



INSTRUCTIONS FOR K 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 visa applicants must present the medical examination during the visa interview, otherwise a visa cannot be issued.

SCHEDULE INTERVIEW: 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>.

Important note: Please be informed that you will not be able to schedule your visa appointment until you pay your \$240 visa application fee and obtain a visa confirmation receipt from the bank.

- Under link “Nonimmigrant Visa Information” find the tab “Bank and Payment Options” and print the following document: “Deposit Slip - \$240 MRV Fee”. Please take this deposit slip to your nearest Raiffeisen Bank Aval branch and pay your \$240 visa application fee. You will be provided a payment confirmation receipt by the bank. It takes approximately three to five hours for your payment transaction to become active.
- 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 – K1/K2/K3/K4
 2. Add a dependent(s) if you are applying with child(ren)
 3. Enter your payment confirmation receipt number provided to you by the bank
 4. Choose the available date and time of your visa interview on the online calendar
 5. Print the visa appointment confirmation page
 6. 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 – K1/K2/K3/K4
 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

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. Please be informed that you can reschedule your visa appointment three times only. If you are rescheduling your visa appointment for the fourth time, you will be required to pay a new visa application fee.

Children under the age of 14 are not required to be present at the interview at the time of their parent’s application for a K visa.

CANCEL INTERVIEW: To cancel your visa appointment, you need to call the call center with a request to do so and reschedule for another date.

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 (KyivIV@state.gov). **Please do not send any documents to the Consular Section in Kyiv.**

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 an English translation, which is produced by a certified translator, only if the document is not in English, Ukrainian or Russian. After the interview, all originals except the medical examination report will be returned to you. The consular officer has the right to request translation of any submitted document.

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.

DOCUMENT CHECKLIST:

- **1. PASSPORTS:** A passport must be valid for travel to the United States and must have at least six months' validity (8 months' for immigrant visas) 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:** You must submit an original of birth certificate for **each person** named in the petition and who is applying for a visa. Birth certificates must be presented for all unmarried children under 21 years old. 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.

TO OBTAIN A VISA FOR A CHILD UNDER 16 ONE OF THESE IS REQUIRED:

- Court decree granting sole custody to the parent applying for a U.S. visa; OR

- Notarized consent letter from the left-behind parent permitting the permanent residency of the child in the U.S. **WITH** a photocopy of left-behind parent's passport ID page (to confirm identity and signature of the person granting permission); **OR**

- Death certificate, if the other parent is deceased; **OR**
- The left-behind parent may appear in person to sign the consent statement.

Personal appearance of the non-immigrating parent is, however, an option for those families who wish to choose it. If the left-behind parent is not in Ukraine, s/he should have his/her consent letter notarized at the nearest Ukrainian or U.S. Embassy/consulate in the country where s/he is located, and then submit that notarized statement with a photocopy of his/her passport ID page. The parent should send the documents to the visa applicant.

If the immigrating parent cannot locate the other parent (e.g., if they have been estranged for many years), then s/he should obtain a Ukrainian court decree establishing that s/he has custody/control of the child or a court decree pronouncing the other parent missing.

- **3. POLICE CERTIFICATES:** 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 six months or more. (For example, an 18 year old Russian citizen residing in Ukraine must present a police certificate both from Russia and Ukraine).

Fiancée visa applicants must present a police certificate from all countries where they resided for 6 months 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://www.travel.state.gov> . The information is located under **VISAS – FEES AND RECIPROcity TABLES** link.

- **4. MILITARY RECORDS:** A military record, if applicable and obtainable, is required.

- **5. PHOTOGRAPHS:** Two photographs for each K and V visa applicants and one photograph for each immigrant visa 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:** Any evidence **from your American spouse/fiancé(e)** which will show the consular officer that you and members of your family who will accompany you will not become public charges while in the United States. Documentation regarding financial support can be in any form – preferably one year of tax returns, W-2s, bank statements, earning statements, letters from employers. **PRESENTING ONLY THE AFFIDAVIT OF SUPPORT I-134 FORM IS NOT SUFFICIENT. The I-864 form is not required for a fiancé(e) visa.**

- **7. MARRIAGE CERTIFICATES:** 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:** If the change of surname/name occurred not through the marriage, the change of name document must be provided.

- **10. DIVORCE/DEATH CERTIFICATES:** 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.
- **11. PROOF OF RELATIONSHIP:** Letters, e-mails, photos, phone bills, skype logs. Electronic media is not acceptable.
- **12. MEDICAL EXAMINATION:** All visa applicants must have medical examinations at the time of the interview. See attached medical examination requirements. The applicants for K visas are not required to submit proof of vaccinations (vaccinations will be required when you adjust your status to LPR while in the U.S.). Therefore applicants may wish to consider carrying their vaccination records with them to the United States to facilitate this process.
- **13. APPLICATION FORMS:** At the time of the interview fiancée visa applicants must submit filled out DS-156, DS-230 and DS-156 K forms. The DS-156 and DS-156K forms could be filled out either in English or Ukrainian, and the DS-230 forms should be filled out in English only.

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 6 months		
Birth certificate		*
Court decree of sole legal custody of the child (if applicable)	+	*
Court decree pronouncing the other parent missing (if applicable)	+	*
Notarized statement from an absent parent + copy of the photo page of the passport (if applicable)	+	*
Military records (if applicable)		*
Evidence of financial support from your American fiancé(e) – copies of tax returns, W-2s, pay stubs, letters from employers, bank statements; original of Affidavit of Support I-134		
Divorce decree (if applicable)		*
Marriage certificate/change of name certificate (if applicable)		*
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 6 months		*
Evidence of the relationship with your fiancé(e) (letters, telephone bills, photographs, airline tickets, skype logs etc)		
Medical examination		
Two photographs 5 x 5 cm signed on back for each K visa applicant. (See the details about photograph requirements below).		
Following application forms completed in either English or Ukrainian: 2 copies of DS-156 form – Nonimmigrant Visa Application 1 copy of DS-156 K– Nonimmigrant Fiancé(e) Visa Application 1 copy of DS-230 – DS-230: Application for Immigrant Visa and Alien Registration – Part I K-2 applicants (children of K-1 applicants) complete only two copies of form <i>DS-156 – Nonimmigrant Visa Application</i> and one copy of form <i>DS-230, Part I.</i> If the child is included on your passport , you should use your passport information to fill out the child's application.		

* 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.