AMERICAN CONSULATE GENERAL
MUMBAI, INDIA
EMAIL: infousmumbai@vfshelpline.com
WEBSITE: http://mumbai.usconsulate.gov

PACKET FOUR – K1 VISA

You have notified us that you have all the documents needed for your application for a nonimmigrant K1 visa. We have scheduled an appointment for you to come to this office and formally apply for a nonimmigrant K1visa. Your children below 21 years must appear in person with you for the interview. Each applicant requires a separate visa. If you cannot keep your visa appointment, please notify us by Email: infousmumbai@vfshelpline.com.

BEFORE COMING FOR YOUR VISA INTERVIEW THE FOLLOWING DOCUMENTS SHOULD BE PRESENTED AT YOUR NEAREST VFS OFFICE (A LIST OF OFFICES IS ENCLOSED). VFS WILL GIVE YOU A RECEIPT FOR ALL DOCUMENTS LEFT WITH IT. AT THE TIME YOU PRESENT YOUR DOCUMENTS YOU MUST ALSO PAY A COURIER FEE OF Rs. 387/-.

ALL DOCUMENTS MUST BE PRESENTED AT YOUR NEAREST VFS OFFICE (SEE ATTACHED SHEET) FOUR WORKING DAYS PRIOR TO YOUR INTERVIEW DATE. FAILURE TO SUBMIT YOUR DOCUMENTS PRIOR TO YOUR APPOINTMENT MAY RESULT IN CANCELLATION OF YOUR INTERVIEW DATE.

EXCEPTION: Applicants submitting documents to VFS Kolkata should do so SEVEN WORKING DAYS PRIOR TO THE INTERVIEW DATE.

If you wish, you may submit your documents at the Consulate on the day of interview but **YOU MUST pay the courier charges at a VFS office before the date of interview. You are strongly urged to submit your documents to a VFS office at the same time you pay the courier fee.**

Each applicant must present the required documents in the following order. Please tick the boxes on the left side, to be sure that you have collected all the documents for the interview.

☐ **PASSPORT**: Each applicant must have a valid passport. The passport must be valid for travel to the United States and must have at least eight months validity 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 compulsorily 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 the Consulate for their interview.

☐ **PHOTOS**:

You are requested to submit two photographs and make sure that the photographs comply with the following specifications for all applicants:

- **The photograph must be an unmounted full-face photo taken within the last six months. The photograph must be full front view, taken facing the camera – no side or angled views are acceptable.**

- **The photograph should measure 2 inches square (roughly 50 mm square) with the head centered in the frame. The head (measured from the top of the hair to the bottom of the chin) should measure between <u>1 inch to 1 3/8 inches</u> (28 mm and 35 mm) from the bottom of the photo.**

- **The photograph may either be in color or black and white, but <u>must</u> have only a <u>plain white</u> background. Photos with colored, dark or patterned backgrounds will not be accepted. Photos should be printed without borders.**

- **For persons wearing glasses, there must be no reflection around the eyes; photos with reflections will not be accepted. Head coverings are acceptable only due to religious beliefs and then only when the applicant's face is completely exposed. Photographs of applicants wearing tribal and other headgear not specifically religious in nature are not acceptable. Also photographs of military, airline and other personnel in uniforms are not acceptable.**

☐ **<u>APPLICATION FORMS:</u>** attached for each applicant are two Forms DS-156, Nonimmigrant Visa Application, DS-156K and DS-230 Part I. Each applicant should complete two separate forms. When completing the form, each applicant should include all names used, including any names used in the past. In particular, married women must be sure to include their full name as used before marriage, after marriage, and any other aliases. Please use the exact spelling and name order indicated in the applicant's passport.

☐ **<u>BIRTH CERTIFICATE</u>**: **<u>Original and photocopy</u>**. 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, 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. **<u>Secondary evidence must have your name, date and place of birth; names of both parents; and the seal of the issuing office.</u>**

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 municipality 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.

☐ **TERMINATION OF PREVIOUS MARRIAGE**: All applicants who have divorced or whose spouses have died must provide an **original and a clear photocopy** 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 Jammat 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 while your application is investigated.** Some examples of such evidence are family and other photographs (old and recent) showing the parties together, letters, cards, correspondence, and telephone records.

☐ **POLICE REPORT**: Each applicant aged 16 years or older must submit a police certificate that includes information regarding the applicant, including all arrests, the reason for the arrest(s) and the disposition of such cases. The following list explains where applicants must obtain their police certificates.

(A) Indian citizens residing in India: Indian citizens residing in India for six months or more since turning 16 years of age must present Indian police clearance certificates from the local area passport office. This certificate is valid for one year from the date issuance.

(B) Indian citizens currently residing outside of India: If an Indian citizen who has lived in India for at least one year after the age of 16 currently resides outside India, he/she must obtain a certificate issued by the Indian Embassy or Consulate where he/she lives. This certificate is valid for one year from the date of issuance.

(C) Non-Indian citizens residing in India: Non-Indian immigrant visa applicants residing in India should obtain police certificates from the district police station serving their area of residence. This certificate is valid for one year from the date of issuance.

(D) Indian and Non-Indian citizens who have resided outside of India: Applicants who have resided in any other country for one year or more after the age of 16 may be required to submit police certificates for the other country. Applicants may inquire with our Immigrant Visa Unit regarding police certificates for these countries, by email at: infousmumbai@vfshelpline.com. Applicants may also check the visa reciprocity table at **www.travel.state.gov**. Please note that U.S. police certificates are not required for applicants who have lived in the United States.

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 the fact that 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 a certified copy of any military record. 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.

☐ **AFFIDAVIT OF SUPPORT:**

Each visa applicant needs to satisfy the consular officer that he/she will not become a public charge. The petitioner must provide an affidavit of support (form I-134). If the petitioner's income is not sufficient, the applicant MUST submit the documents listed below from the petitioner along with the same documents from an additional sponsor willing to assume financial responsibility for the visa applicant.

- Form I-134
- Documentary evidence that the petitioner/joint sponsor is a U.S.Citizen/U.S. Permanent Resident (e.g., clear photocopy of Naturalization Certificate or U.S. passport/ both sides of green card, as applicable).
- Federal tax return (form 1040) or IRS Transcripts with all W2s and supporting schedules for the **most recent taxable year**.
- If the petitioner/joint sponsor 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.
- If the petitioner/joint sponsor filed a late or amended tax return, he/she should submit evidence of it.
- If the petitioner/joint sponsor does not have copies of his/her tax returns, the petitioner/joint sponsor must submit an Internal Revenue Service (IRS) summary.

☐ **MEDICAL REPORT**: Each applicant must submit a medical report from one of the American Consulate's panel physician. See enclosed list of physicians.

☐ **FEES:** The present"K" Visa application fees is US$350. All fees must be paid in rupees or dollars through a bank draft drawn on a nationalized or foreign bank in favor of – **The American Consulate General, Mumbai** and should be payable in Mumbai. We recommend that applicants check the current consular rate of exchange on our website **http://mumbai.usconsulate.gov/ivfees.html** or email **infousmumbai@vfshelpline.com**. **The exchange rate is subject to change without notice.**

Note: The above fees are separate from the fee charged when a nonimmigrant K1 visa petition, form I-129F, is filed.

ADDITIONAL INFORMATION

When applicants arrive at the visa section, they will swear an oath before a consular officer who will then interview them. The consular officer will review their documents and will advise them of the outcome of their applications. The Consular Section is not open to public on the second Friday and last Wednesday of the month and American and Indian holidays. Due to the high volume of applicants, this process may take most of the day.

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 he/she reviews your visa application and all documents, and he/she personally interviews you. The K1 is a nonimmigrant visa for the fiancé of a U.S.Citizen. The K2 is a nonimmigrant visa for the unmarried child, under 21 years, of a K1 applicant. You are advised not to make any travel arrangements, and not to 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 may take to overcome the refusal. Generally, applicants who are issued a visa will receive a non-immigrant K1 visa within a week from the day of their interview. The visas are affixed inside each passport and the applicant is given a sealed envelope to hand carry, UNOPENED, to the United States and to submit to the immigration inspector at the U.S. port-of-entry.

Validity of the K1 visa:

A K1 visa is generally valid for six months. You must travel and apply for admission to the United States within that period. The visa may not be transferred from one person to another, or used by any person other than the person to whom issued.

SECURITY REGULATIONS at The American Consulate, Mumbai do not permit the following items to be carried into the Consulate:

- All battery operated or electronic gadgets such as mobile phones, digital diaries, pagers, cameras, audio/video cassettes, compact discs , MP3's, floppies, lap tops, palm tops or portable music players.
- Sealed envelopes or packages
- Cigarettes/cigars/match boxes/lighters
- Any sharp object such as a pair of scissors, pen knives or nail filers

IMMIGRATION PROCEDURES AT THE PORT OF ENTRY

Applicants should be aware that a visa does not guarantee entry into the United States. Legally, the visa specifies the period during which the bearer may apply at a port of entry to enter the United States. The Department of Homeland Security - United States Citizenship and Immigration Service office (DHS-USCIS) authorizes the traveler's admission to the United States, not the consular officer.

IMPORTANT

- Photocopies and/or faxed copies of documents, including those used to identify a person (e.g., green card, passport) should be clear; both the image and the information in the copies should be clearly visible. And please inform our office immediately of any change that may affect your visa application, such as a change of address, a change of marital status, the death of the petitioner or beneficiary, birth or adoption of any children.

- Please send your emails to infousmumbai@vfshelpline.com.

- Please note that any false statement or concealment of a material fact may result in your permanent exclusion from the United States.

- This information sheet is provided free of charge by the Consular Section, American Consulate, Mumbai.

Enclosure:

a) VFS Office Addresses
b) Fee Instructions
c) Photo Instructions
d) Poverty Guidelines
e) List of Panel Physicians – Mumbai
f) List of Panel Physician – Kolkata
g) Two DS-156 (Non-immigrant Visa Application)
h) DS-156K
i) DS-230 Part I (Biographic Data)