



IMMIGRANT VISA SECTION
AMERICAN CONSULATE GENERAL
MUMBAI, INDIA
EMAIL: support-india@ustraveldocs.com
WEBSITE: <http://mumbai.usconsulate.gov>

Here are the few points to be noted while you prepare for your immigrant visa interview:

- After 26 September 2012, ALL applicants must create their profile by logging on <http://www.ustraveldocs.com/in> and arrange delivery of their visas BEFORE the interview. Your visa will be delivered by the Blue Dart courier service free of charge to the address that you provide, but only within the territory of our India Consular District. Please carry a print out of registration confirmation to present to the consulate.
- Please ensure that you have your medical report from our panel physicians before your interview. Please visit http://mumbai.usconsulate.gov/medical_examination2.html for list of panel physician. DO NOT BRING YOUR X-RAY ON THE DAY OF THE INTERVIEW. Only bring your medical report. Medical examinations are valid for three or six months from the date you had the exam, validity of the visa will depend on the results of the examination.
- For fees if applicable, we recommend applicants check the current consular exchange rate on our website <http://mumbai.usconsulate.gov/ivfees.html>.
- Please carry all the originals plus photocopies of all your civil documents. (Birth certificate, Marriage certificate, Divorce documents, Adoption documents) Also note that if any document is not issued in English, please bring an English translation along with the original document issued in any other language.
- Police clearance certificate (PCC) must be issued by the regional passport office. (The validity of the PCC is one year from the date of issue. Please bring the new PCC if the one you have submitted has already expired.) Also note that if you have lived in any foreign country for more than a year after reaching the age of 16 years, you are also required to submit the PCC from that country. Applicants may also check the visa reciprocity table at www.travel.state.gov
- Please bring the federal income tax returns for the most recent year from the petitioner and from the joint sponsor if sponsor does not meet the poverty guidelines. See link to poverty guidelines http://travel.state.gov/visa/immigrants/info/info_1339.html.
- Please bring the proof of your relationship with the petitioner.

If your case is pending please follow instructions for document submission:

- Submit the requested documents at either one of the 5 OFC (Offsite Facilitation Center) or 6 VFS (Visa Facilitation Service) offices. Visit <http://www.ustraveldocs.com/in> for location details and registration. Please print the 221(g) courier submission letter and submit it along with the required documents and the 221(g) letter.

Failure to read and properly follow all instructions provided may result in your visa being delayed at the initial interview.

For any inquiries call: From India: 91 201 6602222 or 91 2267209400; From US: 1 – 310 -616-5424 (8.00am to 8.00pm Monday through Friday and 9.00 am to 6.00 pm on Sunday) Email: support-india@ustraveldocs.com



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INFORMATION FOR IMMIGRANT VISA APPLICANTS

(PACKET FOUR)

You have received a letter scheduling an appointment for you to come to this office and formally apply for an immigrant visa. All members of your family immigrating with you must appear with you for the appointment. Each person immigrating, regardless of age, requires a separate visa. If you cannot keep your visa appointment, please notify this office by email at: support-india@ustraveldocs.com.

If you cannot keep your scheduled visa appointment, you will experience a lengthy delay before another appointment can be granted.

For further enquiries call: From India: 91 201 6602222 or 91 226720 9400;

From US: 1-310-616-5424

(8:00 am to 8:00 pm Monday through Friday and 9:00 am to 6:00 pm on Sunday)

E-mail: support-india@ustraveldocs.com.

Each applicant must present the required documents in the following order. Please tick the boxes on the left side, to be sure that you have collected all the documents for the interview.

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PASSPORT: Each applicant's passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. The passport should reflect the correct name and date of birth of the applicant. The visa is issued in the name given in the applicant's passport. A female applicant does not have to change her name to her married name. Those applicants whose passports are issued in their maiden names will have their visas issued in their maiden names. Applicants should bring all current and former/expired passports with them to the Consulate at the time of their interview.

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PHOTOS:

- The photograph must be an unmounted full-face photo taken within the last six months. The photograph must be full front view, taken facing the camera – no side or angled views are acceptable.
- The photograph should measure 2 inches square (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 to 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo.
- The photograph must be colored and have only a plain white background. Photos with colored, dark or patterned backgrounds will not be accepted. Photos should be printed without borders.

For persons wearing glasses, there must be no reflection around the eyes; photos with reflections will not be accepted. Head coverings are acceptable only due to religious beliefs and then only when the applicant's face is completely exposed. Photographs of applicants wearing tribal and other headgear not specifically religious in

nature are not acceptable. Also photographs of military, airline and other personnel in uniforms are not acceptable. For specifications see http://travel.state.gov/visa/immigrants/info/info_3742.html.

☐ **BIOGRAPHIC DATA FORM:** Each applicant must complete the DS 230 Part I and II. When completing the form please include all names ever used by each applicant. Married women must be sure to include their full name as used before marriage, after marriage, and any other aliases. Please use the exact spelling and name order indicated in each applicant's passport.

Please do not sign Form DS-230 Part II; you will be requested to sign this form during the visa interview.

Please note if an applicant is below 14 years of age appearing for an interview without parents, he/she should have a notarized letter from both parents indicating the name of the guardian and that he/she (legal guardian) is authorized to sign the form and is allowed by the parents to appear for the interview with the applicant. The legal guardian must present photo identification such as passport, driving license or election card at the interview. Please attach two photographs (two inches by two inches, full-face, taken against a white or off-white background, showing the entire, uncovered head) to the upper left-hand corner of the form DS-230, Part 1.

☐ **BIRTH CERTIFICATE: Original and photocopy.** Each applicant must submit an **original and a clear photocopy** of his/her birth certificate. The certificate should include the applicant's name, date and place of birth, the names of both parents, and the seal of the issuing office, i.e. the municipal authorities or the village authorities (gram panchayat or talati-cum-mantri). If your name is not mentioned in the birth certificate and if any details are missing in the birth certificate or if there is a discrepancy regarding your date of birth or name, submit the certificate along with secondary evidence.

“Secondary evidence” can be a baptismal certificate, an adoption decree, a school record, a notarized affidavit, from a close relative, a neighbor or friend who was present at the time of your birth on the appropriate stamp paper and sworn before a First Class Magistrate. The person making this affidavit must state how he/she knows your family and how he/she knows the facts of your birth. **Secondary evidence must have your name, date and place of birth; names of both parents; and the seal of the issuing office.**

If your birth was not recorded, please submit a “**no record of birth registration**” letter from the relevant municipality along with secondary evidence and if your birth record has been destroyed or the municipality authorities will not issue one, submit a letter from the municipality stating so along with secondary evidence. (See preceding paragraph for definition of “secondary evidence.”)

Note: If any of these documents were issued in a regional language, you must provide a notarized English translation in addition to the original.

☐ **MARRIAGE CERTIFICATE:** Any applicant who has ever been married must provide an **original and a clear photocopy** of the marriage certificate(s) for all marriages. Persons who married before 1955 must attempt to register their marriage. Failing this, they must submit affidavits on appropriate stamp paper sworn before a First Class Magistrate indicating the names of the bride and groom, plus the date and place of the marriage ceremony. Persons married in 1955 and later must submit a marriage registration certificate. Certificates issued by the appropriate authorities are acceptable if they are legally valid in India.

If any of these documents were issued in a local language, you must provide a notarized English translation in addition to the original. If you and your spouse are applying for visas, you should submit an original and two clear photocopies of each certificate.

☐ **TERMINATION OF PREVIOUS MARRIAGE:** All applicants who have divorced or whose spouses have died must provide an **original and a clear photocopy** of proof of the legal termination of all previous marriages (death certificate of spouse, divorce decree). Divorce between Hindus and Christians must be documented by a court order. A certificate from the Kazi or the head of the Jamat must document divorce between Muslims. If any of these documents were issued in a local language, you must provide a notarized English translation in addition to the original.

☐ **PROOF OF RELATIONSHIP:** We strongly suggest that all applicants bring extensive documentary evidence of the relationship between the petitioner and the primary beneficiary and between the primary beneficiary and any derivative beneficiaries. **Failure to do so could greatly delay your application while your application is investigated.** Some examples of such evidence are family and other photographs (old and recent) showing the parties together, letters, cards, correspondence, and telephone records.

☐ **POLICE REPORT:** Each applicant aged 16 years or older must submit a police certificate that includes information regarding the applicant, including all arrests, the reason for the arrest(s) and the disposition of such cases. The following list explains where applicants must obtain their police certificates.

(A) Indian citizens residing in India: Indian citizens residing in India for six months or more since turning 16 years of age must present Indian police clearance certificates from the local area passport office. This certificate is valid for one year from the date of issuance.

(B) Indian citizens currently residing outside of India: If an Indian citizen who has lived in India for at least one year after the age of 16 currently resides outside India, he/she must obtain a certificate issued by the Indian Embassy or Consulate where he/she lives. This certificate is valid for one year from the date of issuance.

(C) Non-Indian citizens residing in India: Non-Indian immigrant visa applicants residing in India should obtain police certificates from the district police station serving their area of residence. This certificate is valid for one year from the date of issuance.

(D) Indian and Non-Indian citizens who have resided outside of India: Applicants who have resided in any other country for one year or more after the age of 16 may be required to submit police certificates for the other country. Applicants may inquire with our Immigrant Visa Unit regarding police certificates for these countries, by email at: support-india@ustraveldocs.com. Applicants may also check the visa reciprocity table at www.travel.state.gov. Please note that U.S. police certificates are not required for applicants who have lived in the United States.

DEPORTATION: Any applicant who has been deported from the United States must submit all documents relating to the matter.

PRISON RECORDS: Applicants who have been convicted of a crime must submit court records, prison records, records regarding the disposition of the case and any additional information regarding the crime, regardless of the fact that he/she may have subsequently benefited from an amnesty, pardon or other act of clemency.

MILITARY RECORDS: Applicants who have served in the military must submit certified copy of any military record. The record should contain a complete record of the applicant's service and conduct while in service. It must show any conviction of crime before a military tribunal. A discharge certificate is required upon discharge, retirement, or resignation from military service.

☐ **AFFIDAVIT OF SUPPORT:**

Applicants should check with their sponsor to see if their sponsor has already submitted form I-864 to the National Visa Center (NVC). If so, it is not necessary to submit another I-864.

A) Immediate relative and family preference category

Each immigrant visa applicant needs to satisfy the consular officer that he/she will not become a public charge. In all immediate relative, family preference, and employment-based applications (in which a close family member owns 5% or more of the petitioning business), the petitioner must submit a completed Affidavit of Support (Form I-864), no matter what his/her financial circumstances are, to show that the sponsored applicant(s) will not become a public charge.

i) If form I-864 was not submitted to NVC, the applicant must submit the following from the petitioner (sponsor):

- a) Form I-864**
- b) If the petitioner's household member submits a form I-864A, evidence that the household member is a U.S. Citizen /U.S. permanent resident.**
- c) Federal Tax Return (Form 1040) or IRS Transcripts with all W2s and supporting schedules for the **most recent taxable year**.**
- d) If the petitioner did not file a tax return, then the petitioner must provide a written explanation of why he/she had no legal duty to file the return.**
- e) If the petitioner filed a late or amended tax return, he/she should submit evidence of it.**
- f) If the petitioner does not have copies of his/her tax returns, the petitioner should submit an Internal Revenue Service (IRS) summary.**

ii) If the petitioner's income or assets do not exceed 125% of the federal poverty guidelines, then an additional sponsor willing to assume financial responsibility for the sponsored immigrant(s) must submit an I-864. This additional form I-864 must include all the supporting documentation indicated in section (i) above, as well as evidence that the Joint Sponsor is an American citizen or Legal Permanent Resident.

iii) If the additional sponsor lives in the same household as the petitioner, he/she is considered a household member, and cannot fill out a separate I-864. The household member must execute an I-864A, as described below.

iv) If a sponsor wishes to qualify using the income or assets of a spouse or resident of his/her home, in addition to the above documents he/she should also submit form I-864A for each additional contributor. The additional contributor should sign the form I-864A as the household member. Each household member should submit a form I-864A along with all the required documents outlined in paragraph (i). **Please note the petitioner must include the household member's income in part 4 of form I-864.**

v) (a) Applicants are responsible for providing sufficient copies of the form I-864. Each beneficiary of an immediate relative (IR) petition must provide one original signed I-864 and one complete set of original supporting documents. (b) Beneficiaries of family-preference (F) petitions must provide one original signed form I-864/I-864A for the principal applicant and one copy of I-864/I-864A for each family member, and one complete set of original supporting documents for the principal applicant. (c) If a dependent(s) will follow the principal alien to the United States at a later date each, that dependent must submit an original signed I-864/ I-864A and a complete set of original supporting documents.

vi) FORM I-864W is necessary for the following applicants:

Orphan classified IR-3; adopted child classified IR-2; and child classified IR-2 who is born out of wedlock to a parent now a U.S. citizen. In each case, the child must be admitted to the U.S. while still under the age of 18 and be in the physical custody of the adoptive/natural U.S. parent at the time of admission. If an applicant falls under one of these classifications he/she does not have to provide an I-864.

B) Employment preference category

In employment preference visa categories, the applicant must provide a notarized offer of employment from the petitioner. If a relative has filed the visa petition as described in paragraph A) above, a form I-864 and all accompanying documents are required. For follow-to-join applicants in the employment preference visa categories, the principal applicant must submit an affidavit of support (form I-134), a job letter or pay stubs, and a federal tax return (Form 1040) and W2 for the most recent taxable year.

C) Returning resident (SB-1) and diversity visa (DV) applicants:

A sponsor who is a U.S. citizen or LPR must provide an affidavit of support (form I-134), a job letter or pay stubs, a federal tax return (forms 1040) and W2 for the most recent taxable year and proof of U.S. citizenship or permanent resident status.

☐ **MEDICAL REPORT:** Medical examination report from one of the Consulate's panel physicians for each applicant. Each applicant must submit a medical report from one of the Consulate's panel physicians. **Please visit http://mumbai.usconsulate.gov/medical_examination2.html for list of panel physician.** Please click on http://travel.state.gov/visa/immigrants/info/info_3739.html for complete information about the medical examination.

☐ **Fees:** We recommend that applicants check the current consular rate of exchange on our website – <http://mumbai.usconsulate.gov/ivfees.html> or email support-india@ustraveldocs.com.

The exchange rate is subject to change without notice.

The fees must be paid through a rupee bank draft drawn on a nationalized or foreign bank. The bank drafts must be issued in the name of **“The American Consulate General, Mumbai”** and should be payable in Mumbai.

Note: The above fees are separate from the fee charged when an immigrant visa petition, form I-130 or form I-140 is filed.

☐ **FOLLOWING TO JOIN APPLICANT**

When a family member of the principal applicant (the person for whom a petition was filed by a relative in the United States) intends to stay in India longer than the principal applicant and immigrate to the United States at a later date, some additional documents are required. Each child less than 21 years old who will be following to join the principal applicant later must provide:

1. An original and a photocopy of the child's birth certificate.
2. A passport size photograph of the child.
3. The child's passport or some photo identification such as driving license.

NO ASSURANCE THAT VISA WILL BE ISSUED: No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after your visa application and all documents are reviewed, and you have been personally interviewed. You are advised not to make any travel arrangements, and not to dispose of your property or give up your job until the visa has been issued. If your visa application is refused, you will be given a refusal sheet that will indicate the basis for your refusal. If applicable, it will tell you what actions you could take to overcome the refusal. The visas are affixed inside each passport and the applicant is given a sealed envelope **which should be hand carried, UNOPENED**, to the United States and submitted to the immigration inspector at the U.S. port-of-entry.

VISA VALIDITY: Do not finalize arrangements for travel to the United States, dispose of properties, or resign from your job until a visa has been issued and delivered to you. Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.

VALIDITY OF A VISA APPLICATION: Section 203(g) of the Immigration and Nationality Act (INA), as amended, requires that intending immigrants pursue their visa applications within one (1) year from the date they are notified to start the application process. The appointment letter serves as the official notice. You should now apply for an immigrant visa. If you fail to apply within one (1) year, your immigrant visa registration and the visa petition filed for you will be cancelled. Documentation requested by a consular officer during the visa interview should be submitted within one (1) year or the application will be terminated.

AGE 21 NOTICE: If you or any other members of your family planning to immigrate is turning 21 years of age within the next three months, this may change your or family member's visa status. Under U.S. immigration law you may be considered an adult rather than a child. Please consult with the Consular Section if this will be an issue in your family's immigrant visa applications.

ADDITIONAL INFORMATION :

For additional visa information visit the Embassy homepage:
http://mumbai.usconsulate.gov/immigrant_visas.html

SECURITY REGULATIONS: Please refer to security instructions at WWW.USTRAVELDOCS.com/in before coming to the Consulate.