# SECTION 1 BEFORE NOA2

Case Inquiry	Beyond Normal Processing Time	Submit an <u>E-Request</u> if your case passed beyond process times		
Preparations	Vaccines	Check <u>vaccine requirements</u> and have Beneficiary get any missing ones before medical to save time and cost		
	Proof of Relationship	<ul> <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> <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> <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>		
Track Case	USCIS Website	Create a profile with USCIS ( <u>link</u> ) and add your case.		
Status	USCIS App	Download "USCIS Case Tracker" app from Apple/Android app store and add your case.		
	USCIS Statuses	https://egov.uscis.gov/cris/Dashboard/CaseStatus/BucketDescriptions.do		

# SECTION 2 NATIONAL VISA CENTER PROCESS

## 2.1 NVC Background Information

NVC Process	Official instructions	https://travel.state.gov/content/visas/en/immigrate/immigrant-process/approved.html			
NVC Contact	Email	asknvc@state.gov			
Information	Phone Number	Immigrant Cases			
	Hours: 7am - 12am EST, M-F	(603) 334-0700	Have on Hand:		
		After pressing 1 for English, the options are:	Nama		
	74111 124111 231, 1411	<ol> <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>	<ul> <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					Status
NOA2 R	eceived						
+ 1-2 weeks	Confirm Case Received	1 or more per week	• Wh	<ul> <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 Tier 2 rep, request confirmation that your approved case has been physically shipped to NVC. In other words, request for the specific date that package was shipped. If you're lucky, you will get someone who would take the time to confirm this for you.</li> </ul>			
NVC Co	nfirms Case File Rec	eived					
+ 2,3 weeks	Confirm Case # and Invoice Identification Number (IIN)	2 or more per week	At the court form of a combath the collision of head have followed and head for the confliction				
<ul> <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>						art with Julian dates here.	
Ехріаніей		EXA	AMPLE:	case is going through Montreal	2014815 Number assigned on November 11th, 2014	162 162nd case that day to be assigned a number	

When	Call Frequency					
When	Action					
Case Numbe	r Assigned					
		Complete Form	Due to giving over both email addresses to an operator (and thus having NVC email all correspondence), this form is moot.			
Immediately	DS 261 Unlocked	Call NVC to review DS-261	• (603) 334-	request review of DS-261 over the phone and to unlock the IV Bill 0700, Option 1, then 3 refuses, try again until you get a nice operator will		
		Print Confirmation	Print out co	onfirmation page		
1 week		Pay Fee	• Pay \$120 f	ee from a U.S. banking account.		
1 week	AOS Fee Unlocks	Call NVC to confirm Agent	• 1-2 days: A	OS Fee will update to "PAID"		
2+ weeks	IV Fee Unlocks	Pay Fee	<ul> <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, call NVC &amp; request a review of DS-261 over the phone (603) 334-0700, option 1, then 3.</li> </ul>			
		Complete Form	Complete I	OS 260		
IV Fee shows	DS-260 Unlocks	<b>Print Confirmation</b>	• Print out DS 260 Confirmation Page			
"PAID"	Vaccination Question		No, but can state that required vaccinations will be done at or before the immigration medical.			
Samples:      "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"      "This case is in the process of termination. Fee payments and online forms can no longer be accepted"      "You cannot make online payments for your case at this time. Please contact the NVC if you have questions or need further information.")  Messages						
Explained		When Error Message Receive     Recently got your Case nu		Possible Indication of  NVC is entering your case into their system		
	EXAMPLE:		Few days after Case number assigned     NVC is invoicing AOS Bill			
		Few days after DS-261 acc		NVC is invoicing IV Bill		

### 2.3 NVC Document Cover Sheet and Welcome Letter Checklist Samples

#### 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.ImmigrantVisas.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



IRI

#### **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 Docume				
	Valid, unexpired passport	[]	[]	[]	
	Birth Certificate with translatio		[]	ii	
	Adoption Documentation	i ji	ii	ii	
	Marriage Certificate with transl		[]	[]	
	Marriage Termination with tran		Ϊĺ	ii	
	Court Records with translation.		ίí	ii	
	Military Records with translation	n	[]	ii	
	Police Certificate(s) with transl		ΪÌ	ii	
3.	Signed Affidavit of Support(s)		ίí	ii	
	Proof of U.S. Status		[]	[]	
	Proof of Domicile	ii	ii	[]	
	Petitioner's Civil Documents		ii	ii	
	Proof of relationship (only for I	-864A) [ ]	ii	ii	
	Evidence of Income		Ϊĺ	ii	
	Form(s) W-2	i j	ίi	ii	
	IRS Tax Transcript		[]	[]	
	Federal Income Tax Returns		ří	ii	
	Social Security Earnings Staten	nent[]	ίí	ii	
	Proof of Assets		Ϊĺ	[]	
4.	Other Supporting Documents		[]	[1]	

If you have not submitted Form DS-260 Online Immigrant Visa and Alien Registration Application at 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 <a href="mailto:photocopies">photocopies</a> 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.

When		Ac	tion				Status	
DS-260 Co	mpleted							
	COVER SHEETS	1.	<ul> <li>Got to ceac.state.gov</li> <li>Click on Fee Payment under "Immigrant" category</li> <li>Enter Case and IIN information</li> </ul>	Click on Fee Payment under "Immigrant" category				
		2.	<b>Document Cover Sheet</b> (from NVC Welcome letter, one with the	checklist)				
		3.	Cover letter (optional)					
		4.	Bio-data page of <b>Beneficiary's Unexpired Passport</b>					
		5.	Beneficiary's Birth Certificate					
	CIVIL	6.	Adoption Documentation				NA	
	DOCUMENTS	7.	Marriage Certificate (and termination documents, if applicable)					
	Photocopies of	8.	Marriage Termination Records				NA	
	(Petitioner's) Supporting	9.	Court Records				NA	
	Documents	10.	Military Records					
		11.	Police Certificate(s)  Two passport-style photographs (2" x 2") of beneficiary (on the lof birth, and case number)	oack, write:	beneficia	ry's full name, date		
		42			/ -   -   -   -       -			
		13.	I-864EZ form (see <u>link</u> for which I-864 form to submit) completed and signed/dated by petitioner  Proof of US Status (only If you completed I-864 as a joint sponsor)					
		15.	Proof of Domicile (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).					
		16.	Petitioner's Civil Documents (Petitioner's Birth certificate, required only if applying for IR5 /F4 visa)					
		17.						
	FINANCIAL	18.	Proof of Relationship (only required for relationship to sponsor if I-864A was filed)  Evidence of Income Employment Letter					
	EVIDENCE	19.	Letter must include your name, company's name, is signed or letterhead and Is issued within the last three months.			Paychecks (recent 6 mths)		
	Affidavit of Support	20.				Form W2		
	Support	21.			2016	Tax Return		
		22.	Tax Returns			1099s		
		23.	Petitioner's IRS tax transcripts <b>OR</b> filed returns with W2s/109	9s	2015	Form W2		
		24.	Must provide the latest tax year (last 3 years optional)		2015	IRS Tax Transcript		
		25.			2014	Form W2		
		26.		_	_014	IRS Tax Transcript		
	OTHER	27.	AOS Bill Receipt					
	SUPPORTING	28.	IV Bill Receipt					
	DOCUMENTS	29.	DS-261 Confirmation Page					
	Optional	30.	DS-260 Confirmation Page					
REMEMBER	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. 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.							
Send Documents	AOS and IV packet	NVC	National Visa Center Attn: DR 31 Rochester Ave. Suite 100 Portsmouth, NH 03801-2914					

3

#### 2.5 NVC Processing

When		Call Frequency		Status		
NVC Docum	ients Sent					
+2-4 weeks	Confirm Scan Date	1 or more per week	<ul> <li>Call NVC (603) 334-0700, option 1, then 4 (to verify they received your mail)</li> <li>Call daily/weekly to follow-up on case status &amp; processing time (in review yet?)</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>			
Scan Date	Confirmed					
	NVC Review	1 or more per week	<ul> <li>NVC scans your documents into the System and will review them</li> <li>Call daily/weekly to follow-up on case status and confirm whether it's in review</li> </ul>			
+11 weeks	Case Complete		<ul> <li>NVC completes the case and puts it in queue to schedule an interview date</li> <li>Call NVC if you see the below which is a likely indication of case is complete:         <ul> <li>AOS Support Fee changes from PAID to N/A</li> <li>Affidavit of Support Documents and Financial Evidence changes to N/A</li> <li>Civil Documents Changes to N/A</li> </ul> </li> </ul>			
Case Comp	lete					
+2 days	Confirm Interview	Daily	Call NVC for interview appointment			
+5-7 days	Case Complete Email Notification		There may be some delay to receiving the email notification			
1-2 Months	NVC Schedules Interview		<ul> <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 &amp; finish first week of next month</li> </ul>			
HELPFUL LINKS	• Thread of Proof of Relationship Evidence Ideas					

## **SECTION 3 NVC STATUSES EXPLAINED**

#### 3.1 At NVC

NVC has your case and it's not done or waiting to be the shipped to an Embassy



#### 3.2 In Transit

The case has been entered into the DHL shipping system. It does NOT mean the case has physically left NVC yet.

It can be up to **three days** after the case has been entered into DHL's system before it actually starts to travel.



#### 3.3 "Ready"

The case has arrived and been scanned in at the Embassy/Consulate's mail room.

It does NOT mean that a Case Officer has picked up to the case to start looking at it. Some Embassy/Consulates have a mail entry point that is not physically located at the Embassy/Consulate itself.

At this point you may be able to move you date by asking Embassy/Consulate.



#### 3.4 Administrative Processing

We all will have to go to AP, this is either be curse the need more from you, but also it will be AP when they make the Visa.



#### 3.5 Issued

Final step before they sent your visa to print.

The embassy has sent your Passport to Visa printing. Some are ready for pickup when this status is shown.



The visa is on its way to you. They either sent or will send an email to you with DHL tracking or Mail T&T.



#### 3.6 Returned to NVC

Sometimes returned to the NVC for unknown reasons. This can be that the Embassy can't verify information or the case has been stopped.



## SECTION 4 LONDON CONSULATE PROCESSING

### 4.1 Interview Preparation

				Status			
Instructions	London Consulate Guide	https://travel.state.gov/content/dam/visas/iv-dv-supple	emental/LND%20-%20London.pdf				
Visa Interview Appointment Letter	Register delivery address for return of passport	https://ais.usvisa-info.com/en-gb/iv					
Received	Schedule a medical	Knightsbridge Doctors  • Tel: 020-7486-7822 (must provide case # when you ca	ų į				
		` · ·	an)				
		4 Bentinck Mansions, London W1U 2ER (near Bond St     15 Basil Mansions, Basil St, London SW3 1AP (near Kn	•				
		You will be advised which of the 2 offices you must atte	nd when you call.				
MEDICAL	1.	Visa Interview Appointment Letter					
EXAM	2.	Photo ID (passport or driving license)					
What to Bring	3.	4 passport-sized (2 inch x 2inch or 5cm x 5cm) color pho	tographs				
	4.	Copies of immunization records, medical history, and ar	y prior chest x-rays				
	5.	Police certificate issue by ACRO					
	6.	Completed medical questionnaire					
	7.	All medical & specialist reports relating to diagnosis/trea	atment of tuberculosis				
	US Adult Immunization Schedules:	Adult Immunization Schedule     Adult Immunization Schedule 2017 (Easy to Read Version)     Summarized Version					
	Vaccines Required based on your age:	Td/Tdap     Measles, Mumps, and Rubella     Polio (IPV/OPV)     Varicella     Influenza (latest flu shot)					
	NOTES:	<ul> <li>Any fees, must be paid directly to the examining physician in cash or by credit card (Visa NOTES:</li> <li>The basic fee for adults (age 15 years and older) is 290 British pounds. There is a charge missed appointments and changes/cancellations with less than three working days' not</li> </ul>					
INTERVIEW	1.	NVC Interview Appointment Letter					
What to Bring	2.	Valid <b>Passport</b>	Original				
What to bring	3.	(valid 6 months beyond date of entry into the US)	Copy of biographic data page				
	4.	2 passport-sized (2 inch x 2inch or 5cm x 5cm) <b>photos</b> (see <u>requirements</u> )					
	5.	Confirmation page from Form <b>DS 260</b> Application	0.52.54/5.45				
	6. 7.	Birth Certificate	Original/certified copy  Copy				
	8.	Medical Examination Results (in sealed envelope, if app					
	9.		Form I-864EZ (Signed)				
	10.	Petitioner's Financial Evidence	IRS transcript <b>OR</b> federal tax return & W-2s				
	11.		Paychecks and/or Proof of Employment				
	12.	Copy of US Petitioner's passport					
	14.	Marriage Certificate	Original/certified copy				
	15.	ACRO Police Certificate (issued <1 year)	Сору				
	16. 17.	ACITO FOILE CERTIFICATE (ISSUED >1 YEAR)	Original/certified copy				
	18.	Military Records	Сору				
	13.	Proof of relationship (I-94 records, boarding passes, pho	• • • • • • • • • • • • • • • • • • • •				
	19.	Other Supporting Documentation (insurance, join credit cards/lease, financial ties, etc.)					
	Interview Questions	http://www.visajourney.com/wiki/index.php/Consular Interview Questions					
	DO NOT BRING	Large bags are not allowed in the embassy and there is e-reader, or tablet computer. However, tablet keyboard		ile phone,			

#### 4.2 Rescheduling the Interview

If you are unable to attend your appointment, please go to <u>ais.usvisa-info.com/en-gb/iv</u> 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.

#### 4.3 At the Interview

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

## SECTION 5 AFTER THE INTERVIEW

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

Passport, Visa,	Immigrant Visa	Will be placed on a page in your passport.
and Sealed Immigrant Packet	Sealed Envelope	<ul> <li>Contains documents to give to U.S. immigration authorities when you arrive in the US</li> <li>DO NOT OPEN THIS ENVELOPE</li> <li>You must carry it with you; do not put it in your checked luggage.</li> </ul>
	X-Rays	If received during the medical, carry and give them to the U.S. immigration authorities.
<b>BEFORE</b> You Travel	USCIS Immigrant Fee (\$220)	All individuals who are issued immigrant visas must <u>pay an Immigrant Fee to U.S.</u> <u>Citizenship and Immigration Services (USCIS)</u> 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	Getting a Green Card	<ul> <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>Do not travel outside of the United States until you receive your Permanent Resident Card.</li> <li>Once your card is issued, you should not stay outside of the United States for more than one year. If you do, you will lose your status as a Lawful Permanent Resident</li> </ul>

## SECTION 6 TAXES, HEALTHCARE, MISCELLANEOUS

#### 6.1 Tax

#### **Exemptions: Married Filing Jointly**

- Foreign Earned Income Exclusion 2555EZ (if eligible): 2016 maximum exclusion was \$101,300.
- 8965 coverage exemption form so spouse is exempt from healthcare fines for the months he was in his country (fill out name and SSN on top plus part 3 and mark exemption C for the months he was in his country including the month in which he arrived).

#### Things to Check on the Return

- Line 7 includes both incomes for all of 2016 (foreign and US)
- Line 21 Other Income is a negative number reflecting the foreign income that was excluded. And written in on the line beside 21 it says Form 2555 to reflect what the "other Income" was.