



# U.S. Embassy

Addis Ababa, Ethiopia

Please follow the steps below *before* your immigrant visa interview at the U.S. Embassy Addis Ababa, Ethiopia:

## Step 1: Register your appointment online

You need to register your appointment online. Registering your appointment provides us with the information we need to return your passport to you after your interview. Registration is free. Click the “Register” button below to register or call +251 011 558 2424.

If you want to cancel or reschedule your appointment, you will be able to do so after you register your appointment.

[Register](#)

## Step 2: Schedule a medical exam in Ethiopia

As soon as you receive your appointment date, you must schedule a medical exam in Ethiopia. Click the “Medical Exam Instructions” button below for a list of designated doctor’s offices in Ethiopia. Please schedule and attend a medical exam with one of these doctors before your interview.

[Medical Exam Instructions](#)

## Step 3: Complete your pre-interview checklist

It is important that you bring all required original documents to your interview. We’ve created a checklist that will tell you what to bring. Please print the checklist below and bring it to your interview along with the listed documents.

[Pre-Interview Checklist](#)

## Step 4: Review interview guidelines

Read our interview guidelines to learn about any special actions that you need to take *before* your visa interview.

[Interview Guidelines](#)

## Contact information

U.S. Embassy Addis Ababa  
Algeria St  
Addis Ababa, Ethiopia

☎ Phone:  
Tel: +251 11 558 2424  
From U.S.: +1-703-543-9339

✉ Email:  
[AddisIV@state.gov](mailto:AddisIV@state.gov)

🌐 Website:  
[ethiopia.usembassy.gov](http://ethiopia.usembassy.gov)

📅 Reschedule:  
[ais.usvisa-info.com](http://ais.usvisa-info.com)

📍 Map:



## Other links

- [Diversity visa instructions](#)
- [After your interview](#)
- [Frequently asked questions](#)

## Social media



Updated August 29, 2017



## Medical Exam Instructions

All immigrant visa applicants, regardless of age, require a medical examination prior to the issuance of a visa. Only a physician accredited by the U.S. Embassy can perform this exam. **It is your responsibility to schedule a medical exam with one of the offices listed below before the interview** at the U.S. Embassy. Medical examination results from other physicians are not accepted.

### Approved physicians:

#### St. Yared General Hospital

- Dr. Kinetsew Melkamu
- Dr. Selamawit Asmelash
- Dr. Abebe Alemayehu
- Dr. Iman Abubeker Omer
- Dr. Teshome Bekele Burussa

#### Address:

Bole Sub City, Woreda 6  
On the Road to CMC,  
800 Meters from Megenagna Square  
Tel: 011 645 4604, 011 645 4653  
Email: [saint.yared@yahoo.com](mailto:saint.yared@yahoo.com)

#### American Medical Centre (AMC)

- Dr. Akeza Teame
- Dr. Kale-ab Tesfaye
- Dr. Tihitina Legesse Negash

#### Address:

Yeka Sub City Woreda 13 (Inside the  
Sunshine Real Estate Compound  
(Meri Luke)  
Tel. +251-11-6678000/04/07  
Email: [info@amcethiopia.com](mailto:info@amcethiopia.com)

#### International Office for Migration

- Dr. Nelyn Chavez
- Dr. Ayub Mohammedata
- Dr. Ayelech Tadesse
- Dr. Simret Kelile
- Dr. Adem Shifa
- Dr. Wondwossen Arega
- Dr. Niyat Tadesse

#### Address:

Bole Sub City, Woreda 03/05  
Meseret Defar Road, Millennium Hall  
Tel: +251-914316731,  
+251-914316732,  
+251-929500365  
Email: [iomaddisababamhu@iom.int](mailto:iomaddisababamhu@iom.int)

### Items to bring to your medical examination

The doctor will need the following items to complete the medical exam forms:

- Your visa interview appointment letter,
- Your passport,
- Six (6) recently taken passport-sized color photographs, and
- A copy of your immunization records.

You should allow **at least 14 days** to complete the medical examination process, from start to finish. Please also make sure that you do not book the appointment earlier than three (3) months before your scheduled immigrant visa interview with the embassy. Any medical examination fees are performed at applicant expense, including x-ray and blood tests. Fees must be paid directly to the examining physician or clinic.

### During the medical exam

The medical examination will include a medical history review, physical examination, and chest X-ray, gonorrhea test, and blood test (for applicants 15 years of age or older). The United States also requires tuberculosis (TB) testing for all applicants two years of age and older. Please be prepared to discuss your medical history, medications you are taking, and current treatments you are undergoing. More information on general medical requirements for U.S. immigrants is available on the [Centers for Disease Control and Prevention Website](#).

U.S. immigration law requires immigrant visa applicants to obtain certain vaccinations prior to the issuance of a visa. Current immigrant vaccination requirements are available on the [Centers for Disease Control website](#). You can also read [Frequently Asked Questions](#) about our medical examination requirements online.

# Medical Exam Instructions



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## After the medical exam

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In most instances, the doctor will provide you with exam results in a sealed envelope when the exam is completed.

**DO NOT OPEN THIS ENVELOPE.** Instead, bring it to your visa interview.

In other instances the physician's office will send the results directly to the embassy. This depends on the results of the medical exam. In this case, the consular officer will receive your medical exam results before your visa interview, and you do not need to bring them with you.

Any x-rays taken will be given to you. You **DO NOT** need to bring the x-rays to your visa interview unless you suffer from tuberculosis (TB). However, you **must** carry the x-rays with you when you travel to the United States for the first time. The medical report must be less than six months old when you enter the United States as an immigrant.

## Pre-Interview Checklist



**Please use the list below to determine the items that the applicant must bring to the immigrant visa interview:**

- A copy of your NVC interview letter (does not apply to Diversity Visa, fiancé(e), adoptive, or asylee/refugee applicants).
- Unexpired passport valid for six months beyond your intended date of entry to the United States and a photocopy of the biographic page (where your name and photo are located).
- Two (2) color photographs of each person applying for a visa (5 cm x 5 cm, or 2 inch x 2 inch). Please review our [online photo requirements](#).
- Confirmation page from the Form DS-260 Application for an Immigrant Visa you submitted online at [ceac.state.gov/iv](https://ceac.state.gov/iv).
- Your **original** birth certificate, English translation, and a photocopy.
- Medical examination results in a sealed envelope (*if the physician gives you these results*).

**Applicants who fall into any category below should bring these additional documents:**

*For family-based visa applications:*

- The appropriate [Form I-864 Affidavit of Support](#) for **each** financial sponsor along with a photocopy of the sponsor's IRS transcript or most recent U.S. federal income tax return, and any relevant W-2s.

**Please note:** To prevent unnecessary delays, additional evidence of the petitioner's finances is often useful: petitioner tax records for the last three years, job letters specifying salary and length of employment, W-2 forms, and/or payment stubs. Please bring recent financial information to your interview to show that the Petitioner meets the minimum Poverty Income Guidelines.

- Proof of your U.S. petitioner's status and [domicile](#) in the United States (photocopy of a U.S. passport, naturalization certificate, or lawful permanent resident card).
- Evidence of the relationship between the petitioner and visa applicant. Evidence may include historical photographs, communications such as letters/**e-mails** or phone records before and after marriage, social media (Facebook, Viber, SMS, etc.), bank records, money receipt orders, joint property and joint management of finance, etc. The evidence must be authentic. If you do not have sufficient evidence of a family relationship, we may not be able to process your visa.
- Evidence of age:* For certain visa classes that are age dependent (IR2, CR2, F2A) you must bring sufficient, legitimate evidence of your age. Such evidence might include school records, medical records, church records, or other evidence that will demonstrate age.
- Copy of J1 visa:* If you have ever traveled to the United States on a J1 Non-Immigrant Visa, please provide a copy of that visa when you arrive at the embassy for interview. You may be subject to the 212(e) requirement of the Immigration and Nationality Act, which states that you must physically reside outside the United States for two years before you are eligible for an immigration benefit.
- If you are married:* Your **original** marriage certificate, English translation, and a photocopy.
- If you were previously married:* Your **original** divorce or spouse's death certificate, English translation, and a photocopy.

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## Pre-Interview Checklist



- If you are older than 16 years of age:* The **original** police certificate from your country of current residence and countries of previous residence. If these three items are **all** true, you must bring a more recent police certificate to the interview:
1. You are older than 16 years of age;
  2. You obtained a police certificate and submitted it to NVC more than one year ago; and
  3. You still live in the country that issued the police certificate.

- For employment-based visa applications:* A letter from your U.S. employer dated less than one month ago.

**Please note:** If you are immigrating to the United States through employment (such as EB1), the I-864 Affidavit of Support (AOS) is generally not required. The AOS is required only if your relative filed the IV petition on your behalf or has at least a 5% ownership interest in the business that filed the petition. The letter from your U.S. employer should also confirm that the employment offer is still valid and available as of the time of the interview. *This statement must be on employer stationary and be notarized.*

- If you have ever been convicted of a crime:* Court and criminal records, English translation, and a photocopy.

- If you have served in any country's military:* Military records, English translation, and a photocopy.

- If you are adopted:* Adoption papers or custody documents, English translation, and a photocopy.

- If you are the petitioner's stepchild:* The **original** marriage certificate of the petitioner and your biological parent, English translation, and a photocopy along with divorce records for any previous marriages of either parent.

# Interview Guidelines



These instructions will help you prepare for your Immigrant or Diversity Visa appointment at the U.S. Embassy in Addis Ababa. Please read all instructions completely.

U.S. law (the U.S. Immigration and Nationality Act or INA) requires every applicant demonstrate that they qualify for a U.S. visa. This means that the petitioner's beneficiary must show a valid relationship, that you must prove your correct age and identity, and that all requirements are met – such as education or work experience.

A consular officer can make a decision on a visa application only after reviewing the formal application and interviewing the applicant. **There is no guarantee that you will receive a visa.** Do not make any travel arrangements, quit your job, or sell property until you receive a valid U.S. visa.

## Sending documents to the U.S. Embassy Ethiopia

If you need to send us any documents, please DO NOT mail them to us directly. Instead, visit [ais.usvisa-info.com](https://ais.usvisa-info.com) and ask for information on courier services. Please do not send any original documents to us; only send photocopies via courier or mail. You may bring original documents (plus a photocopy for the embassy's files) to your visa interview.

## Rescheduling or cancelling your 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. For some family-based and employment preference visa categories, a visa became available within the month you have been scheduled by NVC. DV applicants should be aware that visas are numerically limited and must be issued by September 30 of the program year. **There is no guarantee that a visa will still be available on the date of your rescheduled interview.** Please carefully consult the [Visa Bulletin](#) before you request to reschedule your interview. Please reschedule your appointment through the "Missed My Appointment" option in your online account at [ais.usvisa-info.com](https://ais.usvisa-info.com) or by calling +251 011 558 2424. Failure to appear for your interview within one year may result in the cancellation of your petition.

**Please 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.*

## Security screening procedures

All visitors to the U.S. Embassy Addis Ababa, Ethiopia, must follow certain security procedures. Any visitor who declines to be screened by U.S. Embassy security personnel will be unable to enter the Embassy. To avoid delaying your entry and that of those in line behind you, please bring only what is required for your interview. If you leave items 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. *Please arrive at least 30 minutes before your appointment to clear security.*

## Accompanying persons

Attorneys are **not** permitted to accompany clients into the waiting room or to their interview. Applicants may bring ONE person to help if they are elderly, disabled, or a minor child.

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## Interview Guidelines

### Immigrant visa fees

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If you have not paid all required fees to either the National Visa Center or via the appointment website, please be prepared to pay these fees on the day of your interview.

**Please note:** The fee for an Immigrant Visa (IV) is USD 325.00 per person or the equivalent in local currency. IV applicants must pay this fee on the appointment date if the petitioner (your sponsor) did not pay this fee in advance. The fee for a Diversity Visa (DV) is USD 330.00 per person or the equivalent in local currency. DV applicants **must** pay this fee at the U.S. Embassy on the day of your interview appointment.

*If you are found ineligible to receive a visa, the application fee cannot be refunded.* You can find a complete list of fees on our [Fees for Visa Services webpage](#).

### Do not make travel plans outside of Ethiopia

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If your visa is approved, we will keep your passport at the embassy while we prepare your immigration packet and print a visa for your passport. We will return your passport to you later via courier services only. If you have to travel within Ethiopia while your passport is still with us, please make sure you have a valid picture ID other than your passport.



## After Your Visa Interview

### If more information is needed

Sometimes a consular officer is unable to make a decision on a visa application because he/she needs to review additional documents or the case requires further administrative processing. *When additional documents are requested*, the consular officer will give you a refusal letter that asks you to submit additional documents. The letter will include instructions on how to send those documents to the embassy.

*Administrative processing* takes additional time after the interview. Most administrative processing is resolved within 60 days. However, the timing varies based on the circumstances of each case. Before inquiring about the status of administrative processing, please wait **at least** 60 days after your interview.

### What happens after visa approval

**Passport, Visa, and Sealed Immigrant Packet** – We will place your immigrant visa on a page in your passport. Please review your visa to make sure there are no spelling errors. Please be sure that your name appears on the visa exactly as it appears in your passport. If you notice any error, please bring it to consular staff's attention by returning to the embassy at 11:00 a.m. Monday through Thursday. We will also give you a sealed envelope containing documents that you must give to U.S. immigration authorities when you arrive in the United States for the first time. If you receive X-rays during your medical examination, carry those with you and give them to the U.S. immigration authorities.

***Do not open this envelope. You must carry it with you; do not put it in your checked luggage. If you open the envelope you may be denied entry to the United States.***

If your visa category requires you to be single (e.g. IR2, F2B, F2A child) you must remain unmarried until you travel to the United States and obtain Lawful Permanent Resident (LPR) status.

If you change your intended U.S. address after obtaining your visa, please notify the immigration officer at the port of entry.

**USCIS Immigrant Fee** – All individuals who are issued immigrant visas overseas must **pay a \$165.00 Immigrant Fee** to U.S. Citizenship and Immigration Services (USCIS) **prior to traveling** to the United States. This fee is for processing your residency status and printing your Permanent Resident Card. The only people exempt from paying this fee are: children entering the United States under the Hague Process, returning residents, and people traveling on a K visa.

**When You Should Travel** – You must enter the United States *before* the expiration date on your visa, which is usually six months from the date of printing. **If the visa category on your passport is F11, F21, FX1, F24, F31, F41, E11, E21, SE1 or DV1** the principal applicant must enter **before or at the same time** as other family members with visas. **The period of your immigrant visa validity is printed on the visa.** It may be less than six months if other documents in your case, such as your medical exam, expire within that time. **Your visa is single-entry and not renewable. Your visa cannot be extended.**

**Getting a Green Card** – 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. This is a very important document that proves you have permission to reside in the United States. *If you plan to travel outside the U.S. before your green card arrives:* Please consult [USCIS's](#) and [CBP's](#) websites for rules about what documents you need to re-enter the country. We also recommend you check with the airline to ensure you are in compliance with their rules. *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.*

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## After Your Visa Interview



**Children's Issues** – In the United States, children are required to have certain vaccinations before they can enroll in school. We recommend that you bring your child's complete vaccination records with you to the United States. If your child is adopted, you have full custody as a result of a divorce, or you share custody with another parent, you should bring a copy of all applicable adoption or custody papers from the authoritative court in your home country. You will need these papers (translated into English) for issues such as school enrollment, medical care, and eventual citizenship.

**Information for New Immigrants** – Please visit the USCIS web page for helpful information on moving to the United States. You can read their publication "[Welcome to the United States: A Guide for New Immigrants](#)" online.

## Diversity Visa Applicants – Additional Information



If you are interviewing for a Diversity Visa (DV), all of the above instructions apply to you. Please schedule and attend a medical examination prior to your visa interview; enroll in the required courier service; and gather the required documents.

Below are additional instructions that apply **only** to DV applicants. For instructions in Amharic, please follow [this link](#).

### Bring to your interview

In addition to the documents listed on the Pre-Interview Checklist in this package, DV applicants should also bring the following items to your visa interview:

- Appointment information printed from the “Entrant Status Check” on the [E-DV website](#).
- Documents showing that you have either a qualifying high school education **OR** have two (2) years of qualifying work experience in the last five (5) years immediately prior to application (for the principal applicant only; more information is available on our [Diversity Visa Process webpage](#)).
- \$330 cash payment for the Diversity Visa Application Fee for each visa applicant. *This fee is non-refundable.*
- Educational qualifications: You must possess **one** of the following as evidence of your educational qualifications. You must submit official copies of school transcripts along with your educational certificates. These requirements are determined by U.S. immigration law, and are not determined by the embassy:
  - Proof of graduation from 12th grade (including an Ethiopian Leaving Certificate Examination, a University Entrance Exam, or a Higher Education Qualification Exam) showing at least 5 passing grades, **or**
  - A 12th grade ESLCE and a Teacher Training certificate, **or**
  - Proof of graduation from a four-year university.
  - *Note: TVET 10+3 certificates are no longer acceptable.*

If you cannot meet the educational requirements, you may submit evidence of qualifying work experience. Qualified work experience is defined as at least two years of full-time employment during the past five years in an occupation that requires at least two years of college training or experience. Please be advised that it is very difficult to fulfill the educational requirements based on work experience. Qualifying occupations are defined as those with Specific Vocational Preparation (SVP) rating of 7 or above and are listed as job zone 4 or 5 on the U.S. Department of Labor’s Occupational Skills List found at [www.onetonline.org](http://www.onetonline.org). We strongly suggest you research your work experience on this website before proceeding with your DV application if you wish to qualify based on work experience.

**Somali citizens:** The U.S. Embassy in Addis Ababa cannot verify educational or work experiences that occurred in Somalia. Without such verification, please know that it may not be possible to process your case to completion.

**If you submit any fraudulent documents with your application, you will be ineligible to receive a visa.**

Documents presented are subject to independent verification by trained professionals. Do not take the risk of presenting a false document. Marrying a person in order to confer an immigration benefit through the Diversity Visa program WILL result in a permanent ineligibility for both you and your spouse.

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## Diversity Visa Applicants – Additional Information

### Review your DV Lottery entry

Prior to your visa interview, we recommend that you review the data on your initial E-DV entry. On your initial E-DV application, you must have correctly entered your marital status. If you are legally married you must have listed your spouse, even if you are currently separated from him/her (unless your spouse is a U.S. citizen or Lawful Permanent Resident). This includes children who are your spouse's from a previous marriage, and children who have been formally adopted. The only exceptions are:

- If your child is already a U.S. citizen or a U.S. Legal Permanent Resident, **or**
- If you were legally divorced before the DV entry.

Additionally, you must have listed ALL of your living children who are unmarried and under 21 years old. This includes your natural children, your spouse's children, or children you have formally adopted in accordance with the laws of your country.

***Failure to have listed an existing spouse or children at the time of your entry in the Diversity Visa lottery will result in the denial of your visa and visas for your family.*** Any fees paid to the U.S. government in support of your visa application(s) are nonrefundable. If you failed to include a child who had already been born, or a spouse to whom you were married when you entered the lottery, you should not proceed with the visa application. You can review the eligibility requirements on our [Diversity Visa Process webpage](#).

**Please be advised that there is no guarantee that Diversity Visas will be available after the month of your scheduled appointment.  
Under no circumstance can a visa be issued after September 30.**