



The enclosed information pertains to your interest in immigrating to the United States. On the basis of the notification that you have all the documents needed, we have scheduled your formal visa interview. Please see the attached appointment letter. All members of your family immigrating with you, except children under 14, must appear with you on the scheduled appointment date. However, all children under 14 who are the beneficiaries of their own petition must appear at the Embassy for their interview. If you cannot keep the appointment, please notify this office in advance.

Prior to coming to the Embassy for your appointment, you must visit <http://www.ustraveldocs.com> or call the Visa Information and Appointment Service in Poland at +48 22 307 1361 from 8:00 a.m. to 8:00 p.m., in the U.S. at (703) 988 7101 from 7:00 a.m. to 3:00 p.m. EST and in Belarus at 8-820-0011-0261, where you are required to register for passport delivery. You can choose either Home Delivery (for additional 24 PLN paid directly to TNT on delivery, available only for residents of Poland) or select a TNT pick-up location. Details on passport delivery are available at <http://ustraveldocs.com/pl/pl-niv-passporttrack.asp>

**Bring all documents pertaining to your case with you on your appointment date.** You must present your original documents in this order when you appear for your visa interview.

1. Attached appointment letter.
2. Passport with at least 8 months' validity beyond the issuance date of the visa.
3. Original of the full birth certificate for each applicant.
4. Original of the full marriage certificate (one copy for every spouse), if applicable.
5. Termination of prior marriages (divorce decree, death certificate of the spouse, annulment of marriage), if applicable.
6. Two (2) photographs signed on back with your last and first name for each visa applicant.
7. Police certificate (valid for 1 year).
8. Court and prison records, if applicable (with a translation into English).
9. Military records – the original and a translation of any military record, if applicable.
10. Affidavit of Support for family-based petitions - original signed I-864 and I-864A form (if needed) and one complete set of the supporting documents.
11. Form DS-260 - Online Immigrant Visa Application is accessible through CEAC website at <https://ceac.state.gov/IV>  
This form must be completed in English for each visa applicant.
12. Beneficiaries of family-sponsored petitions should bring with them all original documents used to establish the relationship between the petitioner and the beneficiary for presentation to the consular officer. Beneficiaries of employment-based petitions should bring a recent **letter from the prospective employer** confirming the essential information about the job offer.
13. Results of the medical examination.
14. The fee for submitting each immigrant visa application is payable in cash or by credit card at the Embassy, based on the current Embassy exchange rate. We accept credit card payments (Visa, Mastercard, Novus/Discover, AMEX, Diners) from U.S. and EU card holders. Please have the exact amount of money for each application ready. If a person is found ineligible for a visa, the visa application processing fee cannot be refunded or transferred.

\$ 325	Immigrant visa application processing fee (per person), based on I-130, I-600 or I-800 petitions
\$ 330	Diversity Visa Lottery fee (per person)
\$ 345	Immigrant visa application processing fee (per person), based on employment I-140 petition
\$ 205	Immigrant visa application processing fee (per person), based on special immigrant visa (Returning Resident) or self-petitioned cases (I-360 petition)

## ADDITIONAL INFORMATION

**MEDICAL EXAMINATIONS:** All applicants, regardless of age, must undergo medical examinations by an Embassy-designated panel physician. Maximum validity of medical examinations is 6 months and therefore your visa will be limited to the validity of the exam. For more information on medical examinations please go to:

[http://poland.usembassy.gov/poland/medical\\_exam.html](http://poland.usembassy.gov/poland/medical_exam.html)

**PHOTOGRAPHS:** Each **immigrant visa applicant** must submit **two full-face photos** with the name printed on the back. Photograph must be taken within the last six months. For more information on photo requirements, please check our website: <http://poland.usembassy.gov>

**TRANSLATIONS:** All documents not issued officially in English or Polish must be translated into English by a certified translator. Please note that the Embassy may request other documents be translated as well.

**ORIGINALS:** If you wish to retain an original birth certificate and/or marriage certificate, you may submit a photocopy but you must bring the original for inspection by the consular officer. We advise you to keep a duplicate copy of all documents submitted in connection with your visa application. The Embassy does not keep copies of your documents that are included in the visa packet.

### **THE EMBASSY CANNOT GUARANTEE VISA ISSUANCE AHEAD OF TIME.**

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after you have signed your formal application, been personally interviewed by that officer and your documents and the results of your medical examination reviewed.

We advise you not to make any travel arrangements for departure from your country, not to dispose of your property or give up your job until the visa has been issued to you. The validity of an immigrant visa is limited by the validity of medical examination and may not exceed six months. You must enter the United States within this period. Each applicant, regardless of age, receives a separate visa.

The American Embassy makes every effort to quickly adjudicate your visa application, but sometimes the adjudicating process may require more than one visit to the Embassy. You may consider, therefore, applying for a multiple-entry Schengen visa.

### **VISA PROCESSING MUST OCCUR WITHIN ONE YEAR FROM THE DATE OF THE ATTACHED LETTER.**

Section 203(g) of the Immigration and Nationality Act requires that an intending immigrant pursue his/her visa application within one year from the date the Embassy informs him or her that all the necessary documents have been received. **If you fail to do so within one year from the date of the attached letter, your application and any visa petition approved for you will be cancelled.**