



CONSULATE GENERAL OF THE UNITED STATES
JERUSALEM

IMMIGRANT VISA UNIT

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Email: jerusalemivinquries@state.gov

VISA INSTRUCTIONS AND CHECKLIST FOR IMMIGRANT VISA APPLICANTS

**Immediate Family Cases (i.e. Spouse, Child, or Parent of an American Citizen)
Family Preference Cases (i.e. Unmarried and Married Sons/Daughters, or Siblings of American Citizens)**

Our office has received a petition which, if you are qualified, entitles you to an immigrant visa. Carefully read these instructions and use them as a checklist of the documents you are required to provide during your visa interview. The instructions below apply to each applicant.

FIRST: If you have not already done so, immediately complete the online Immigrant Visa Electronic Application (DS-260). Please visit the following website to complete the DS-260 <https://ceac.state.gov/IV/Login.aspx>.

SECOND: Obtain each of the following original documents on this checklist, if applicable, and one photocopy of each. Please do not send the original documents to the Consulate General. Each applicant (including children) must submit original documents with *an original certified translation of any document that is not* in English, Arabic or Hebrew. You should bring all of the required documents with you to the interview.

QUICK REFERENCE CHECKLIST:

- √ PASSPORT
- √ BIRTH CERTIFICATE
- √ MARRIAGE, DIVORCE OR DEATH CERTIFICATE, *IF APPLICABLE*
- √ POLICE CERTIFICATE
- √ PRISON/COURT RECORDS, *IF APPLICABLE*
- √ MILITARY SERVICE RECORDS, *IF APPLICABLE*
- √ PHOTOGRAPHS
- √ 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.

THIRD: As soon as you have obtained all of the documents that apply in your case, send an e-mail to the Immigrant Visa Unit (jerusalemivinquries@state.gov) informing us that you are prepared. The Immigrant Visa Unit will inform you of your interview date and time.

After we hear from you, we will send you an appointment letter, along with instructions for how to register with the courier service and for obtaining a medical examination, but only after your case is current. Normally you will not receive any further correspondence from this office.

Enclosures:

- Detailed document checklist
- Preparing Affidavit of Support Forms – I- 864, I-864EZ, I-864A, and I-864W

DETAILED DOCUMENT CHECKLIST:

- ❑ **PASSPORT:** Bring your current passport. The passport must be valid for at least six months beyond the date of the visa. In order to receive a full-validity six month visa, the passport should have at least eight months remaining validity.
- ❑ **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.

In Family Preference Cases (i.e. F1, F2, F3, F4, or FX), you must present birth certificates for all of your unmarried children under age 21, even if they do not wish to immigrate at this time. If any of your children are deceased, please provide the year of death.

- ❑ **MARRIAGE AND DIVORCE CERTIFICATES:** If you are married, please bring your original marriage certificate or a copy certified by the issuing authority. 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 (1) the country of your nationality and the country of your current residence if you have resided in either place for more than six months after the age of 16; and (2) any country in which you have lived for more than 12 months after turning 16; and (3) 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 even if you have been granted amnesty or pardoned. 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. Israelis should obtain Israeli Defense Forces (IDF) form 807, obtained from Ktzin Hair. If you were exempted from military service, please bring a military exemption certificate – IDF form 830, 830-1, or 830-2, or an 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.



- ❑ **PHOTOGRAPHS:** You will need two identical 2 inch by 2 inch (~50x50mm) photographs with a plain, light 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 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. All photographs must comply with our strict requirements. For more details see:
<http://travel.state.gov/content/visas/english/general/photos.html>

- ❑ **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/files/form/i-864p.pdf>. To satisfy these requirements, you must bring the following documents to the interview if you have not already provided the document to the National Visa Center:

An original Form I-864, signed by the petitioner for each beneficiary, along with a copy of the petitioner's tax documents (detailed instructions attached). *Please keep in mind that you must provide an original signed Form I-864 by the petitioner, even if the petitioner's income does not qualify and you have a qualified joint sponsor.* When a U.S. citizen parent applies for a child under the age of 18 (IR2 or CR2 cases), we will need a signed I-864W for each child instead of an I-864.

If the petitioner cannot meet the financial guidelines (set forth at: <http://www.uscis.gov/files/form/i-864p.pdf>), then each beneficiary will need a joint sponsor. The joint sponsor should provide an original signed Form I-864 with required supporting documents (detailed instructions attached).

- ❑ **PROOF OF RELATIONSHIP:** You should bring original documents that establish your relationship to the petitioner. For instance, if your parent is the petitioner, your original birth certificate will suffice. If your spouse is the petitioner, you will need to bring your original marriage certificate and additional proof of your relationship (photos, letters, emails, etc.). If your brother or sister is the petitioner, you will need to provide your original birth certificate and your sibling's original birth certificate. *These are just examples for purposes of illustration and they are not intended to be a complete list of the types of proof of relationships that you may provide at the interview or the documents that may be required.*

Immigrant Visa Fee: In many cases the non-refundable immigrant visa fee has been paid by the petitioner in the United States. This fee is in addition to the fee required to file the I-130 petition. If the fee was not paid in the U.S, you must pay it to the consular cashier before you will be interviewed by a consular officer. The immigrant visa fee is \$325 U.S. dollars, or the equivalent in Israeli shekels at the current Consulate exchange rate. This fee is subject to change and based on the Department of State Schedule of Fees: http://travel.state.gov/visa/temp/types/types_1263.html#perm. Payment at the Consulate must be made in cash. No personal checks will be accepted. Only credit cards drawn on U.S. accounts in U.S. dollars will be accepted.

You should only contact this office to report a change of address, a change in 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.

Preparing Affidavit of Support Forms – I-864, I-864EZ, I-864A, and I-864W

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/files/form/i-864p.pdf>. In most cases, applicants will submit form I-864; however, you should review these instructions carefully to ensure that you submit the correct Affidavit of Support, thus avoiding delays on your case.

1. **Review** the General Information and FAQ located at:
http://travel.state.gov/visa/immigrants/info/info_3183.html
2. **Review** page 1 of the I-864W (<http://www.uscis.gov/i-864w>), Intending Immigrant's Affidavit of Support Exemption Form, to determine if the petitioner is exempt from the Affidavit of Support Requirement. This form is generally applicable when filing for children under the age of 18 (IR-2 cases).
3. **Download** the I-864P (<http://www.uscis.gov/files/form/i-864p.pdf>) - Poverty Guidelines.
4. **Review** page 1 of the I-864EZ (<http://www.uscis.gov/i-864ez>) - Affidavit of Support Form, to determine if the petitioner is eligible to submit the I-864EZ.
5. If these forms do not apply, **the petitioner is required to submit an I-864** (<http://www.uscis.gov/i-864>) - Affidavit of Support - and possibly an I-864A (<http://www.uscis.gov/i-864a>) - Contract Between Sponsor and Household Member - as well.
6. **Complete** the appropriate Affidavit of Support form. **When completing the forms**, please keep in mind:
 - ⌚ The Department of State prefers that the Affidavit of Support form(s) be completed on your computer using CAPITAL letters.
 - ⌚ Following the detailed instructions included with each form (I-864W, I-864EZ, I-864, and I-864A) is very important.
 - ⌚ There must be an original signature on each form; photocopies or fax copies will not be accepted.
7. After completing the form on the computer, **print** it. *The forms cannot be submitted electronically.*
8. **Review** the appropriate checklist to verify that the proper form has been completed correctly. These checklists are contained at the end of this document.
 - I. Intending Immigrant's Affidavit of Support Exemption, Form I-864W, Checklist
 - II. I-864EZ, Checklist
 - III. Affidavit of Support, Form I-864, Checklist
 - IV. Joint Sponsor's Documents (if required), Form I-864A, Checklist
 - V. Household Member's Documents (if required), Form I-864A, Checklist

***Important Notice for Sponsors:** The Affidavit of Support forms are not required to be notarized. By signing an Affidavit for Support the sponsor certifies under penalty of perjury that the information provided and any transcript and/or photocopy of tax documentation is true and correct. You can open the forms using Adobe Reader, which can be downloaded for free from <http://www.adobe.com>.

Checklists for Preparing Affidavit of Support Forms

I. Intending Immigrant's Affidavit of Support Exemption, Form I-864W, Checklist

Verify that, as detailed in the I-864W instructions, the Affidavit of Support is not required. The I-864W should be completed **ONLY IF** the intending immigrant:

- ⊕ Has, or can be credited with, 40 quarters of covered employment
 - As proof, you must attach a signed statement from the person who earned the quarters.
 - You must attach an earnings and benefits statement from the Social Security Administration (SSA) showing the number of qualifying quarters he or she has earned. To make a request to the SSA use Form SSA-7004-SM, or in the U.S. call the SSA's toll free number, 1 800-772-1213.
- ⊕ Is a self-petitioning widow/widower.
- ⊕ Is the battered spouse of U.S. citizen or the child of battered spouse of a U.S. citizen.
- ⊕ Is a child, who meets the requirements under the Child Citizenship Act of 2000 (CCA) to become a U.S. citizen immediately upon entry under into the U.S.

Checklists for Preparing Affidavit of Support Forms

II. Affidavit of Support, Form I-864, Checklist

1. **Ensure** that:

- ⌚ All pages are in the correct order and stapled together.
- ⌚ Each page is filled-out completely.
- ⌚ The form is signed originally; photocopy or fax copies will not be accepted.

2. **Verify** that all family members (a spouse and/or children) listed on the same petition as the sponsored immigrant that are either traveling with the sponsored immigrant (or will be traveling within six months of the immigrant's entry into the U.S.) have been listed on the I-864 IF the sponsor is sponsoring them, and they are either traveling with the immigrant, or within six months of the immigrant's entry to the U.S.

3. **IF the sponsor filed taxes**, the sponsor **MUST** submit a copy of the most recent federal income tax return (1040s) with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the IRS website at <http://www.irs.gov/Individuals/Get-Transcript>.

- ⌚ The tax return must have all pages in the correct order and stapled together.
- ⌚ If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the IRS website.

4. **IF the sponsor is submitting assets to meet the minimum income requirement:**

- ⌚ Attach evidence of assets with a cash value that equals at least five times the difference between the sponsor's total household income and the poverty guideline for the sponsor's household size.
- ⌚ Attach evidence of ownership, location and the value of each asset.
- ⌚ Attach evidence of liens, mortgages and liabilities (if any) for each asset.
- ⌚ Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the sponsor's employer should show the beginning date of employment, type of work done and income.

Checklists for Preparing Affidavit of Support Forms

III. Affidavit of Support, Form I-864EZ, Checklist

1. **Verify** that the person completing the form IS the person who filed the petition.
2. **Verify** that the sponsor is **only using his or her own employment** to meet the affidavit of support requirements.
3. **IF the sponsor** is sponsoring any family members of the intending immigrant that are listed on the same petition as the sponsored immigrant, the sponsor **MUST** complete an I-864.
4. **IF the sponsor filed taxes**, the sponsor **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the **IRS** website at <http://www.irs.gov/>.
 - ⌚ The return must have all pages in the correct order and stapled together.
 - ⌚ If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the **IRS** website.
5. **Ensure** that:
 - ⌚ All pages are in the correct order and stapled together.
 - ⌚ Each page is filled-out completely.
 - ⌚ The form is signed originally; photocopy or fax copies will not be accepted.
6. **IF the sponsor is submitting assets to meet the minimum income requirement**, the sponsor **MUST** complete an I-864.

Checklists for Preparing Affidavit of Support Forms

IV. Joint Sponsor's Documents (if required), Form I-864A, Checklist

1. **Verify** that the person submitting the form meets the definition of a joint sponsor and NOT the definition of a household member.
2. **Ensure** that:
 - ⌚ All pages of the I-864A are in the correct order and stapled together.
 - ⌚ Each page is filled-out completely.
 - ⌚ The form is signed originally; photocopy or fax copies will not be accepted.
3. **Verify** that the petitioner has submitted an I-864 or I-864EZ.
4. **Verify** that all family members (a spouse and/or children) listed on the same petition as the sponsored immigrant that are either traveling with the sponsored immigrant (or will be traveling within six months of the immigrant's entry into the U.S.) have been listed on the I-864 IF the joint sponsor is sponsoring them, and they are either traveling with the immigrant, or within six months of the immigrant's entry to the U.S.
5. **Verify** that the joint sponsor has submitted proof of U.S. Citizenship or Permanent Resident status.
6. **IF the joint sponsor filed taxes**, the joint sponsor **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the IRS website at <http://www.irs.gov/>.
 - ⌚ The return must have all pages in the correct order and stapled together
 - ⌚ If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the IRS website.
7. **IF the sponsor is submitting assets to meet the minimum income requirement:**
 - ⌚ Attach evidence of assets with a cash value that equals at least five times the difference between the sponsor's total household income and the poverty guideline for the sponsor's household size.
 - ⌚ Attach evidence of ownership, location and the value of each asset.
 - ⌚ Attach evidence of liens, mortgages and liabilities (if any) for each asset.
 - ⌚ Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the joint sponsor's employer should show the beginning date of employment, type of work done and income.

Checklists for Preparing Affidavit of Support Forms

V. Household Member's Documents (if required), Form I-864A, Checklist

You need a separate Form I-864A Contract Between Sponsor and Household Member for **each** household member whose income and assets are to be considered.

1. **Verify** that the person submitting the form meets the definition of a household member and NOT the definition of a joint sponsor.
2. **Ensure** that:
 - ⌚ All pages are in the correct order and stapled together.
 - ⌚ Each page is filled-out completely.
 - ⌚ The form is signed originally; photocopy or fax copies will not be accepted.
3. **Verify** that the household member completed the household member's information.
4. **Verify** that the sponsor completed the sponsor's information.
5. **IF the household member filed taxes**, the household member **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the household member filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the IRS website.
 - ⌚ The return must have all pages in the correct order and stapled together.
 - ⌚ If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the IRS website at <http://www.irs.gov/>.
6. **IF the household member is submitting assets to meet the minimum income requirement:**
 - ⌚ Attach evidence of assets with a corresponding cash value
 - ⌚ Attach evidence of ownership, location and the value of each asset
 - ⌚ Attach evidence of liens, mortgages and liabilities (if any) for each asset
 - ⌚ Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the household member's employer should show the beginning date of employment, type of work done and income.