

- ✓ MARRIAGE CERTIFICATE: If you are applying for a spousal visa (K3 visa), you must present a certified copy of your marriage certificate.
- ✓ MARRIAGE TERMINATION CERTIFICATES: Submit the original proof of the termination of any and all of your previous marriages and your petitioner's previous marriages (e.g. death certificate of spouse(s), final decree(s) of divorce or annulment).

SUBMIT ONLY ONE COPY OF EACH DOCUMENT, EXCEPT PHOTOGRAPHS, WITH THE VISA APPLICATION. WE ADVISE YOU TO OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE, AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IF THE FIRST SET IS LOST OR DAMAGED.

STEP TWO: Collect all evidence you have that you have met your fiancé(e) or spouse in person and that you have a bona fide fiancé(e) or spousal relationship. Evidence may include letters, photos, telephone bills, travel tickets or other evidence of a bona fide engagement or marriage. Present all evidence relevant to your application at the visa interview. Please arrange evidence in chronological order.

NOTE: Do not bring photo albums. Remove relevant photos from albums and bring loose photos only.

STEP THREE: After you have finished the steps above, **complete in English** and sign the enclosed Form DS-230 Part I, Application for Immigrant Visa and Alien Registration, Part I - Biographic Data for yourself and your accompanying children, if any. If a question does not apply to you, then you must mark it with a N/A.

STEP FOUR: As soon as you have obtained all of the documents for your application, carefully read the statement on the following page, sign and date it, and return the form to us along with Form DS-230 Part I as explained in Step Three. **You will not be scheduled for an appointment until you sign and return this checklist and Form DS-230 Part I.** After we receive your form, we will schedule you for a visa interview at the earliest possible date.

PLEASE NOTE: Responses to questions on the Form DS-230 Part I, visa application forms must be complete and accurate. Addresses given must be actual places of residence (where you sleep and eat), not addresses once used for household registration. Addresses and telephone numbers must belong to the person indicated; if beneficiary or petitioner does not have his/her own dwelling or phone number, applicant must so state. If a contact address or phone number is that of a relative or friend, applicant must so state. Failure to follow these instructions could result in processing delays or in refusal of the visa application.

FEES: Fees for the "K" visas are US \$160 for yourself and your children over 15 years old and US \$140 for your children who are under 15 years old. These fees include the machine readable visa fee of US \$100 and the medical examination fee of US \$60 per adult and US \$40 per child. **There are no other fees.**

WHEN TO CONTACT US: You need not check with this office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, divorce, death of petitioner, or birth of children. In case of any changes, please include your case number on any documents sent to us. Please send to this office only those documents specifically requested in Step Three and Step Four. Bring all other documents and evidence of relationship to the visa interview.

Enclosures:

1. Instruction letter
2. DS-2001, Notification of Applicant Readiness
3. DS-230 Part I, Application for Immigrant Visa and Alien Registration, Part I- Biographic Data
4. DSL-1083K, "K" Visa Supplemental Information Sheet
5. DS-2000, Evidence Which May be Presented to Meet the Public Charge Provision of the US Immigration and Nationality Act
6. Form I-134, Affidavit of Support
7. Visa photo specifications