

# SECTION 1 BEFORE NOA2

<b>Case Inquiry</b>	Beyond Normal Processing Time	Submit an <a href="#">E-Request</a> if your case passed beyond process times
<b>Preparations</b>	Vaccines	<ul style="list-style-type: none"> <li>Check <a href="#">vaccine requirements</a> and have Beneficiary get any missing ones before medical to save time and cost</li> </ul>
	Proof of Relationship	<ul style="list-style-type: none"> <li>Maintain Skype/Whatsapp/Facetime/call etc. logs as the case officer may ask the non-USC spouse for additional documentation during the interview to prove an ongoing relationship.</li> </ul>
	Police Certificate	<ul style="list-style-type: none"> <li>See how long it will take to get police certificates (and what your country-specific expiration date might be) ahead of time.</li> <li>Note: Best to wait a few months before requesting or when you get your NOA2.</li> </ul>
	Financial Evidence	<ul style="list-style-type: none"> <li>The USC (and joint sponsor if applicable) can go ahead and request tax transcripts from the IRS. The USC can also collect an employment letter; pay stubs, and fill out the i-864 form.</li> </ul>
<b>Track Case Status</b>	USCIS Website	<ul style="list-style-type: none"> <li>Create a profile with USCIS (<a href="#">link</a>) and add your case.</li> </ul>
	USCIS App	<ul style="list-style-type: none"> <li>Download "USCIS Case Tracker" app from Apple/Android app store and add your case.</li> </ul>
	USCIS Statuses	<ul style="list-style-type: none"> <li><a href="https://egov.uscis.gov/cris/Dashboard/CaseStatus/BucketDescriptions.do">https://egov.uscis.gov/cris/Dashboard/CaseStatus/BucketDescriptions.do</a></li> </ul>

# SECTION 2 NATIONAL VISA CENTER PROCESS

## 2.1 NVC Background Information

<b>NVC Process</b>	Official instructions	<a href="https://travel.state.gov/content/visas/en/immigrate/immigrant-process/approved.html">https://travel.state.gov/content/visas/en/immigrate/immigrant-process/approved.html</a>
<b>NVC Contact Information</b>	Email	<a href="mailto:asknvc@state.gov">asknvc@state.gov</a>
	Phone Number	<p>Immigrant Cases (603) 334-0700</p> <p>Hours: 7am - 12am EST, M-F</p> <p>After pressing 1 for English, the options are:</p> <ol style="list-style-type: none"> <li>to verify priority date</li> <li>to establish an agent, request fee bill or invoice number</li> <li>to verify that they received your mail</li> <li>to confirm date and time of interview</li> <li>to update your mailing address, phone number, email address</li> <li>if your case is at a US embassy or consulate overseas</li> </ol>
		<p><b>Have on Hand:</b></p> <ul style="list-style-type: none"> <li>Names</li> <li>Date of birth</li> <li>USCIS receipt number (or NVC case number once it's assigned)</li> </ul>

## 2.2 NVC Preliminary Steps

WHEN	CALL FREQUENCY	Status				
<b>NOA2 Received</b>						
+ 1 week	<p>Confirm Case Received</p> <p>1 or more per week</p>	<ul style="list-style-type: none"> <li>If your case doesn't arrive in a timely manner (current wait time), call USCIS, and specifically request to be connected to a Tier 2 supervisor (bypassing the contract customer reps).</li> <li>When connected to a Tier 2 rep, request confirmation that your approved case has been physically shipped to NVC. In amenable words, request for the specific date that the package was shipped. If you are lucky, you will get someone who would take the time to confirm this for you.</li> </ul>				
<b>NVC Confirms Case File Received</b>						
+ 2,3 weeks	<p>Confirm Case # and Invoice Identification Number (IIN)</p> <p>2 or more per week</p>	<ul style="list-style-type: none"> <li>Call to confirm Case # and Invoice Identification # (IIN) from operator.</li> <li>If the operator doesn't want to give over the IIN, call back up later and try again.</li> <li>At the same time, give over both the petitioner's and beneficiary's email addresses. By doing this, ALL correspondence (initial information package, invoices, instructions, interview letter, checklists, etc.) from NVC will be sent through email.</li> </ul>				
Case Number Explained	<ul style="list-style-type: none"> <li>The first three letters are the three-letter consulate/embassy code.</li> <li>The next four numbers are the year the case number was assigned.</li> <li>The next three numbers are the Julian date it was assigned, plus 500.</li> <li>The last three numbers are the sequential order of when it was assigned that date. You can find a chart with Julian dates here.</li> </ul> <table border="1"> <tr> <td>EXAMPLE:</td> <td>MTL case is going through Montreal</td> <td>2014815 Number assigned on November 11th, 2014</td> <td>162 162nd case that day to be assigned a number</td> </tr> </table>		EXAMPLE:	MTL case is going through Montreal	2014815 Number assigned on November 11th, 2014	162 162nd case that day to be assigned a number
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WHEN	WHAT	ACTION	Status							
<b>Case Number Assigned</b>										
+ 1 week	DS 261 Unlocked	Complete Form	<ul style="list-style-type: none"> <li>Due to giving over both email addresses to an operator (and thus having NVC email all correspondence), this form is moot. <b>Call NVC to review over phone.</b></li> <li><b>Call NVC</b> &amp; request review of DS-261 over the phone <b>(603) 334-0700, option 1, 3</b></li> </ul>							
		Print Confirmation	<ul style="list-style-type: none"> <li>Print out confirmation page</li> </ul>							
	AOS Fee Unlocks	Pay Fee	<ul style="list-style-type: none"> <li>Pay \$120 fee from a U.S. banking account.</li> </ul>							
2+ weeks	IV Fee Unlocks	Pay Fee	<ul style="list-style-type: none"> <li>Pay \$325 fee from a U.S. banking account.</li> <li>If a week after submitting DS-261, the IV fee hasn't unlocked yet, <b>call NVC</b> and request they review the DS-261 over the phone <b>(603) 334-0700, option 1, then 3.</b></li> <li>If operator refuses, try again until you get a nice operator that is willing to do so.</li> </ul>							
IV Fee shows "PAID"	DS-260 Unlocks	Complete Form	<ul style="list-style-type: none"> <li>Complete DS 260</li> </ul>							
		Print Confirmation	<ul style="list-style-type: none"> <li>Print out DS 260 Confirmation Page</li> </ul>							
		Vaccination Question	No, but can state that required vaccinations will be done at or before the immigration medical.							
Error Messages Explained	<b>Samples:</b> <ul style="list-style-type: none"> <li>"Please be advised that the case that you have attempted to access is not eligible for further processing by the National Visa Center at this time..."</li> <li>"This case is in the process of termination. Fee payments and online forms can no longer be accepted..."</li> <li>"You cannot make online payments for your case at this time. Please contact the NVC if you have questions or need further information."</li> </ul>									
	EXAMPLE:	<table border="1"> <thead> <tr> <th>When Error Message Received</th> <th>Possible Indication of</th> </tr> </thead> <tbody> <tr> <td>• Recently got your Case number</td> <td>• NVC is entering your case into their system</td> </tr> <tr> <td>• Few days after Case number assigned</td> <td>• NVC is invoicing AOS Bill</td> </tr> <tr> <td>• Few days after DS-261 acceptance</td> <td>• NVC is invoicing IV Bill</td> </tr> </tbody> </table>	When Error Message Received	Possible Indication of	• Recently got your Case number	• NVC is entering your case into their system	• Few days after Case number assigned	• NVC is invoicing AOS Bill	• Few days after DS-261 acceptance	• NVC is invoicing IV Bill
When Error Message Received	Possible Indication of									
• Recently got your Case number	• NVC is entering your case into their system									
• Few days after Case number assigned	• NVC is invoicing AOS Bill									
• Few days after DS-261 acceptance	• NVC is invoicing IV Bill									

## 2.3 NVC Welcome Letter Checklist Sample

**BOTH Cover Sheets must be included when submitting your documents!**

**Document Cover Sheet**

This cover sheet is for case # . . . . . When you send your documents to us, place them in the order shown below, and put this cover sheet on top. Mark the checkbox [ X ] under Enclosed if you are sending the document. Mark the checkbox [ X ] under Unavailable if you cannot obtain the document, and include a formal statement explaining why it is unavailable. Mark the checkbox [ X ] under Not Applicable if the document is not applicable or not needed for your case.

Order	Document	Enclosed	Unavailable	Not Applicable
1.	Document Cover Sheet.....	[ ]		
2.	Photocopies of Supporting Documents:			
	Valid, unexpired passport.....	[ ]	[ ]	[ ]
	Birth Certificate with translation.....	[ ]	[ ]	[ ]
	Adoption Documentation.....	[ ]	[ ]	[ ]
	Marriage Certificate with translation.....	[ ]	[ ]	[ ]
	Marriage Termination with translation.....	[ ]	[ ]	[ ]
	Court Records with translation.....	[ ]	[ ]	[ ]
	Military Records with translation.....	[ ]	[ ]	[ ]
	Police Certificate(s) with translation.....	[ ]	[ ]	[ ]
3.	Signed Affidavit of Support(s).....	[ ]	[ ]	[ ]
	Proof of U.S. Status.....	[ ]	[ ]	[ ]
	Proof of Domicile.....	[ ]	[ ]	[ ]
	Petitioner's Civil Documents.....	[ ]	[ ]	[ ]
	Proof of relationship (only for I-864A).....	[ ]	[ ]	[ ]
	Evidence of Income.....	[ ]	[ ]	[ ]
	Form(s) W-2.....	[ ]	[ ]	[ ]
	IRS Tax Transcript.....	[ ]	[ ]	[ ]
	Federal Income Tax Returns.....	[ ]	[ ]	[ ]
	Social Security Earnings Statement.....	[ ]	[ ]	[ ]
	Proof of Assets.....	[ ]	[ ]	[ ]
4.	Other Supporting Documents.....	[ ]	[ ]	[ ]

If you have not submitted Form DS-260 Online Immigrant Visa and Alien Registration Application at [ceac.state.gov](http://ceac.state.gov), please do so now. We cannot forward your petition to a U.S. Embassy overseas until you submit Form DS-260. Also, only send photocopies of your civil documents (e.g., birth certificate). Send a signed Form I-864 Affidavit of Support(s). Do not send documents on any form of electronic media, such as memory cards.

**DOCUMENT COVER SHEET**

The next step in the immigration process is for each applicant to submit an Application for Immigrant Visa and Alien Registration with supporting civil documents.

A link to the instructions has been provided on the Receipt Page. You can also find the instructions through the NVC website at [www.Visas.state.gov](http://www.Visas.state.gov).

You **MUST RETURN THIS COVER SHEET** with the completed forms and required documents for the following individuals:


**Applicant's name**

Failure to do so will delay your visa(s).

Please attach this page to the front of the documents for this case and mail to:

National Visa Center  
Attn. CMR  
31 Rochester Avenue Suite 100  
Portsmouth, NH 03801-2914

case number

  
-case number-

IRI

## 2.4 NVC Documentation

ACTION	SECTION	DESCRIPTION	Status		
<b>DS-260 Completed</b>					
Gather Supporting Documents	1	<b>COVER SHEETS</b>	1. <b>Document Cover Sheet</b> (Barcoded from the ceac website, <a href="#">see post for details</a> ) <ul style="list-style-type: none"> <li>Got to ceac.state.gov</li> <li>Click on Fee Payment under "Immigrant" category</li> <li>Enter Case and IIN information</li> <li>Scroll to the bottom of the page &amp; click on "Print Document Cover Sheet" or email it to yourself</li> </ul>		
			2. <b>Document Cover Sheet</b> (from NVC Welcome letter, one with the checklist)		
			3. Cover letter (optional)		
	2	<b>CIVIL DOCUMENTS</b>  Photocopies of (Petitioner's) Supporting Documents	4. <b>Civil Document Cover Sheet</b> (Barcoded)		
			5. Bio-data page of <b>Beneficiary's Unexpired Passport</b>		
			6. Beneficiary's <b>Birth Certificate</b>		
			7. <b>Adoption</b> Documentation	NA	
			8. <b>Marriage Certificate</b> (and termination documents, if applicable)		
			9. <b>Marriage Termination</b> Records	NA	
			10. <b>Court Records</b>	NA	
			11. <b>Military Records</b>		
			12. <b>Police Certificate(s)</b>		
			13. <b>Two passport-style photographs</b> (2" x 2") of beneficiary (on the back, write: beneficiary's full name, date of birth, and case number)		
	3	<b>FINANCIAL EVIDENCE</b>  Affidavit of Support	14. <b>AOS Document Cover Sheet</b> (Barcoded)		
			15. <b>I-864EZ form</b> (see <a href="#">link</a> for which I-864 form to submit) completed and signed/dated by petitioner		
			16. <b>Proof of US Status</b> (only if you completed I-864 as a joint sponsor)	NA	
			17. <b>Proof of Domicile</b> (only if you completed I-864, I-864A, or I-864EZ and mailing address/place of residence is not in the United States, but country of domicile is the United States).	NA	
			18. <b>Petitioner's Civil Documents</b> (Petitioner's Birth certificate, required only if applying for IR5 /F4 visa)	NA	
			19. <a href="#">Proof of Relationship</a> (only required for relationship to sponsor if I-864A was filed)	NA	
			20. <b>Evidence of Income</b>	Employment Letter	
			21. Letter must include your name, company's name, is signed on business letterhead and is issued within the last three months.	Paychecks (recent 6 mths)	
			22. <b>Tax Returns</b>	2016	Tax Return
					Form W2
					1099s
			25. Petitioner's IRS tax transcripts <b>OR</b> filed returns with W2s/1099s	2015	IRS Tax Transcript
					Form W2
			26. Must provide the latest tax year (last 3 years <b>optional</b> )	2014	IRS Tax Transcript
					Form W2
	4	<b>OTHER SUPPORTING DOCUMENTS</b>  Optional	29. AOS Bill Receipt		
			30. IV Bill Receipt		
			31. DS-261 Confirmation Page		
			32. DS-260 Confirmation Page		
<b>REMEMBER</b>	<b>Only send photocopies and write your case number on the top right of ALL documents (except the bar-coded cover sheet and the cover letter).</b> This is in case NVC misplaces one of your documents. If it has the case # written on it, it has a much better chance of being reunited with the case.				
<b>Send Documents</b>	AOS and IV packet	NVC Address	<b>National Visa Center</b> Attn: DR 31 Rochester Ave. Suite 100 Portsmouth, NH 03801-2914		

## 2.5 NVC Processing

When	What	Call Frequency	Status
<b>NVC Documents Sent</b>			
+1-2 months	Confirm Scan Date	1 or more per week	<ul style="list-style-type: none"> <li>• <b>Call NVC (603) 334-0700, option 1, then 4</b> (to verify that they received your mail)</li> <li>• Call daily or weekly to follow-up on case status and if it's in review</li> <li>• Tracking may show package as delivered but it may not show up in the operator's system until it begins review processes (at which point it's entered into the system).</li> </ul>
	NVC Review	1 or more per week	<ul style="list-style-type: none"> <li>• NVC scans your documents into the System and will review them</li> <li>• Call daily or weekly to follow-up on case status and confirm whether it's in review</li> </ul>
Scan Date +11 weeks	Case Complete		<ul style="list-style-type: none"> <li>• NVC completes the case and puts it in queue to schedule an interview date</li> <li>• <b>High possibility your case is complete if the AOS fee changes from PAID to N/A</b></li> </ul>
<b>Case Complete</b>			
+5-7 days	Case Complete Notification		<ul style="list-style-type: none"> <li>• There may be some delay to receiving the email notification</li> </ul>
1-2 Months	NVC Schedules Interview		<ul style="list-style-type: none"> <li>• NVC schedules the interview and sends case out to the consulate/embassy</li> <li>• Usually, end of the month and first week of month they start scheduling for interviews for the that upcoming month.</li> <li>• They start about the last 2 days of the month and finish first week of next month</li> </ul>
HELPFUL LINKS	<ul style="list-style-type: none"> <li>• <a href="#">Sample List of Interview Questions</a></li> <li>• <a href="#">Thread of Proof of Relationship Evidence Ideas</a></li> <li>• <a href="#">Ideas on How to Organize Your Interview Documents</a></li> </ul>		

# SECTION 3 MONTREAL CONSULATE PROCESSING

## 3.1 Interview Preparation

		Status
<b>Instructions</b>	Montreal Consulate Guide	<a href="https://travel.state.gov/content/dam/visas/Supplemental/MTL%20-%20Montreal.pdf">https://travel.state.gov/content/dam/visas/Supplemental/MTL%20-%20Montreal.pdf</a>
<b>Visa Interview Appointment Letter Received</b>	Register delivery address for return of passport	<a href="https://ais.usvisa-info.com/en-gb/iv">https://ais.usvisa-info.com/en-gb/iv</a>
	Schedule a medical	<b>British Columbia</b> • Tel: 604.597.6887 or 604.597.1233 (must provide case # when you call)
		<b>Location:</b> • 7170 - 120th Street, Surrey, BC V8W3M8
<b>MEDICAL EXAM</b>  What to Bring	1.	<b>Visa Interview Appointment Letter</b>
	2.	<b>Photo ID</b> (passport or driving license)
	3.	4 passport-sized (2 inch x 2inch or 5cm x 5cm) color photographs
	4.	Copies of immunization records, medical history, and any prior chest x-rays
	5.	Police certificate issue by ACRO
	6.	Completed medical questionnaire
	7.	All medical & specialist reports relating to diagnosis/treatment of tuberculosis
	<b>US Adult Immunization Schedules:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Adult Immunization Schedule</a></li> <li>• <a href="#">Adult Immunization Schedule 2017 (Easy to Read Version)</a></li> <li>• <a href="#">Summarized Version</a></li> </ul>
<b>Vaccines Required based on your age:</b>	<ul style="list-style-type: none"> <li>• Td/Tdap</li> <li>• Polio (IPV/OPV)</li> <li>• Measles, Mumps, and Rubella</li> <li>• Varicella</li> <li>• Influenza (latest flu shot)</li> </ul>	
<b>NOTES:</b>	<ul style="list-style-type: none"> <li>• Any fees, must be paid directly to the examining physician in cash or by credit card (Visa or MasterCard) only.</li> <li>• The basic fee for adults (age 15 years and older) is 290 British pounds. There is a charge of 95 British pounds for missed appointments and changes/cancellations with less than three working days' notice.</li> </ul>	
<b>INTERVIEW</b>  What to Bring	1.	<b>NVC Interview Appointment Letter</b>
	2.	<b>Valid Passport</b>
	3.	(valid 6 months beyond date of entry into the US)
		Original
		Copy of biographic data page
	4.	<b>Medical Examination Results</b> in sealed envelope (X-ray not required, unless there is TB )
	5.	<b>2 color passport-sized pictures</b> (2 inch x 2inch or 5cm x 5cm) <b>photos</b> (see <a href="#">requirements</a> )
	6.	Confirmation page from Form <b>DS 260</b> . See <a href="#">DS-260 FAQs</a> for details
	7.	<b>Birth Certificate</b>
		Original/certified copy
	8.	<b>Birth Certificate</b>
		Copy
	9.	<b>Marriage Certificate</b>
		Original/certified copy
	10.	<b>Marriage Certificate</b>
		Copy
	11.	<b>Divorce Certificate</b>
		Original/certified copy
	12.	<b>Divorce Certificate</b>
		Copy
13.	<b>Police Certificate</b> (issued <1 year)	
14.	<b>Petitioner's Financial Evidence</b>	
	<b>Form I-864EZ</b> (Signed)	
15.	<b>Petitioner's Financial Evidence</b>	
	IRS transcript <b>OR</b> federal tax return & W-2s	
16.	<b>Petitioner's Financial Evidence</b>	
	Paychecks and/or Proof of Employment	
17.	<b>Copy of U.S. Petitioner status in USA</b>	
	U.S. Naturalization Certificate	
18.	<b>Copy of U.S. Petitioner status in USA</b>	
	Passport	
19.	<b>Proof of relationship</b> (boarding passes, photos, letters/emails, call logs, wedding album)	
20.	<b>Other Supporting Documentation</b> (insurance, joint credit cards/lease, financial ties, etc.)	
<b>Interview Questions</b>	<a href="http://www.visajourney.com/wiki/index.php/Consular_Interview_Questions">http://www.visajourney.com/wiki/index.php/Consular_Interview_Questions</a>	
<b>DO NOT BRING</b>	Large bags are not allowed in the embassy and there is no storage available on-site. You may bring a mobile phone, e-reader, or tablet computer. However, tablet keyboards are not allowed.	

### 3.2 Rescheduling the Interview

If you are unable to attend your appointment, please go to [ais.usvisa-info.com](https://ais.usvisa-info.com) to select a new appointment date. There may be a significant wait before the next available appointment, so please attempt to attend the date already assigned.

**NOTE:** You need to register your original NVC/KCC appointment online before you can reschedule it. Rescheduling is only possible on a date after your assigned appointment.

### 3.3 At the Interview

**Make SURE you receive your original documents back from the reviewing official as they sometimes hand back the wrong documents.**

## SECTION 4 AFTER THE INTERVIEW

**Review your visa to make sure there are no spelling errors!**

<b>Passport, Visa, and Sealed Immigrant Packet</b>	<b>Immigrant Visa</b>	Will be placed on a page in your passport.	
	<b>Sealed Envelope</b>	<ul style="list-style-type: none"><li>• Contains documents to give to U.S. immigration authorities when you arrive in the US</li><li>• <b>DO NOT OPEN THIS ENVELOPE</b></li><li>• <b>You must carry it with you;</b> do not put it in your checked luggage.</li></ul>	
	<b>X-Rays</b>	If received during the medical, carry and give them to the U.S. immigration authorities.	
<b>BEFORE</b> You Travel	<b>USCIS Immigrant Fee (\$220)</b>	All individuals who are issued immigrant visas must <a href="#">pay an Immigrant Fee to U.S. Citizenship and Immigration Services (USCIS)</a> prior to traveling to the United States. This fee is for processing your residency status and printing your Permanent Resident Card.	
<b>AFTER</b> You Travel	<b>Getting a Green Card</b>	<ul style="list-style-type: none"><li>• Your Form I-551 Permanent Resident Card, also known as a green card, will be automatically mailed to the address in the United States that you write in your visa application form.</li><li>• This is a very important document that proves you have permission to reside in the United States.</li><li>• <b>Do not travel outside of the United States until you receive your Permanent Resident Card.</b></li><li>• Once your card is issued, you <b>should not stay outside of the United States for more than one year.</b> If you do, you will lose your status as a Lawful Permanent Resident</li></ul>	