# INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

**GET PREPARED**: Obtain all the applicable documents on the checklist of KEV-1 form. Supporting documents from the U.S. must be sent **directly to the applicant** so that they may be presented during the visa interview. As you obtain each document, check the box for each item. You can schedule a visa interview prior to your medical examination. However, all immigrant visa applicants must present the medical examination during the visa interview, otherwise a visa cannot be issued.

**INTERVIEW SCHEDULING**: Most of the immigrant visa applicants are scheduled at the National Visa Center. There are some situations when the applicants have to schedule the appointments themselves: AFTER YOU HAVE OBTAINED ALL OF THE DOCUMENTS that apply to your case, **contact the Call Center or register online to schedule your visa appointment**.

To schedule your visa interview appointment by telephone please call the Visa Information and Appointment Service at 38 044 383 8066 Monday-Friday from 9:00 a.m. to 9:00 p.m. or from the United States at 703 988 7107 from 7:00 a.m. to 3:00 p.m. EST. You must have the case number and passport number for each applicant (principal applicant and derivative family members) ready when requesting a visa appointment.

To schedule your visa appointment online please visit this website: http://www.ustraveldocs.com

- Click the green button "Apply Now" on http://www.ustraveldocs.com to create your profile, register for passport delivery, and schedule a visa appointment.
- In order to schedule a visa interview appointment go to the tab "Schedule Appointment" and follow next steps:
  1. Select visa class
  2. Add a dependent(s) if you are applying with child(ren)
  3. Chose the available date and time of your visa interview on the online calendar
  4. Print the visa appointment confirmation page
  5. Bring the confirmation page with you for your visa interview appointment
- In order to register for passport delivery go to the tab "IV Address Registration" and follow next steps:
  1. Select visa class
  2. Provide passport details
  3. Provide contact information
  4. Provide mailing address
  5. Provide preferred passport pickup location
  6. Print the confirmation page that will be available in PDF format
  7. Bring the confirmation page with you for your visa interview appointment

**CANCEL INTERVIEW**: If you are unable to keep your visa appointment date, please visit the same website or call the Visa Information and Appointment Service to reschedule your visa appointment.

The total fee for **EACH IMMIGRANT VISA APPLICANT (including children)** is $230 for immediate relative and family preference cases, $405 for employment-based cases, and $220 for all other cases, payable in U.S. Dollars or hryvnyas. You can pay immigrant visa fee only at the Consular Section. You do not need to pay additional immigrant visa fee if it has already been paid at the National Visa Center.

**Please, do not pay your visa fees at the bank. The erroneously paid fees are not refundable.**

**Personal appearance of every immigrant visa applicant regardless of age is required.**

**REPORT CHANGE:** It is applicant's responsibility to report a CHANGE OF ADDRESS, mistakes in spelling of given name or last name, or change in applicant's situation such as marriage, death of petitioner, or birth of children. If you are aware of any discrepancies in the spelling of applicant's names or dates of birth, or in cases when not all of the applicant's previous last names were included in the petition at the time of filing, please notify the Consular Section. It is the responsibility of both the petitioner and the beneficiary to keep the Consular Section informed.

Failure to do so prior to the visa interview will lead to a delay in visa processing. The corrections should be e-mailed to us (e-mail address: KyivIV@state.gov). **Please do not send any documents to the Consular Section in Kyiv.**

**COPIES AND TRANSLATIONS:** Documents in English, Ukrainian or Russian do not need to be translated. When you arrive for the interview, you MUST present all the original documents accompanied by a photocopy and, if the document is not in English, Ukrainian or Russian, by an English translation, which is produced by a certified translator. After the interview, all originals except police certificates and the medical examination report will be returned to you.

**PASSPORTS BY COURIER:** Prior to your appointment date, you must visit http://www.ustraveldocs.com or call the Visa Information and Appointment Service at 38 044 383 8066 Monday-Friday from 9:00 a.m. to 9:00 p.m. or from the United States at 703 988 7107 from 7:00 a.m. to 3:00 p.m. EST and follow the steps to register at which TNT courier service location you would like to pick up your visa.
The registration for TNT pick up location is required for every applicant including children. You must have the Passport Number, Date of Birth, Nationality, KEV case number, your e-mail address and visa category **for each applicant** (principal applicant and all family members, including children) ready in order to complete the registration. If you register online, after entering your information you will be prompted to select a TNT location to which you would like to have your visa delivered. Please make sure that you print out your confirmation letter and bring it with you to the visa appointment. If you register through the Call Center, you will receive a confirmation of TNT courier selection by e-mail. You must print it out and bring it with you for your appointment. The U.S. Embassy will not be able to process your visa application until you make a selection of a TNT destination where the visa can be delivered. There is no additional cost for delivery of your visa. Please make sure that you register **before** you come to the Embassy, otherwise your appointment may have to be rescheduled.

**TERMINATION OF REGISTRATION: VISA PROCESSING MUST OCCUR WITHIN ONE YEAR FROM THE DATE OF THIS 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. This is our notice to you that it is now possible for you to pursue your application for a visa. If you fail to do so within one year from the date of this letter, your application and any visa petition approved for you will be cancelled.

**DOCUMENT CHECKLIST:**

**1. PASSPORTS**: A passport must be valid for travel to the United States and must have at least 8 months' validity beyond the planned date of travel to the U.S. Children may be included on a parent's passport or they may have their own travel document. If over the age of 5, they must have their photographs attached to a parent's passport. If over 18 years old, they must have their own international passport.
**NOTE: CHILDREN WHO HAVE THEIR VISAS IN THEIR PARENTS' PASSPORTS** can only travel with the parent who also has a valid U.S. visa. **CHILDREN WITH U.S. VISAS IN THEIR OWN TRAVEL DOCUMENTS** can travel to the United States on their own.

**2. BIRTH CERTIFICATES (original and copy)**: You must submit an original of birth certificate for **each person** named in the petition and who is applying for a visa. The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any children were adopted, you must submit the final adoption decree.

**UNOBTAINABLE BIRTH CERTIFICATE**: In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration, provided it contains the date and place of the applicant's birth and information concerning parentage, and provided the baptism took place shortly after birth. If a baptismal certificate is unavailable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.

**Single/divorced/widowed and married applicants with children from previous marriages** will be questioned about child's custody status and should come prepared to discuss the issue and provide any related documents they may have. The Ukrainian government has certain requirements for children traveling outside Ukraine. You may contact the government of Ukraine to find out more about the requirements applicable to your specific situation.

**3. POLICE CERTIFICATES (original)**: Applicants aged 16 years and older must submit a police certificate from the country of nationality and the country of residence at the time of visa application, if the applicant has resided there for 12 months or more. (For example, an 18 year old Russian citizen residing in Ukraine must present a police certificate both from Russia and Ukraine).
Police certificates are also required from all other countries where the immigrant visa applicant has resided for one year or more after the age of 16 including the republics of the former USSR.
A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where the applicant now resides must be of recent date when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. In Ukraine the certificate **must be obtained in the oblast centers** from the Departments of Information Technology at the Ministry of Internal Affairs. The police certificate is valid for ONE YEAR.
All police records issued for visa applicants who have changed their names need to bear all the names applicants have used. These include maiden names and names from previous marriages. If the name was obtained through means other than marriage or divorce, it should be listed on the police certificate as well. Certificates issued solely under the applicant's current name will not be accepted.
NOTE: Police certificates from certain countries are considered unobtainable. To check the availability of police certificates in other countries, please go to http://travel.state.gov/. The information is located under VISAS – FEES AND RECIPROCITY TABLES link.

**4. MILITARY RECORDS (original and copy)**: A military record, if applicable and obtainable, is required.

**5. PHOTOGRAPHS**: Two photographs for each applicant with light background on glossy paper, unretouched, and unmounted, size 50 mm by 50 mm, are required (the photos cannot be more than 6 months old). The photographs must be presented for **all applicants (including children)** regardless of age. The dimensions of the facial image must measure about 25-35 mm from chin to top of hair. The applicant should not be looking down or to either side. No head covering or dark glasses may be worn. Color Polaroid photos are acceptable.

**6. EVIDENCE OF SUPPORT:** Form I-864, a contractual Affidavit of Support, must be submitted for most immigrant visa applicants. Please see the enclosed information sheet guidance on preparing the I-864.
Please note that the poverty guidelines change every year. You need to make sure that the income reflected in I-864 form is above the poverty guidelines effective at the time of I-864 signing. To check the Department of Homeland Security poverty guidelines, please go to http://uscis.gov/graphics/formsfee/forms/files/I-864p.pdf**.**

**7. MARRIAGE CERTIFICATES (original and copy)**: Currently or previously married persons are required to present their marriage certificate or change of name certificates if they no longer have their marriage certificates. **If the marriage certificate from the previous marriage has been submitted to the registrar's office at the time of divorce, a change of name certificate must be obtained from the registrar's office (RAGS).**

**8. CHANGE OF NAME CERTIFICATES (original and copy):** If the change of surname/name occurred not through the marriage, the change of name document must be provided.

**9. DIVORCE/DEATH CERTIFICATES (original and copy)**: Divorce certificate as a proof of the termination of any previous marriage must also be submitted. If the spouse is deceased, a death certificate should be submitted. Divorce certificates must be obtained at the local registrar's office (RAGS). Court decrees terminating marriage are acceptable only if issued in Ukraine after July 27, 2010.

**10. PROOF OF RELATIONSHIP FOR SPOUSES OF AMERICAN CITIZENS AND SPOUSES OF LPRs:** Letters, e-mails, photos, phone bills, Skype logs etc. Electronic media is not acceptable.

**11. MEDICAL EXAMINATION:** All applicants must have medical examinations at the time of the interview. See attached medical examination requirements.
The applicants must submit proof of vaccinations. Applicants should also pay attention to the validity of the medical examination. If the medical examination expires before the applicant arrives in the United States, it must be repeated. Unless a certain medical condition exists, the validity of the medical exam is six months.

**12. APPLICATION FORMS**: The applicants must submit form DS-260 online in English.

1. Please go to https://ceac.state.gov/IV/Login.aspx.
2. Choose "Principal Applicant" in the first field.
3. Enter your NVC/Embassy case number KEVXXXXXXXXXX in the second field. Your case number can be found on the first page of these instructions.
4. Insert your ID/Invoice number you have from NVC (if you cannot find it in your paperwork, please request it from NVC at nvcinquiry@state.gov). If your case is created in Kyiv, instead of invoice number you will insert your date of birth, in the format **YYYYMMDD** (i.e. 19500209 for February 9, 1950).
5. Complete the DS-260 and press the button "Sign and Submit". **Do not print out**.

The following table will help you collect the necessary documents. **You only need to collect the documents applicable to your case** (i.e. if you have never been married before, you do not have to provide marriage and divorce certificates).

| Original document | Copy | Translation |
|---|---|---|
| External passport or/and child's travel document valid for at least 8 months | | |
| Birth certificate | + | * |
| Child's custody status documents (if applicable) | + | * |
| Military records (if applicable) | + | * |
| For each immigrant visa applicants original Affidavit of Support I-864, I-864A, I-864W, I-864EZ (whichever applicable) with the most recent tax return | | |
| Divorce decree (if applicable) | + | * |
| Marriage certificate/change of name certificate (if applicable) | + | * |
| Marriage certificate if you were married in the U.S. | + | |
| Death certificate (if applicable) | + | * |
| Adoption decree (if applicable) | + | * |
| Police certificate for all names used from country of citizenship and all countries where applicant resided after the age of 16 for more than 1 year | | * |
| Evidence of the relationship with your husband/wife (letters, telephone bills, photographs, airline tickets, etc) | | |
| Proof of your relation to the person/business who filed immigrant petition for you | | |
| Two photographs 5 x 5 signed on the back for each immigrant visa applicant.<br>(See the details about photograph requirements below.) | | |
| Application forms: DS-260 must be submitted online | | |
| Medical examination results (white envelope only) | | |
| **Application fee** for each applicant including children. If immigrant visa application fee was paid in the U.S. and the proof of payment is attached to the petition, and the amount paid is less than the fee active at the billing date, you will have to pay the difference at the time of your interview. **Do not pay at the bank!**<br>The payments are accepted only in U.S. dollars cash.<br>The cashier accepts only undamaged, clean notes (without stains, inscriptions, stamps). | | |

* Documents in English, Ukrainian or Russian do not need to be translated. Translation is required only if the original document is done in a language other than English, Ukrainian or Russian.

ONLY ONE COPY OF EACH DOCUMENT, EXCEPT PHOTOGRAPHS, NEEDS TO BE SUBMITTED WITH THE VISA APPLICATION. YOU ARE ADVISED, HOWEVER, TO OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE, AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IN THE EVENT THE FIRST SET IS LOST OR DAMAGED.