting the website <https://ais.usvisa-info.com/en-il/iv> and following these simple steps:

1. Select “Register”
2. Select the appropriate IV service
3. Set up a “User Account”
4. Enter applicant’s information including the DS-260 Immigrant Visa Application bar-code.
5. Enter your IV case number as indicated on the appointment or instruction letter you received. For Immediate Family or Family Preference cases enter the case number which begins with JRS followed by 10 numbers. For a Diversity Lottery Visa case, please enter the 14 characters number provided by the Kentucky Consular Center (KCC).
6. Register every family member who is applying for a visa separately.
7. Select the courier pick up location or include an address where you would like the visa packet to be delivered. Changes to the selected delivery location will be allowed only until a day before your consular interview.
8. Print out the system confirmation page and bring it with you to you consular appointment
9. If your application is successful, your visa packet will be returned to you via courier at the selected delivery location or home/office address provided. Please note that the tracking of the document delivery status will be possible only after the courier company has assigned an Air Way Bill number for your documents. To track the delivery of your documents, you can log-in to your created account or by calling the following local number 02-5677833 or from within the US at 703 4392344.

IMPORTANT: You will NOT be able to receive your immigrant visa until you have followed this mandatory step.

تعليمات حول كيفية التسجيل لموقع خدمات التأشيرة الإلكتروني CSC

يجب على كل مقدم طلب لتأشيرة الهجرة تسجيل معاملات الهجرة خاصتهم قبل موعد مقابلتهم عبر الموقع الإلكتروني <https://ais.usvisa-info.com/en-il/iv> واتباع الخطوات البسيطة التالية:

1. اضغط على "تسجيل"
2. اختر خدمة الهجرة المناسبة.
3. افتح حساب مستخدم
4. أدخل معلومات مقدم الطلب من ضمنها باركود طلب تأشيرة الهجرة DS-260
5. أدخل رقم معاملة الهجرة كما هو موجود برسالة الموعد أو رسالة التعليمات التي استلمتها. للمعاملات المقدمة من العائلة أدخل رقم المعاملة الذي يبدأ بـ JRS وبعده 10 أرقام. لمعاملة تأشيرة القرعة أدخل 14 رقم الذي تم تزويده من مركز كنتاكي القنصلي KCC
6. سجل كل أفراد العائلة المتقدمين للتأشيرة بشكل منفصل.
7. اختر موقع الاستلام من خدمة البريد السريع أو العنوان الذي ترغب أن تستلم فيه جواز السفر ومغلف التأشيرة. يمكنك تغيير أي من هذه المعلومات حتى يوم واحد قبل موعد المقابلة.
8. اطبع صفحة التأكيد وأحضرها معك إلى مقابلتك
9. إذا كان تسجيلك صحيحاً، فإنك ستستلم مغلف التأشيرة عبر خدمة البريد السريع إلى موقع التسليم أو عنوان البيت أو المكتب الذي قمت بتسجيله. يرجى ملاحظة بأنك تستطيع متابعة وضع تسليم وثائقك بعد أن تقوم شركة البريد السريع بتعيين رقم متابعة لها **Air Way Bill number** لمتابعة وضع تسليم وثائقك يمكنك تسجيل الدخول إلى الحساب الذي فتحتة أو عبر الاتصال بالرقم المحلي 02-5677833 أو من الولايات المتحدة الأمريكية على الرقم 7034392344

هام: لن تستطيع استلام تأشيرتك إذا لم تقم باتباع هذه الخطوات الإلزامية.

הוראות הרשמה באתר אינטרנט של שירותי אשרה (CSC)

כל מגיש הבקשה לאשרת הגירה מתבקשים להירשם באתר אינטרנט שלהלן
<https://ais.usvisa-info.com/en-il/iv> . אנא בצעו את הצעדים הבאים:

1. יש לבחור Register (הרשמה).
2. יש לבחור את סוג השירות המתאים.
3. יש ליצור חשבון משתמש.
4. הקלידו את הפרטים הנדרשים כולל מספר הברקוד של הבקשה המקוונת DS-260.
5. יש לרשום את מספר התיק כפי שמופיע על מכתב ההזמנה לראיון או מכתב ההוראות שקבלתם.
יש לרשום את מספר התיק שמתחיל ב-JRS ואחריו עשר ספרות עבור תיק הגירה לאיחוד משפחה. לחלופין, עבור תיקי הגירה בתוכנית DV, יש לרשום את מספר התיק בעל 14 תווים אשר קיבלתם מ-KCC.
6. יש לרשום בנפרד כל אחד מבני המשפחה אשר מגישים בקשה לאשרה.
7. יש לבחור את המיקום לאיסוף עצמי או לרשום את הכתובת למסירה של הדרכון והאשרה. ניתן לשנות את הכתובת למסירה עד יום לפני מועד הראיון.
8. יש להדפיס את דף האישור ולהביאו עימכם ביום הראיון בקוסוליה.
9. אם בקשתכם להגירה אושרה, ערכת האשרה תשלח עליכם לכתובת או המיקום לאיסוף עצמי שציינתם. חשוב לציין שמעקב המשלוח יתאפשר רק לאחר שחברת המשלוח מקצה מספר מעקב. על מנת לעקוב אחר המשלוח יש להכנס לחשבון המשתמש שיצרתם או להתקשר למספר טלפון 5677833-02 או 2344-439-703 בתוך ארה"ב.

חשוב: לא ניתן לקבל את אשרת ההגירה בטרם סיימת את ההרשמה לשירות המשלוחים.

Courier facilities:

Israel Post - Haifa 24 Ha' Musachim St. Haifa	Israel Post - Netanya 7 Ha' Plaada St. Netanya
Israel Post - Ha Sharon 3 Tidhar St. Raanana	Israel Post - Lod 10 Ha' Yetsira St. Ramle
Israel Post - Rishon LeZion 9 Eliyahu Eitan St. Rishon LeZion	Israel Post - Jerusalem 12 Gershon Hamelamed St. Jerusalem
Israel Post - Nes Tziona 3 Habanim St. Nes Tziona	Israel Post - Ashdod Ad Halom Junction Ashdod
Israel Post - Kiryat Gat 7 Ha' Gefen St. Kiryat Gat	Israel Post - Be'er Sheva 28 Pinhas Ha' Hotzev St. Be'er Sheva
Israel Post - Tel Aviv 2 Ha' Lechi St. Bnei Brak	Israel Post - Petach Tikva 18 Zvi Bergman St. Petach Tikva
Israel Post - Eilat 8 Ha' Tevuna St. Eilat	Israel Post - Hadera 20 Komba St. Hadera
WASSEL - East Jerusalem Station Shufat Main street Nbr 19 Abraj Al-Quds Commercial Compound- Ground Floor East Jerusalem, 97292	WASSEL - Ramallah Station 1 Jerusalem-Ramallah Main Street Al-Fuad Building 2nd Floor Al-Bireh - Ramallah, Palestinian Authority
WASSEL - Nablus Station Rafidia Main Street Amasha Building Ground Floor Rafidia - Nablus, Palestinian Authority	WASSEL - Hebron Station Khaled Ibn Waleed Street Kanz Building Ground Flood Wadi Tufah Area Hebron, Palestinian Authority
WASSEL - Bethlehem Station Hukom Mahali Street Water Authority Building Ground floor Bethlehem, Palestinian Authority	WASSEL - HUB Jerusalem-Ramallah Main Street Safad Building Ground Floor Al-Bireh - Ramallah, Palestinian Authority

WASSEL - Gaza Station Khaled Ibn Waleed Street Opposite SHAWA AND HUSARI Tower Al Haddad Building Gaza, Gaza Strip	WASSEL - Ramallah Station 2 EDWARD SAID STREET 1 Near PLC Circle The Castle Building Ground Floor Ramallah, Palestinian Authority
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