

## IMMIGRANT VISAS

Immigrant visas are required by anyone seeking to take up **indefinite or permanent residence** in the United States. Upon entry into the United States an immigrant visa holder is processed for a Permanent Resident Card, commonly known as a Green Card.

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The following immediate relatives of U.S. citizens are eligible to qualify for immigration in the immediate relative category.

### **Spouse or Minor Child of a U.S. Citizen**

An immigrant visa may only be processed for a child if he/she has **no claim to U.S. citizenship**.

### **Parent of a U.S. Citizen**

U.S. citizen must be 21 or over

### **Step-parent or Child of a U.S. Citizen**

The step-parent, step-child relationship must occur before the child's 18th birthday

### **Spouse of a deceased U.S. citizen**

Spouse of a citizen of the United States married for at least 2 years at the time of the citizen's death who was not legally separated from the citizen at the time of the citizen's death. The Petition must be filed within 2 years of the death of the U.S. citizen.

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Depending on which category of Immigrant Visa that you qualify for, a specific USCIS Petition is required. Please read through the list of visas and who qualifies for them to determine which petition you have to submit.

<b>Category</b>	<b>Who Qualifies</b>	<b>Required Petition</b>
<b>Immediate Relatives</b>	<ul style="list-style-type: none"><li>• Spouse or Minor Child of a U.S. Citizen</li><li>• Parent of a U.S. Citizen</li><li>• Step-parent or Child of a U.S. Citizen</li><li>• Spouse of a deceased U.S. citizen</li></ul>	<b><u>I-130</u></b>
<b>Family Based</b>	<ul style="list-style-type: none"><li>• Unmarried Son or Daughter of a U.S. citizen</li><li>• Spouse, Children or Unmarried Son or Daughter of a Lawful Permanent Resident</li><li>• Married Son or Daughter of a U.S. Citizen</li><li>• Brother or Sister of a U.S. Citizen</li></ul>	<b><u>I-130</u></b>
<b>Returning Residents</b>	Permanent Resident Aliens, who were unable to return to the United States for <b>reasons beyond their control</b> within 364 days, may be eligible for a special immigrant Returning Resident (SB-1) visa.	<b><u>DS-117</u></b>

**Are you a member of the U.S. Armed Forces and married to a foreign born spouse? Do not wait to apply for an immigrant visa until you have your orders!**

The process for receiving an Immigrant Visa for your foreign born spouse could take anywhere from **12 WEEKS to 6 MONTHS. START EARLY** to ensure that you can take your new husband/wife and stepchildren with you!

Please follow this link <http://www.defensetravel.dod.mil/site/travelreg.cfm> for information on re-imbusement of visa fees for DOD personnel. (See JFTR, Volume 1, Chapter 1, Part C and JTR, Volume 2, Chapter 1, Part F.)

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Please follow the guidelines below to find out where you need to send your petition.

**I-130: Petition for Alien Relative**

(Immediate Relatives & Family Based)

Is your permanent residence in Germany?

YES Please file your I-130 petition with **USCIS in Frankfurt.**

NO You are required to file your petition in the U.S. Please **read** the instruction for completing the I-130 for exact details on how and where to file.

**DS-117: Application to Determine Returning Resident Status**

Only mail-in forms accepted: Please mail your **DS-117** ([http://travel.state.gov/visa/forms/forms\\_1342.html](http://travel.state.gov/visa/forms/forms_1342.html)) to the IV unit in Frankfurt.

**Note:** Grandparents, aunts, uncles, in-laws and cousins cannot sponsor a relative for immigration.

Where did you submit your application? **USCIS Frankfurt**

**Applied at USCIS Frankfurt**

If your petition was approved and your visa class has **no** numerical restrictions, the Frankfurt IV unit will request from you by mail the following document:

- **DS-230** ([http://travel.state.gov/visa/forms/forms\\_1342.html](http://travel.state.gov/visa/forms/forms_1342.html))

The biographic data form DS-230 should be completed for each person applying for a visa, regardless of age. The DS-230 should be completed and returned immediately to:

U.S. Consulate General  
Immigrant Visa Section  
Giessener Strasse 30  
60435 Frankfurt

**Note:** Do not send in any other documents until requesting that you send them in.

**Failure to return the DS-230 Part I promptly will delay the processing of the application.**

This page contains Instructions for Filing an I-130 with the U.S. Citizenship & Immigration Services office in Frankfurt

**I-130 Petition For Alien Relative:** The U.S. Citizenship and Immigration Services at the U.S. Consulate in Frankfurt accepts I-130 petitions by mail or in person from U.S. citizens who reside in Germany. U.S. citizens whose principal residence is not in Germany, and/or are abroad temporarily as a visitor or on business, must file the petition in the United States.

**New Fee Schedule:** Please note that the new of **\$420.00 goes into effect November 23, 2010**

**Evidence of Residence:** We require evidence of petitioner's residence in Germany, such as a photocopy of a Certificate of Residence, a Foreigners' Permit to stay, or a copy of the petitioner's orders if he/she is a member of the U.S. military stationed in Germany.

**Appointments:** To file in person, make an appointment at the Frankfurt Office on **InfoPass** (<http://infopass.uscis.gov>)

**Contact Information:** The office is open on Mondays, Wednesdays and Fridays for those with an InfoPass appointment from 08:00 to 11:00.

**Telephone:** (+49) 69 7535-2233

**Fax:** (+49) 69 7410971

**Email:** USCIS.Frankfurt@dhs.gov

**Checklists For Form I-130:** Please read the instruction pages attached to the petition carefully and complete all appropriate sections of the form. You may download and use the following checklists for filing your I-130

- **I-130 Petition Checklist:** ([http://germany.usembassy.gov/visa/files/i130\\_instructions.pdf](http://germany.usembassy.gov/visa/files/i130_instructions.pdf))
- **Form I-130 Instructions:** (<http://www.uscis.gov/files/form/i-130instr.pdf>)
- **Form I-130:** (<http://www.uscis.gov/files/form/i-130.pdf>)
- **Form G-325A:** (<http://www.uscis.gov/files/form/g-325a.pdf>)

**Supporting Documentation:** Do not submit original documents. Only attach legible photocopies of required supporting documentation.

**Translations:** All documents not in English or German must be accompanied by certified English translations. The translation must include a statement signed by the translator that states that the translation is accurate, and the translator is competent to translate.

**Processing Times:** The **minimum processing** time for an I-130 petition is **90 days**. If it has been more than 90 days, you may send an email to USCIS.Frankfurt@dhs.gov. We ask that you please refrain from contacting this office for status checks while your application is pending. Your cooperation will help us ensure that we maintain our processing times.

Before you begin collecting your documentation, you have to print out the IV Document Checklist ([http://germany.usembassy.gov/uploads/d6/d7/d6d7196f80572f91ddf2cc72ae1ed83c/iv\\_checklist.pdf](http://germany.usembassy.gov/uploads/d6/d7/d6d7196f80572f91ddf2cc72ae1ed83c/iv_checklist.pdf)) and fill it out as you gather your documents.

**Required Documentation:** Please collect originals of the documents stated below and then make one photocopy of them for yourself and one for each family member who will accompany you to the United States.

□ **Passports**

A passport must be valid for travel to the U.S. and must have at least 6 months validity. Children may be included on a parent's passport, but if over the age of 16, they must have their photographs attached to the passport.

□ **Birth certificates**

Obtain the original of the birth record of each family member (yourself, your spouse, and all unmarried children under the age of 21, even if they are not immigrating with you).

If any parent listed on a child's birth certificate is not immigrating with the child, then that parent must sign a document indicating that he or she consents to the child leaving Germany.

In rare cases it might be impossible to obtain a birth certificate you should obtain a statement from the civil registrar's office and proceed to obtain secondary evidence of birth; e.g. baptismal certificate, notarized statement.

□ **Adoption certificates**

The certificate must show date and place of adoption, along with the names of the adoptive parents. This certificate must be issued by a public authority and show that a public record exists of the adoption.

□ **Police certificates**

Police certificates are required for each visa applicant aged 16 years or older; if the applicant

- is living in their country of nationality at their current residence for more than 6 months
- lived in a different country for more than 12 months
- was arrested for any reason, regardless of how long they lived there

[How do I obtain a Police Certificate?](#)

**Note:** *once on the reciprocity page, choose the country you would like police certificate information for and it will be displayed under "Documents."*

□ **Court & Prison Records**

Persons who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency. One original and two photocopies regarding every conviction for any crime(s) in any country are required. Translations of these documents are mandatory.

□ **Military records**

Persons who have served in the military forces of any country must obtain one certified copy of their military record.

□ **Photographs**

Three (3) color photographs which meet Department of State Immigrant Visa Photo Requirements: (<http://germany.usembassy.gov/visa/photographs/>).

□ **Evidence of Support; Affidavit of Support (I-864) for all applicants except K-Visa Applicants!**

Form I-864 is a contractual affidavit of support, must be submitted for most family-based applicants and employment-based applicants when a relative is the petitioner or has ownership interest in the petitioner's business.

**Form I-864 Instructions:** (<http://www.uscis.gov/files/form/i-864instr.pdf>)

**Form I-864:** (<http://www.uscis.gov/files/form/i-864.pdf>)

**Note:** Other applicants must show evidence that they are not likely to become public charges while in the United States.

□ **Marriage certificates; Termination of Prior Marriages (certificate of divorce)**

Married applicants must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

Proof of the termination of any previous marriage must also be submitted; e.g. death certificate of spouse; final decree of divorce or annulment.

□ **Proof of Vaccination**

Any person who seeks an immigrant visa must show proof of having received vaccination against vaccine-preventable disease as recommended by the Advisory Committee on Immunization Practices (ACIP).

- Vaccination Requirements ([http://germany.usembassy.gov/visa/files/iv\\_immunizations.pdf](http://germany.usembassy.gov/visa/files/iv_immunizations.pdf))

## WHAT HAPPENS NEXT WITH YOUR APPLICATION

Please read through the information below pertaining to your application center to learn what happens next with your application.

### Applied at USCIS Frankfurt

You should now have all your documents gathered and have completed and signed the IV Document Checklist and applicant statement

([http://germany.usembassy.gov/uploads/d6/d7/d6d7196f80572f91ddf2cc72ae1ed83c/iv\\_checklist.pdf](http://germany.usembassy.gov/uploads/d6/d7/d6d7196f80572f91ddf2cc72ae1ed83c/iv_checklist.pdf))

If this is true and all your documents are together, you can mail or fax the **signed** Applicants Statement to:

#### Normal Mail:

Immigrant Visa Unit  
Giessener Strasse 30  
60435 Frankfurt am Main

#### APO Address:

Immigrant Visa Unit  
PSC 115 Box 1011  
APO AE 09213-0115

**Fax:** 069 / 7535 2260

### **!!DO NOT SEND ANY OTHER DOCUMENTS TO THE CONSULATE!!**

You will bring all required documents with you on the day of the formal visa interview.

After your Applicant Statement is received, the Consulate will complete all necessary administrative processing of your immigrant visa application. You may be requested to provide additional information if you have incomplete or are missing documents.

Approximately one month before your scheduled interview appointment with a consular officer, you will receive an appointment letter containing the date and time of your visa interview.

**Note:** The Consulate cannot guarantee how long it may be before you are scheduled for an appointment for a visa interview. Please notify us if the circumstances of your application have changed:

- Change of address;
- Change of Marital status;
- Death of petitioner; or
- Birth or adoption of additional children

## GET YOUR MEDICAL EXAMINATION DONE

A medical examination by an approved panel physician is required for your Immigrant Visa.

The following documents are required when you take your medical examination:

- Valid passport
- 3 photographs (photo requirements: <http://germany.usembassy.gov/visa/photographs>)
- Vaccination records (vaccination requirements: [http://germany.usembassy.gov/visa/files/iv\\_immunizations.pdf](http://germany.usembassy.gov/visa/files/iv_immunizations.pdf))
- Fee (varies depending on physician)
- Tests/results of any disabilities or illnesses.

### Medical examination procedure

In order to avoid unnecessary delays in the issuance of your immigrant visa, we are providing you with a list of the Consulate's designated panel physicians in Germany. You MUST make your own appointment for the medical examination at any one of the physicians' offices listed.

You do not need to have received your appointment letter in order to attend your medical examination.

**NOTE:** You do not need an appointment for the physicians in Frankfurt, they accept walk-ins Mondays, Tuesdays and Thursdays between 07:30am - 11:00 am.

### List of panel physicians in Germany

We have panel physicians available in Berlin, Dortmund, Frankfurt, Freiburg, Hamburg and München.

- All panel physicians in Germany:  
(<http://photos.state.gov/libraries/frankfurt/9318/panel%20physician/Panel%20Physicians%20in%20Germany.pdf>)
- Directions to Frankfurt panel physicians:  
([http://germany.usembassy.gov/visa/files/iv\\_physician\\_directions.pdf](http://germany.usembassy.gov/visa/files/iv_physician_directions.pdf))

## COME TO YOUR INTERVIEW ON YOUR APPOINTMENT DAY

The final step in the process of obtaining a U.S. immigrant visa is to read our security notice ([http://germany.usembassy.gov/visa/files/security\\_notice\\_for\\_consular\\_customers.pdf](http://germany.usembassy.gov/visa/files/security_notice_for_consular_customers.pdf)), attend your interview with the consular officer.

All applicants registered for immigration, including children, are required to visit the Consulate in person for a formal visa interview with a U.S. consular officer.

**Final Check:** Before leaving for the Consulate General Frankfurt, ask yourself the following questions:

- Do I have all the required documentation with me?
  - DS-230 (if not already provided)
  - Passports
  - Birth certificates
  - Adoption certificates
  - Police certificates
  - Court & Prison Records
  - Military records
  - 1 Photograph – Photo requirements: (<http://germany.usembassy.gov/visa/photographs>)
  - Evidence of Support; Affidavit of Support
  - Marriage certificates; Termination of Prior Marriages (certificate of divorce)
  - Completed my medical examination and either have the results with me or have arranged to have the results sent to the consulate
- Do I have something to pay the Visa Application Fee (if not already paid)?
  - **Prior to coming to the interview please check the current fee, if you have not already paid**
  - **We accept Cash (dollar & euro) and Credit Cards (Visa, MasterCard, or American Express)**
- Do I have enough cash with me to purchase the required postage? (4,25 Euro)
- Have I read the Consulate's Entry Regulations and Forbidden Items Handout? See web site link: ([http://germany.usembassy.gov/visa/files/security\\_notice\\_for\\_consular\\_customers.pdf](http://germany.usembassy.gov/visa/files/security_notice_for_consular_customers.pdf))
- Have I left all my electronics at home? (Handys, USB sticks, Laptops, Game Devices, MP3 Players, etc.)  
[Print out the Applicant Check List] ([http://germany.usembassy.gov/visa/files/iv\\_final\\_checklist.pdf](http://germany.usembassy.gov/visa/files/iv_final_checklist.pdf))

If you are able to check off each of these questions as being complete, you're ready to submit your application and interview with the consular officer!

*We regret that due to the size of our waiting room, we are unable to accommodate friends or family members accompanying you who are not applying for visas, **with the exception** of parents of minor children.*

Entry Regulations and Forbidden Items.

## **When I arrive at the Consulate/Embassy**

1. Please arrive 15 minutes prior, **but no earlier**, to your scheduled appointment.
2. When you arrive, you can expect to go through a security line similar to that at the airport and be screened for electronics and restricted objects, e.g.:
  - remove belt
  - remove all items from your pockets
  - go through a metal detector
  - have your items x-rayed

*Being prepared for this security screening will help facilitate your entrance into the Consulate/Embassy.*

**Notice:** If you are found to have any electronics or restricted objects on your person, you will be sent away and asked to return once you have disposed of the said objects.

**!!We are unable to store any electronics or other objects at the Consulate/Embassy!!**

Once inside the Consulate/Embassy, you can expect to spend roughly 2-3 hours to finish your Visa Application Process.



## **Immunization Information**

Dear Visa Applicant:

Any person who seeks an immigrant visa must show proof of having received vaccination against vaccine-preventable disease as recommended by the Advisory Committee on Immunization Practices (ACIP). This vaccination requirement applies to all visa applicants who are required to have a medical examination. A copy of the immunization schedule for immigrant visa applicants is on the reverse for your information and use.

Please make sure that you, and all accompanying family members, bring your up-to-date immunization records with you to the medical examination.

(Translation:

Alle Antragsteller müssen belegen, dass sie gegen durch Impfung vermeidbare Krankheiten geimpft wurden (Impfpass). Dieser Nachweis wird vom "Advisory Committee on Immunization Practices" (ACIP) empfohlen und muss von allen Visaantragstellern belegt werden. Eine Auflistung der vorgeschlagenen Impfungen für Visaantragsteller ist zu Ihrer Information auf der Rückseite.

Bitte vergessen Sie nicht, Ihren Impfpass und den Ihrer Familienangehörigen zur ärztlichen Untersuchung mitzubringen.

End Translation)

**Table: Requirements for routine vaccination of immigrants examined overseas who are not fully vaccinated or lack documentation.**

Vaccine	Age						
	Birth-1 month	2-11 months	12 months-6 years	7-10 years	11-17 years	18-64 years	≥65 years
DTP/DTaP/DT	NO	YES	YES	YES	NO	NO	NO
Td/Tdap		NO		YES, ≥7 years old (for Td); 10-64 years old (for Tdap)			
Polio (IPV/OPV)	NO			YES			NO
Measles, Mumps, and Rubella		NO		YES, if born in 1957 or later			NO
Rotavirus	NO	YES 6 weeks to 8 months				NO	
Hib	NO		YES 2-59 months old			NO	
Hepatitis A		NO	YES 12-23 months old			NO	
Hepatitis B			YES, through 18 years old				
Meningococcal (MCV4)			NO		Yes 11-18 years old		NO
Varicella		NO			YES		
Pneumococcal	NO	YES, 2-59 months old (for PCV)			NO		YES (for PPV)
Influenza	NO		YES, 6 months through 18 years old (annually each flu season)			NO	YES, ≥50 years old (annually each flu season)

DTP=diphtheria and tetanus toxoids and pertussis vaccine; DTaP=diphtheria and tetanus toxoids and acellular pertussis vaccine; DT=pediatric formulation diphtheria and tetanus toxoids; Td=adult formulation tetanus and diphtheria toxoids; Tdap=adolescent and adult formulation tetanus and diphtheria toxoids and acellular pertussis vaccine (Boostrix for persons 10-18 years old; Adacel for persons 11-64 years old); IPV=inactivated poliovirus vaccine (killed); OPV=oral poliovirus vaccine (live); Hib=*Haemophilus influenzae* type b conjugate vaccine; MCV=meningococcal conjugate vaccine; PCV=pneumococcal conjugate vaccine; PPV=pneumococcal polysaccharide vaccine.

Adapted from ACIP recommendations.



**Consulate General of the United States of America**  
Immigrant Visa Unit, Gießener Straße 30, 60435 Frankfurt am Main

## INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received an approved petition requesting an immigrant visa for you. For additional information and Frequently Asked Questions about immigrant visas, please refer to the Mission Germany website: [www.usembassy.de](http://www.usembassy.de) or [www.uscis.gov](http://www.uscis.gov). If you have specific questions related to the status of your application, you may send an email, stating your full name and case number to: [FrankfurtIV@state.gov](mailto:FrankfurtIV@state.gov). While no specifics at this time can be given regarding the date and time of your visa interview appointment, you should now prepare for that appointment by taking the following three steps:

**FIRST:** Complete and return immediately to this office the enclosed form, DS-230, Part I, APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION (Biographic Data). This office cannot initiate processing in your case until this form is received.

**SECOND:** Arrange for your medical examination. Visa applicants are responsible for arranging an examination by one of the approved physicians before the scheduled interview. As the medical exam results are normally valid for 12 months, you should complete your examination as soon as possible. You do not need to have received your appointment letter in order to attend your medical examination.

The list of approved physicians is included in this packet, and is also listed on our website at <http://germany.usembassy.gov/visa/iv/step6/>. Note that you do not need an appointment for the physician in Frankfurt. The Frankfurt physician accepts walk-ins from Monday to Friday from 7:30am to 11:00 am.

**THIRD:** Obtain the following documents on this checklist, which pertain to you. As you obtain each document, check the box before each item. **Do NOT send the documents to this office.**

**1. PASSPORTS:** A passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if over the age of 16, they must have their photographs attached to the passport.

**2. BIRTH CERTIFICATES:** One *certified* copy (see box 10) of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time. (If children are deceased, so state giving year of death.) 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 a certified copy of the final adoption decree. Photostatic copies are acceptable provided the original is offered for inspection to the consular officer. **If any parent listed on a child's birth certificate is not immigrating with the child, then that parent must sign a document indicating that he or she consents to the child leaving Germany.**

**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. Should a baptismal certificate be unobtainable, 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.

**3. POLICE CERTIFICATES:** Each visa applicant aged 16 years or over is required to submit an ORIGINAL police certificate from the police authorities of each country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen. Police certificates are also required from all other countries where the applicant has resided for at least one year. 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 you now reside must be of *recent date*

(not older than six months) 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. If specific questions arise regarding police certificates, please consult this office. Additional information about obtaining police certificates from specific countries can be found on the U.S. State Department website under the "Visa Reciprocity and Country Documents Finder": <http://www.travel.state.gov/visa/reciprocity/index.htm>. The reciprocity website has detailed information about how to obtain these records.

- 4. COURT AND PRISON RECORDS:** Persons who have been convicted of a crime must submit each court record and any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. (**NOTE:** One original and **TWO** photocopies\*\* regarding **EVERY** conviction for any crime(s) in Germany or any other country are required). Please note that translations of the court and prison records in English are mandatory.
- 5. MILITARY RECORDS:** A *certified* copy of any military service record, if applicable and obtainable, is required.
- 6. PHOTOGRAPHS:** One color photograph for each applicant, regardless of age. Please see the enclosed information sheet.
- 7. EVIDENCE OF SUPPORT:** Form I-864, a contractual affidavit of support, must be submitted for most family-based applicants and employment-based applicants when a relative is the petitioner or has ownership interest in the petitioning business. The enclosed information sheet provides guidance for preparing the form I-864. Other applicants must show evidence that they are not likely to become public charges while in the United States.
- 8. MARRIAGE CERTIFICATES:** Married persons are required to present a certified copy of their marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse; final decree of divorce or annulment). **Applicants who have been divorced and who are applying for visas for their children by a previous marriage must present proof that they have been awarded custody of the children by the court and that permission has been given for the children to be taken out of Germany if the court made a restriction in this regard.**
- 9. ORIGINAL DOCUMENTS:** You must be prepared to present the **originals** of all civil documents, which establish your claimed relationship to the petitioner.
- 10. TRANSLATIONS:** All documents not in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified English translations. Translations must be certified by a competent translator. A certified copy is a photocopy of a filed document, legal or other, in its entirety (everything within a staple) that is sworn to be a true copy by a court clerk or solicitor. If the staple is removed then the copy loses its certified status.

**ONLY ONE COPY OF EACH DOCUMENT\*\* MUST BE SUBMITTED WITH THE VISA APPLICATION, IN ADDITION TO THE ORIGINAL (UNLESS YOU SUBMIT CERTIFIED COPIES), EXCEPT PHOTOGRAPHS. 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.**

**PLEASE READ THE FOLLOWING CAREFULLY**

As soon as you have obtained all of the documents which apply to your case, carefully read the statement on the next page, sign and date it, and return the form to this office. **You will not be scheduled for an appointment until you sign and return this checklist.**

After this form has been returned to this office, you will be scheduled for a visa interview at the earliest possible date. It is not possible to predict when this will be since it depends the type of immigrant visa category you are applying for. You will not normally receive any further correspondence from this office until the appointment is scheduled. At that time, you will receive an appointment letter along with instructions regarding the medical examination. The total fee for an immigrant visa is U.S. \$404, or the local currency equivalent. Each applicant must be prepared to pay this fee on the appointment date.

You need not check with this office unless you have to report a CHANGE OF ADDRESS or a change in your situation such as marriage, death of petitioner, or birth of children. Please do not send any documents to this office unless you are specifically requested to do so.

### APPLICANT'S STATEMENT

I have in my possession and am prepared to present all documents listed in items 1 through 10 which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me.

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Current address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Proposed Travel: \_\_\_\_\_

Signature: \_\_\_\_\_

**YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU HAVE RETURNED THIS FORM.**

**PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS YOU ARE SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE.**

**IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES.  
FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING  
IMMIGRANT.**

Fax: 069-7535-2260

**Enclosures:**

Form DS-230, Part I, Application for Immigrant Visa and Alien Registration  
Form I-864, Affidavit of Support and Checklist.  
Medical examination & Vaccination requirements  
Photograph Information Sheet