



**IMMIGRANT VISA SECTION**  
**U.S. CONSULATE GENERAL**  
**MUMBAI, INDIA**  
**EMAIL: [support-india@ustraveldocs.com](mailto:support-india@ustraveldocs.com)**  
**WEBSITE: <http://mumbai.usconsulate.gov>**

**[APPOINTMENT PACKAGE FOR IMMIGRANT VISA APPLICANTS](#)**

**[\(PACKET FOUR\)](#)**

You have received a letter scheduling an appointment for you to come to this office and formally apply for an immigrant visa.

**Starting January 1, 2014**, immigrant visa applicants must complete the following steps prior to attending consular interview appointments:

**Step 1.** Follow the instructions below to complete the DS-260 form online at <https://ceac.state.gov/ceac>. **If you provided a DS-260 to NVC already, go to step 2.**

To complete the DS-260 you will need to retrieve the Invoice ID Number and each traveling applicant's Beneficiary ID Number from the "Notice to Applicant" page of your appointment letter.

If you do not have an appointment letter, your Invoice ID and Beneficiary ID Numbers can also be found on the Immigrant Visa Application Processing Fee Bill Invoice you or your petitioner received prior to paying your IV fees through the National Visa Center. If your petitioner no longer has the Fee Bill Invoice, they should obtain the invoice ID number from NVC.

**Step 2.** Print the DS-260 form confirmation page

**Step 3.** Next, go to <http://www.ustraveldocs.com> and follow the instructions to log in and to schedule an appointment to have your photograph and fingerprints taken at any of the five Visa Application Centers (VAC) in India. Each applicant is required to appear at the VAC prior to the consular appointment date.

**Step 4.** At the same website, <http://www.ustraveldocs.com/>, you will be required to select the pick-up location where you would like to receive your visa.

**Please Note: For assistance in any of the above procedures, you may call the numbers below. Please follow the instruction in scheduling your VAC appointment to avoid unnecessary delays to your immigrant visa processing.**

Each applicant, regardless of age, requires a separate visa.

If you cannot keep your scheduled visa appointment, please notify this office by email at [support-india@ustraveldocs.com](mailto:support-india@ustraveldocs.com). **Please note that rescheduled appointments are granted on a space-available basis.**

**For inquiries, call: From India:** 91-120-4844644 or 91-40-4625-8222

**From US:** 1-703-520-2239

(8:00 am to 8:00 pm Monday through Friday and 9:00 am to 6:00 pm on Sunday)

**E-mail:** [support-india@ustraveldocs.com](mailto:support-india@ustraveldocs.com).

**Please bring your original passports, appointment letter, original and photocopies of documents listed below to your visa interview. However, if you have already submitted the original documents to NVC, then please bring copies of these documents to the interview.**

**Required documents must be presented in the following order for each applicant. Please tick the boxes on the left side, to be sure that you have collected all the documents for the interview.**

**PASSPORT:** Each applicant's passport must be valid for travel to the United States and must be valid for a least eight months beyond the issuance date of the visa. The passport should reflect the correct name and date of birth of the applicant. The visa is issued in the name given in the applicant's passport. A female applicant does not have to change her name to her married name. Those applicants whose passports are issued in their maiden names will have their visas issued in their maiden names. Applicants should bring all current and former/expired passports with them to their Consulate interview.

**PHOTOS:**

You are requested to bring two photographs and make sure that the photograph complies with specifications listed at [http://travel.state.gov/visa/immigrants/info/info\\_3742.html](http://travel.state.gov/visa/immigrants/info/info_3742.html).

**IMMIGRANT VISA ELECTRONIC APPLICATION (DS-260):** You must complete the Form DS-260 available at <https://ceac.state.gov/ceac>, and print the Confirmation Page that contains the barcode information to bring to your scheduled appointment.

**Note:** If your petition did not go through the National Visa Center (NVC) process (for example, you filed your petition overseas), your invoice ID number will be the principal applicant's date of birth (YYYYMMDD).

**Frequently Asked Questions (FAQs)** - Answers to commonly asked questions can be found at [DS-260 FAQs](#) and [Online Immigrant Visa Forms](#).

**MEDICAL REPORT**

A medical examination report from one of the Consulate's panels physicians for each applicant. Please click on [http://travel.state.gov/visa/immigrants/info/info\\_3739.html](http://travel.state.gov/visa/immigrants/info/info_3739.html) for complete information about the medical examination. Please visit [http://mumbai.usconsulate.gov/medical\\_examination2.html](http://mumbai.usconsulate.gov/medical_examination2.html) for a list of approved panel physicians.

**POLICE REPORT:** Each applicant aged 16 years and older must submit a police clearance certificate that includes information regarding the applicant, including all arrests, the reason for the arrest(s) and the disposition of such cases. All Indian IV applicants aged 16 or above, residing in India, should obtain police certificates from a Regional Passport Office. **These certificates are valid of one year from the date of issuance. If the police certificate already submitted to NVC has expired, then please bring a new police certificate to the visa interview.**

**Foreign police certificates:**

Applicants age 16 and older who have resided in any other country for one year or more may also be required to submit police certificates for these countries. Applicants may check the visa reciprocity table on the website: [www.travel.state.gov](http://www.travel.state.gov) regarding obtaining such certificates. **U.S. police certificates are NOT required for applicants who have lived in the United States.** Non-Indian immigrant visa

applicants residing in India should obtain police certificates from the district police stations serving their areas of residence.

**Deportation:**

Any applicant who has been deported from the United States must submit all documents relating to the matter.

**Prison Records:**

Applicants who have been convicted of a crime must submit court records, prison records, records regarding the disposition of the case and any additional information regarding the crime, regardless of whether he/she may have subsequently benefited from an amnesty, pardon or other act of clemency.

**Military Records:**

Applicants who have served in the military must submit certified copies of any military records. The record should contain a complete record of the applicant's service and conduct while in service. It must show any conviction of crime before a military tribunal. A discharge certificate is required upon discharge, retirement, or resignation from military service.

**FEES**

Visa fees are not refundable. If visa fees are not paid at NVC, applicants must be paid through a rupee bank draft drawn on a nationalized or foreign bank. The bank drafts must be issued in the name of "U.S. Consulate General, Mumbai", and should be payable in Mumbai. As the consular rate of exchange can change, we recommend that applicants check the current consular rate of exchange at our website <http://mumbai.usconsulate.gov> ahead of their interview to obtain the current consular rate of exchange.

**BIRTH CERTIFICATE (Original and photocopy).** Each applicant must submit an **original and a clear photocopy** of his/her birth certificate. The certificate should include the applicant's name, date and place of birth, the names of both parents, and the seal of the issuing office, i.e. the municipal authorities or the village authorities (gram panchayat or talati-cum-mantri). If your name is not mentioned in the birth certificate and if any details are missing in the birth certificate or if there is a discrepancy regarding your date of birth or name, submit the certificate along with secondary evidence.

"Secondary evidence" can be a baptismal certificate, an adoption decree, a school record, or a notarized affidavit from a close relative, a neighbor or friend who was present at the time of your birth on the appropriate stamp paper and sworn before a First Class Magistrate. The person making this affidavit must state how he/she knows your family and how he/she knows the facts of your birth. **Secondary evidence must have your name, date and place of birth; names of both parents; and the seal of the issuing office.**

If your birth was not recorded, please submit a "no record of birth registration" letter from the relevant municipality along with secondary evidence, and if your birth record has been destroyed or the municipal authorities will not issue one, submit a letter from the municipality stating so along with secondary evidence. (See preceding paragraph for definition of "secondary evidence.")

**Note: If any of these documents were issued in a regional language, you must provide a notarized English translation in addition to the original.**

**MARRIAGE CERTIFICATE (original and a clear photocopy):** Any applicant who has ever been married must provide an original of the marriage certificate(s) for all marriages. Persons who married before 1955 must attempt to register their marriages. Failing this, they must submit affidavits on appropriate stamp paper sworn before a First Class Magistrate indicating the names of the bride and groom, plus the date and place of the marriage ceremony. Persons married in 1955 and later must submit a marriage registration certificate. Certificates issued by the appropriate authorities are acceptable if they are legally valid in India. **If any of these documents were issued in a local language, you must provide a notarized English translation in addition to the original.** If you and your spouse are applying for visas, you should submit an original and two clear photocopies of each certificate.

**TERMINATION OF PREVIOUS MARRIAGE(original and a photocopy):** All applicants who have divorced or whose spouses have died must provide an original copy of proof of the legal termination of all previous marriages (death certificate of spouse, divorce decree). Divorce between Hindus and Christians must be documented by a court order. A certificate from the Kazi or the head of the Jammats must document divorce between Muslims. **If any of these documents were issued in a local language, you must provide a notarized English translation in addition to the original.**

**PROOF OF RELATIONSHIP:** We strongly suggest that all applicants bring extensive documentary evidence of the relationship between the petitioner and the primary beneficiary and between the primary beneficiary and any derivative beneficiaries. **Failure to do so could greatly delay your application.** Some examples of such evidence are family and other photographs (old and recent) showing the parties together, letters, cards, correspondence, and telephone records.

**AFFIDAVIT OF SUPPORT:**

Applicants should check with their sponsors to see if their sponsors have already submitted an Affidavit of Support Form I-864 to the National Visa Center (NVC). If so, it is not necessary to submit another I-864. However, if the I-864 was not submitted by the petitioner at NVC, please bring it with you to the visa interview.

**A) Immediate relative and family preference category**

Each immigrant visa applicant must satisfy the consular officer that he/she will not become a public charge. In all immediate relative, family preference, and employment-based applications (in which a close family member owns 5% or more of the petitioning business), the petitioner must submit a completed Affidavit of Support (Form I-864), no matter what his/her financial circumstances are, to show that the sponsored applicant(s) will not become a public charge.

i) If form **I-864 was not submitted to NVC**, the applicant **must** submit the following from the petitioner (sponsor):

- a) Form I-864
- b) Evidence that the household member is a U.S. Citizen /U.S. permanent resident if a form I-864A is submitted.
- c) Federal Tax Return (Form 1040) or IRS Transcripts with all W2s and supporting schedules for the **most recent taxable year**.
- d) If the petitioner did not file a tax return, then the petitioner must provide a written explanation of why he/she had no legal duty to file the return.
- e) If the petitioner filed a late or amended tax return, he/she should submit evidence of it.

f) If the petitioner does not have copies of his/her tax returns, the petitioner should submit an Internal Revenue Service (IRS) summary.

ii) If the petitioner's income or assets do not exceed 125% of the federal poverty guidelines, then an additional sponsor willing to assume financial responsibility for the sponsored immigrant(s) must submit an I-864. This additional form I-864 must include all the supporting documentation indicated in section (i) above, as well as evidence that the Joint Sponsor is an American citizen or Legal Permanent Resident.

iii) **If the additional sponsor lives in the same household as the petitioner, he/she is considered a household member, and cannot fill out a separate I-864.** The household member must execute an I-864A, as described below.

iv) If a sponsor wishes to qualify using the income or assets of a spouse or resident of his/her home, in addition to the above documents he/she should also submit form I-864A for each additional contributor. The additional contributor should sign the form I-864A as the household member. Each household member should submit a form I-864A along with all the required documents outlined in paragraph (i). **Please note the petitioner must include the household member's income in Part 4 of form I-864.**

v) Applicants are responsible for providing sufficient copies of the form I-864.

(a) Each beneficiary of an immediate relative (IR) petition must provide one original signed I-864 and one complete set of original supporting documents.

(b) Beneficiaries of family-preference (F) petitions must provide one original signed form I-864/I-864A for the principal applicant and one copy of I-864/I-864A for each family member, and one complete set of original supporting documents for the principal applicant.

(c) If a dependent(s) will follow the principal alien to the United States at a later date, that dependent must submit an original signed I-864/ I-864A and a complete set of original supporting documents.

vi) **FORM I-864W is necessary for the following applicants:**

- Orphan classified IR-3/IH-3
- Adopted child classified IR-2; and
- Child classified IR-2 who is born out of wedlock to a parent now a U.S. citizen.

In each case, the child must be admitted to the United States while still under the age of 18 and be in the physical custody of the adoptive/natural U.S. citizen parent at the time of admission. If an applicant falls under one of these classifications he/she does not have to provide an I-864.

## **B) Employment preference category**

In employment preference visa categories, the applicant must provide a notarized offer of employment from the petitioner. If a relative has filed the visa petition as described in paragraph A) above, a form I-864 and all accompanying documents are required. For follow-to-join applicants in the employment preference visa categories, the principal applicant must submit an Affidavit of Support (Form I-134), a job letter or pay stubs, and a federal tax return (Form 1040) and W2 for the most recent taxable year.

## **C) Returning resident (SB-1) and diversity visa (DV) applicants**

A sponsor who is a U.S. citizen or LPR must provide an Affidavit of Support (Form I- 134), a job letter or pay stubs, a federal tax return (Form 1040) and W2 for the most recent taxable year and proof of U.S. citizenship or permanent resident status.

## **FOLLOWING TO JOIN APPLICANT**

When a family member of the principal applicant (the person for whom a petition has been filed by a relative in the United States) intends to stay in India longer than the principal applicant and immigrate to the United States at a later date, some additional documents are required. Each of the items listed below is needed for each child younger than 21 years who will be following to join the principal applicant later:

1. Original and photocopy of birth certificate.
2. A passport-sized photograph.
3. Passport or some photo identification such as driving license.

**NO ASSURANCE THAT VISA WILL BE ISSUED:** No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after your visa application and all documents are reviewed, and you have been personally interviewed. **Do not make any travel arrangements, dispose of your property or give up your job until the visa has been issued.** If your visa application is refused, you will be given a refusal sheet that will indicate the basis for your refusal. If applicable, it will tell you what actions you could take to overcome the refusal. The visas are affixed inside each passport and the applicant is given a sealed envelope **which should be hand carried, UNOPENED**, to the United States and submitted to the immigration inspector at the U.S. port-of-entry.

**VISA VALIDITY:** Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.

**VALIDITY OF A VISA APPLICATION:** By law, intending immigrants must pursue their visa applications within one (1) year from the date they are notified to start the application process. The appointment letter serves as the official notice. The immigrant visa registration and the visa petition filed will be cancelled if applicants who fail to apply within one (1) year. Documentation requested by a consular officer should be submitted within one (1) year of the visa interview date or the application will be terminated.

**AGE 21 NOTICE:** If you or any other family members planning to immigrate are turning 21 years of age within the next three months, this may change your or family member's visa status. Under U.S. immigration law you may be considered an adult rather than a child. Please consult with the Immigrant Visa Unit by emailing [support-india@ustraveldocs.com](mailto:support-india@ustraveldocs.com) if this will be an issue in your family's immigrant visa applications.

## **INFORMATION RESOURCES:**

We recommend that applicants check the current consular rate of exchange on our website – <http://mumbai.usconsulate.gov/ivfees.html>. For additional visa information, please visit the Consulate's website at <http://mumbai.usconsulate.gov>.

Forms and other information are available at [http://travel.state.gov/visa/forms/forms\\_1342.html](http://travel.state.gov/visa/forms/forms_1342.html) and <http://travel.state.gov>

## **FREQUENTLY ASKED QUESTIONS**

### **Who should come to the appointments?**

Only visa applicants may attend the appointment. Friends, relatives, attorneys, business contacts, and other individuals without an appointment may not enter the building, except

- Applicants under age 18 may be accompanied by a parent or guardian, if desired.
- Applicants with disabilities may be accompanied by a caretaker, helper, or interpreter.

### **When should I arrive?**

You should arrive no more than 15 minutes prior to your appointment time. Arriving on time—not too early and not too late—will guarantee you the fastest service.

### **What items can I bring?**

You should bring only the required documents in an unsealed plastic bag or folder. Mobile phones and most purses/bags are not permitted. We do not provide a facility for storage of any items. The following items are prohibited:

- Battery-operated or electronic devices such as mobile phones, digital diaries, digital watches, pagers, cameras, audio/video cassettes, compact discs, floppy disks, flash drives, memory sticks, Bluetooth devices, laptop or tablet computers, portable music players, or remote-control car keys
- Large shoulder bags or purses, travel bags, backpacks, briefcases, suitcases, leather/jute/cloth bags, and folders zippers. Only bags that can be carried by hand will be permitted.
- Umbrellas with long handles
- Food or drink
- Cosmetics (including, but not limited to, spray perfume/cologne and talcum/baby powder)
- Sealed envelopes or packages
- Flammable items such as matches, lighters, cigarettes, cigars, etc.
- Sharp objects such as scissors, pocketknives or nail files
- Weapons, weapon-like objects, or explosive materials of any kind

**Note: This list prohibited items is not exhaustive. Other items may be prohibited at the discretion of security staff. All visitors will be screened with handheld or walk-through metal detectors. These are safe for all, including pregnant women and those with cardiac pacemakers.**

### **How will I collect my visa once it is issued?**

Your appointment letter lists the pick-up location you chose when making the appointment. If your application is successful, you will receive an SMS and/or email when the passport is ready to be collected. To collect your passport, you must bring an original government-issued photo ID and a photocopy of the ID. More information is available at: <http://www.ustraveldocs.com/in/in-loc-passportcollection.asp>.

### **What else do I need to know?**

Answers to other frequently asked questions can be found at <http://cdn.ustraveldocs.com/in/in-gen-faq.asp>. To reach a customer service representative via email, please write to [support-india@ustraveldocs.com](mailto:support-india@ustraveldocs.com) or call 91-

120-4844644 or 91-40-4625-8222. From the United States, please call 1-703-520-2239. There is no public information window at the Visa Application Center or Embassy/Consulate.