

UNITED STATES CONSULATE GENERAL  
P.O. Box 65, Station Desjardins  
Montreal, Quebec, Canada  
H5B 1G1

Date:

Dear

This office is ready to begin final processing of your immigrant visa application and has scheduled a visa interview appointment at this office for you and the traveling applicants listed below. The visa appointment date and time are noted at the bottom of this letter.

If you are not ready to immigrate within the next six months please contact our office to reschedule your appointment. Please send an e-mail to: montreal-iv-dv@state.gov. Subject line should read: To Re-schedule IV appointments.

Our office is located in downtown Montreal: 1155 Rue St-Alexandre at the corner of Blvd. Rene Levesque. Please bring this letter with you and present it at the security checkpoint when you arrive. After entering the building, please go to the 19th floor and take a number from the cashier. Then, please have a seat and wait for your number to be called.

Thank you for your continued cooperation. We look forward to seeing you at your appointment.

Sincerely,

Immigrant Visa Unit Chief  
U.S. Consulate General Montreal

**Visa Appointment**

Date                      Time  
\*\*\*\*\*

Case Number:  
Name (P) :  
Preference Category: IR1 - CAN

Traveling Applicants:  
(P)



## Consulate General of the United States of America

*e-mail: Montreal-IV-DV@State.gov*  
*P.O. Box 65, Station Desjardins*  
*Montreal, Quebec, Canada H5B 1G1*

### APPOINTMENT LETTER FOR IMMIGRANT VISA APPLICANTS

All administrative processing in connection with your immigrant visa application has been completed. It is now possible for you to pursue your application for a visa. On the basis that you have all the documents needed in connection with your application for an immigrant visa, **an appointment has been scheduled for you to come to the U.S. Consulate General Montreal on the date specified in covering appointment letter. If you cannot keep the appointment, please notify this office at once:**

**FAX:** 514-398-9748 or **e-mail:** Montreal-IV-DV@state.gov.

Section 203(e) of the Immigration and Nationality Act requires that an intending immigrant pursue his or her visa application within one year from the date that he or she is informed that it is possible to do so. **If you fail to pursue this visa application within one year of the date on the enclosed appointment letter, your application and any visa petition approved for you will be cancelled.**

The U.S. Consulate General is located in downtown Montreal, at 1155 Rue St. Alexandre, Postal code H3B 3Z1 (between Boulevard Rene Levesque and Rue Ste. Catherine).

All members of your family immigrating with you, must appear with you on the appointment date, subject to the exceptions noted in the personal appearance instructions given on the website [http://travel.state.gov/visa/immigrants/info/info\\_1335.html](http://travel.state.gov/visa/immigrants/info/info_1335.html)

All intending immigrants, regardless of age, are required to **undergo medical examinations.** Please see the instructions for these examinations given on the website [http://travel.state.gov/visa/immigrants/info/info\\_1335.html](http://travel.state.gov/visa/immigrants/info/info_1335.html)

Each applicant, regardless of age, must present **two recent photographs at the interview and three at the doctor's office.** Please see the instructions for these photographs given on the website [http://travel.state.gov/visa/immigrants/info/info\\_1335.html](http://travel.state.gov/visa/immigrants/info/info_1335.html)

### ADDITIONAL REQUIREMENTS

UNLESS YOU HAVE ALREADY SENT THEM TO THE NATIONAL VISA CENTER, **PLEASE BRING ALL ORIGINAL DOCUMENTS ON YOUR APPOINTMENT DATE.** Your application will be refused if you do not bring all of the required documents, which are listed below. Please present your documents in the following order:

1. The appointment letter showing the date and time of your interview	7. Police certificates issued less than 10 months before interview date
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2. Passport valid for 6 months beyond intended entry date into the United States	8. Court records (if applicable)
3. Birth certificate for each applicant	9. Military records (if applicable)
4. Adoptions decree(s) (if applicable)	10. Evidence of financial support
5. Marriage certificate (if married)	11. Medical examination
6. Death and/or divorce certificates (if applicable)	12. Two Photographs

All documents that are not in English **must** be accompanied by a certified translation into English. Translations must be certified by a competent translator and sworn to before a Notary.

Evidence of prearranged employment must be less than 6 months old when presented to the consular officer.

If you have not paid all of the fees due to the National Visa Center, please be prepared to pay the remaining fees. Each person immigrating, regardless of age, requires a passport and a separate visa. If a person is found ineligible to receive a visa, the application fee cannot be refunded.

### **MOST IMPORTANT**

**You are advised not to make any travel arrangements for departure from the country, nor to dispose of your property or give up your job until the visa has been issued to you.** A consular officer can make a decision only after your formal application and all documents have been reviewed and you have been personally interviewed by that officer. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel to the United States and apply for admission as a permanent resident within that six-month period.

Due to the high number of interviews scheduled per day, it is possible that you will have to spend the entire morning in the office before final action can be taken on your application. Due to security clearance processing, **approved immigrant visas cannot be issued the day of your interview.** Because the issued visa must be placed in your passport, we will not be able to return your passport until the visa is ready. Unless you need your passport for travel, you may return to your address in Canada on the day of your interview. We cannot offer any assurance as to the time when approved visas will be available.

**YOU MUST GO TO THIS INTERNET WEBSITE FOR FURTHER INSTRUCTIONS. FAILURE TO DO SO WILL RESULT IN SIGNIFICANT DELAYS**

**[http://www.travel.state.gov/visa/immigrants/info/info\\_1335.html](http://www.travel.state.gov/visa/immigrants/info/info_1335.html)**

**Go to the Section Marked “Interview Preparation”**



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### APPOINTMENT DAY REMINDERS

The visa application process culminates in an interview at the U.S. Consulate General in Montreal, where your application and documents will be examined and you will be interviewed by a consular officer. When everything in a visa case is in order, the appointment day usually proceeds smoothly, from document screening to interview to approval. However, when applications are incomplete or documents missing, we are frequently unable to complete processing and must send applicants away to obtain the missing documents or information. Thus, ensuring that your application is complete is well worth the effort. The following are some things that you can do to make appointment day go more smoothly:

- Please take the time to **read carefully all information sheets and complete all forms**. All questions on a form should be answered (if a question does not apply, please answer "N/A," if an answer is "None," please write "None").
- Please bring **the originals of all civil documents**, unless you already sent them to the National Visa Center. We will return original civil documents at the conclusion of the interview.
- Please bring an **updated police certificate**, if necessary. The certificate issued for your present place of residence must have been issued within the 12 months preceding the date of your final visa appointment. If the police certificate you submitted to the National Visa Center will expire by the date of your appointment, please bring a new one.

Please **pay careful attention to bring the correct Affidavit of Support (AOS) and supporting documentation**. To obtain a form and instructions for completion, go to the following website:

[http://www.travel.state.gov/visa/immigrants/info/info\\_1335.html](http://www.travel.state.gov/visa/immigrants/info/info_1335.html)

The AOS is valid indefinitely, but the sponsor's income must meet the poverty guidelines at the time the AOS was filed with NVC or with this post. You may be asked to provide recent evidence of the sponsor's income at the time of the interview.

**For family-based visas:** A **Form I-864W** (Intending Immigrant's I-864 Exemption) is to be used for the child (under age 18) of a U.S. citizen.

The **EZ Affidavit of Support (Form I-864EZ)** may be used in lieu of the Form I-864 **if the sponsor (the one who filed the petition) meets all of the following requirements:**

- There is **no need for a joint sponsor or a Form I-864A** (Affidavit of Support from a Household Member)
- The affidavit of support is filed on behalf of only **one** intending immigrant;
- The sponsor is seeking to qualify based on the **sponsor's own income alone** (not on the basis of assets); and
- All of the sponsor's **income is shown on the IRS Form W-2**
- All other family-based beneficiaries, including the spouse and step-children of a U.S. citizen, require a **Form I-864 Affidavit of Support** submitted by the sponsor(s) if the sponsor does not qualify to submit a Form I-864EZ. For every visa applicant, please bring one copy of each completed Affidavit of Support.

*For employment-based visas:* Please bring a recent letter (one month from interview date) from the petitioning firm noting your position and salary. If you are the derivative beneficiary of an employment-based petition who is following-to-join the principal applicant in the United States, please provide a letter from the petitioning firm stating the principal applicant's position and salary and a Form I-134 from the principal applicant.

- Please pay careful attention to the **photo instructions**, as they are quite specific. If the photos you bring to the interview do not match these specifications, we will have to ask you to obtain new photographs before you can be interviewed. Note that this is the same photo standard used for Canadian passport photographs.
- If you have **not** already paid them to the National Visa Center, please **bring the fees: USD \$400.00 per person** for immigrant visa processing. You may pay in U.S dollars or Canadian dollars according to the U.S. Government exchange rate in effect on the day of your interview. You may also pay this fee by major credit card.
- Please **bring your appointment letter**. Use the Consulate entrance at 1155 Rue St. Alexandre, Postal Code H3B 3Z1 (between Blvd. Rene Levesque and Rue Ste. Catherine). When you arrive, show the letter at the security checkpoint, then follow the directions of the security staff to the public elevator. Take it to the 19th floor, then go to the cashier at window 14. Show your appointment letter to the cashier, who will assign you a number. Please wait in the immigrant visa waiting area until your number is called.
- Please **plan to spend all morning at the Consulate**, at least until 1:00 p.m. This office will make every effort to expedite your visa application on the day of your appointment, but it is a process that takes several hours. Please take account of this fact when parking and packing activity books for children. Also, when parking, please lock all valuables out of sight in the trunk of your car.
- Passports and visas will be returned to all applicants with Canadian addresses by Canada Post. Do not contact the Consulate to inquire about the delivery status of your case; use the Canada Post website tracking feature.
- You **must** purchase a **314 mm x 394 mm (about 12 X 15 inches)** size prepaid Xpresspost mailer from Canada Post in advance of your interview and present it with your documents at your interview so we can mail your completed visa to an address in Canada. Please bring one mailer for every four family members receiving visas.

If you are living in the U.S. in legal status, you may retrieve your visa in person at the U.S. Consulate General Montreal. Although we cannot guarantee a processing time for the return of the visa, most are delivered the following business day.

- Please **do contact us if you have questions: FAX:** 514-398-9748 or **e-mail:** Montreal-IV-DV@state.gov. Due to staffing constraints, we do not offer live telephone operator service.



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### **INFORMATION ON PHOTOGRAPHS FOR IMMIGRANT AND K VISA APPLICANTS**

Every applicant for an U.S. immigrant visa or K visa (K-1, K-2, K-3, or K-4) will need at least **five** color photographs of himself or herself for use in visa processing. Three of these photographs will be used by the panel physician, who will request them at the time of the medical examination. Two of these photographs will be used by the U.S. Consulate in preparing the visa and will be requested at the time of the interview.

Because these photographs you present will be electronically captured and printed on the visa, they must meet the requirements listed below. Please review these requirements before having your photographs taken. You might find it helpful to give a copy of this letter to the photographer, to ensure that he or she is aware of the requirements. **Please note that, if you arrive for your interview with photographs that do not conform to these requirements, we will have to ask you to obtain the correct photographs before you can be interviewed.**

#### **Photo Size**

The two full-face photos for each visa applicant must measure:

- 2 by 2 inches (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 1 inch and 1 3/8 inches (25 mm to 35 mm) with the eye level between 1 1/8 inch and 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo.

#### **Photo Appearance**

- The photographs must be a full-face view in which the visa applicant is facing the camera directly.
- The applicant should not look down or to either side, and the face should cover about 50 percent of the photo area.
- Side or angled views cannot be accepted.
- The photographs must be in color, but must have only a white or off-white background. Photos with dark, busy, or patterned backgrounds cannot be accepted.
- In general, the applicant's head, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom and from hairline side-to-side. It is preferable that ears be exposed.
- Head coverings and hats are only acceptable due to religious beliefs, and even then, may not cover any portion of the applicant's face.
- Sunglasses or other wear which detracts from the face are not acceptable unless required for medical reasons (an eye patch, for example).
- Photographs depicting a person wearing a traditional facemask or veil that does not permit adequate identification are not acceptable.
- Photos of military, airline, or other personnel wearing hats are not acceptable.
- Photographs of applicants wearing tribal, national costume, or other headgear not specifically religious in nature are not acceptable.

**NOTE: This photograph standard is roughly the same as that of Canadian passport photographs.**



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### **SECURITY NOTICE TO ALL VISITORS**

Please note that all visitors to the U.S. Consulate General in Montreal must be screened prior to entry and are subject to inspection via a walk-through metal detector and with a hand-held metal detector. Carried personal items are will undergo full inspection by use of an X-ray machine and other equipment. **Any visitor who declines to be screened by U.S. Consulate security personnel will be prohibited from entering the Consulate.**

Because personal items must be screened before entrance, bringing unnecessary articles will delay your entrance to the Consulate as these are examined. **In order to facilitate your entrance to the Consulate and reduce your waiting time at the security checkpoint, we recommend that you leave behind any unnecessary personal items.** If you leave them in your car, be sure to put them in the trunk and lock your car; do not leave any personal items in view in the passenger compartment.

#### *Prohibited Items*

Please note that the following items are prohibited inside the U.S. Consulate:

- food and beverages;
- weapons or tools;
- backpacks, luggage, or large purses;
- electronic or recording equipment of any kind, including, but not limited to: laptop computers; cell phones; PDAs; cassette, CD, and MP3 players; and pagers; and
- oversized strollers,
- Nail files and nail polish

#### *Accompanying Persons*

The following persons may accompany a visa applicant during his or her visit to the Consulate:

- Interpreters: An applicant may bring **one** interpreter if he does not speak English well enough to participate unassisted in the visa interview.
- Special Needs Visitors: Applicants may bring **one** person to help if they are elderly, disabled, or if the applicant is a minor child applying for a visa.
- Attorneys: An applicant may be accompanied by his or her attorney(s).
- U.S. Citizens: An applicant may be accompanied by a U.S. Citizen.

Due to the limited size of our waiting room, the high volume of visa applicants, and the time required to screen consular clients, other accompanying persons cannot and will not be admitted to the Consulate. Drivers, friends, extra relatives, and others not specifically named above cannot be permitted to enter and will be asked to return to meet the applicant after the interview is complete.



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### **PERSONAL APPEARANCE OF CHILDREN UNDER AGE 14**

In general, all immigrant visa applicants must appear before a United States consular officer for an interview. However, the personal appearance of a child under age 14 may be waived at the discretion of a consular officer. Most children under age 14 whose parents apply for an immigrant visa at the U.S. Consulate General Montreal will be exempted from the interview requirement and do not need to be present at the visa interview.

A child who falls into one of following categories, however, **cannot** be exempted from the interview requirement and **must** appear in person with his or her parents:

- A child who is the beneficiary of a petition filed on his or her behalf by a U.S. citizen or legal permanent resident parent.
- An orphan adopted (or to be adopted) by a U.S. citizen.
- A child who does not have an official civil birth certificate showing the names of both parents.

### **IMPORTANT NOTES**

Even if a child under age of 14 is exempted from the interview requirement, he or she **must be physically present in Canada**. Everyone who obtains an immigrant visa must later use that visa to enter the United States from abroad by presenting it to a Department of Homeland Security Officer at a U.S. port of entry. Only then does an immigrant visa holder enter the U.S. in permanent resident status.

Even if a child under age 14 is initially exempted from the interview requirement, the consular officer, in his or her discretion, may later require that the child appear in person for an interview.