



## Embassy of the United States of America Manila, Philippines

### **IMPORTANT:**

You are now eligible to schedule a visa interview appointment and this helpful checklist informs you with what to prepare and do before your interview.

**STEP 1.** Complete the DS-260 form online at <https://ceac.state.gov/ceac> by following the instructions below. **If you already provided a DS-260 to the National Visa Center (NVC), proceed to step 2.**

- ✓ To complete the DS-260, you need the Invoice ID Number and each traveling applicant's Beneficiary ID Number from the "Notice to Applicant" page of your NVC appointment letter.
- ✓ If you do not have an NVC appointment letter, you can find your Invoice ID and Beneficiary ID Numbers on the Immigrant Visa Application Processing Fee Bill Invoice you or your petitioner received prior to paying your IV fees through NVC. If your petitioner no longer has the Fee Bill Invoice, obtain the invoice ID number from NVC.
- ✓ Frequently Asked Questions (FAQs) - Answers to commonly asked questions can be found at DS-260 FAQs and Online Immigrant Visa Forms.

Please see instructions for completing Forms DS-260, Online Immigrant Visa Application, and DS-261, Choice of Address and Agent at <https://travel.state.gov/content/visas/en/forms/online-immigrant-visa-forms.html>.

**Note:** If your petition did not go through the National Visa Center (NVC) process (for example, you filed your petition overseas), your invoice ID number is the principal applicant's date of birth (YYYYMMDD).

**STEP 2.** Print the DS-260 confirmation page (the page with the barcode).

**STEP 3.** Next, go to <http://www.ustraveldocs.com/ph> or call Manila's Visa Information and Appointment Service Center and follow the instructions to create a profile and schedule an appointment.

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**Manila's Visa Information and Appointment Service Center hotlines are (632) 976-8500, (632) 976-8501 or (632) 976-8502, available Monday through Friday from 8:00am to 8:00pm Philippine Standard Time. Applicants, agents, or petitioners calling from the United States can also use this service by calling (703) 520-2235 on its Eastern Standard Time (EST) equivalent of operation hours.**

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**STEP 4.** If you already have an appointment from NVC, you **MUST** still create a profile and designate a delivery address. We are unable to deliver your passport and visa if you fail to register a delivery address.

To register online, click on the "Select Document Delivery Address" link under the Immigrant Visas section of our website (<http://www.ustraveldocs.com/ph/>). Once there, click on the first link under the "More Actions" to register a delivery address for the first time, or to change an existing delivery address.

If you have any questions about how to register a delivery address or any of the above procedures, please contact Manila's Visa Information and Appointment Service Center indicated above.



**Note: Please follow the instructions in scheduling your interview appointment to avoid unnecessary delays in your immigrant visa processing.**

Each applicant, regardless of age, requires a separate visa. If you know beforehand that you are unable to keep your visa appointment, or if you miss your visa appointment, you may reschedule by following these same scheduling instructions.

**STEP 5. Immigrant visa applicants must bring ALL ORIGINAL civil documents at the time of the visa interview. Your application will be refused if you fail to bring any of the following required documents. Required documents must be presented in the following order for each applicant. Please tick the box on the left once you have collected the corresponding document for the interview.**

- PASSPORT.** Must be valid for at least six (6) months. You may set an appointment to get a passport at <http://www.passport.com.ph> or by calling (632) 737-1000. The Department of Foreign Affairs' (DFA) website is <http://www.dfa.gov.ph>.
- PHOTOS.** You must bring three (3) color photographs; two for the visa, and one for the medical report. Visit <http://travel.state.gov/content/visas/english/general/photos.html> for information on photo specifications.
- IMMIGRANT VISA ELECTRONIC APPLICATION (DS-260):** You must complete Form DS-260 available at <https://ceac.state.gov/ceac>, print the confirmation page containing the barcode information, and bring it to your scheduled appointment.
- MEDICAL EXAMINATION RESULTS.** You must bring a medical examination report obtained from St. Luke's Medical Center Extension Clinic. Refer to [www.slec.ph](http://www.slec.ph) for more information regarding the medical examination.
- POLICE REPORT:** Applicants aged 16 years and older must have a valid Record Clearance for Travel Abroad Purposes from the **National Bureau of Investigation (NBI)**. Clearances should be in the applicant's current name, birth certificate name, maiden name and any aliases or nicknames used, including different spellings you have used of those names. **An official letter of explanation from the NBI is required for any notation of "No criminal record" or "No pending case"**. For immigration purposes, an NBI clearance is valid for one (1) year from the date it was issued. The NBI website is <http://www.nbi.gov.ph>.
  - a) **OTHER COUNTRY POLICE CERTIFICATES.** Applicants aged 16 years and older must also present police certificates from other countries where they have lived for one (1) year or more after reaching the age of 16. As with NBI clearances, foreign police certificates should be obtained in any maiden names, aliases or nicknames used while in the country in question, including different spellings you have used of those names. Country-specific information on how to secure police certificates is available on the State Department's web site at <http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html>.
  - b) **COURT AND PRISON RECORDS:** Applicants who have been arrested, charged, or convicted of a crime must present copies or transcripts of court and/or prison records relating to the crime or offense.
  - c) **MILITARY OR POLICE SERVICE RECORDS:** Applicants who served in the military or police should present certified copies of their military or police service records.
- FEES:** Immigrant visa application fees may be paid in cash, traveler's check, U.S. Postal Money Order, or major credit cards at the Embassy's consular cashier, if these have not already been paid to the National Visa Center (NVC). Payments at the Embassy may be in Philippine pesos at the prevailing Embassy exchange rate. Each applicant, regardless of age, needs a separate fee payment. Fees are non-refundable for applications submitted and processed.

For more information on visa fees, visit <http://travel.state.gov/content/visas/english/fees/fees-visa-services.html>.

- **BIRTH CERTIFICATE.** Must be issued by the Philippine Statistics Authority (PSA), formerly NSO, on security paper (**not from the Local Civil Registry Office**). This is needed for the principal applicant, derivative family members, and petitioners born in the Philippines. You may call the PSA Information Center at 02-737-1111 to inquire about securing a birth certificate, or visit their website at <http://www.census.gov.ph>. If the PSA does not have a copy of the birth certificate, you must obtain a statement about its unavailability from the PSA and obtain a certified original copy (not an extract) of the birth certificate from the local registrar in the town where you were born.
- **MARRIAGE CERTIFICATE (if applicable).** For Philippine marriages, it must be issued by the PSA on security paper (**not from the Local Civil Registry Office**). You may call the PSA Information Center at (632) 737-1111 to inquire about securing a marriage certificate or visit their web site at <http://www.census.gov.ph>.
- **CERTIFICATE OF NO MARRIAGE RECORD (if applicable).** You must also submit a CENOMAR issued by the PSA and printed on PSA security paper if you have never contracted a marriage or as deemed necessary by a consular officer. You may call the PSA Information Center at (632) 737-1111 to inquire about obtaining a CENOMAR or visit their website at <http://www.census.gov.ph>.
- **PROOF OF TERMINATION OF A PRIOR MARRIAGE (if applicable).** If your marriage ended by divorce, disappearance or death of the spouse, or annulment, legal and/or civil documentation must be presented attesting to the termination of the marriage (annulment decree, death certificate issued by PSA and printed on PSA security paper, a foreign divorce decree, or foreign death certificate).
- **PROOF OF RELATIONSHIP:** We strongly suggest 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 may greatly delay your application.** Some examples of such evidence are family and other photographs (old and recent) showing the parties together, letters, cards, correspondence, and telephone records.

**EVIDENCE OF FINANCIAL SUPPORT.** Applicants must provide evidence that they will not become public charges (that is, dependent on U.S. government welfare and assistance).

- **Form I-864 Affidavit of Support** for visa applicants in the IR, F, certain E visa categories, and following-to-join employment (E) applicants, complete with copies of the sponsor's U.S. federal income tax return (Form 1040) and wage statements (Forms W-2). The petitioner must provide an Affidavit of Support even if he/she has no income and even if a joint sponsor provides an Affidavit of Support reflecting sufficient funds to provide financial care.

Download Form I-864 at <http://www.uscis.gov/portal/site/uscis>.

- **Form I-864EZ Affidavit of Support.** A sponsor may use the shorter Form I-864EZ in place of Form I-864 if **ALL** of the following apply:
  - The sponsor is the petitioner;
  - There is no need for a joint sponsor or a Form I-864A;
  - The affidavit of support is filed for only one intending immigrant;
  - The sponsor seeks to qualify based on his/her income alone (not on the basis of assets); and
  - All sources of the sponsor's income are shown on Form W-2.

Download Form I-864EZ at <http://www.uscis.gov/portal/site/uscis>.

- **Form I-864W Exemption** should be filed by the following categories of immigrant visa applicants who are not required to present an I-864:
  - Applicants who already have 40 quarters of qualified work in the U.S. covered under the Social Security Act;
  - Applicants who are the children (below 18 years of age) of U.S. citizens who will qualify for U.S. citizenship upon entry into the United States;
  - Applicants who are self-petitioning widow(er)s of a U.S. citizen;
  - Applicants who are self-petitioning as battered spouses or children of U.S. citizens or lawful permanent residents.

Download Form I-864W at <http://www.uscis.gov/portal/site/uscis>.

- **Form I-134 Affidavit of Support** for a returning resident (SB-1). A copy of the sponsor's U.S. federal income tax return (Form 1040) and wage statements (Forms W-2) for the most recent taxable year should accompany Form I-134.

Download Form I-134 at <http://www.uscis.gov/portal/site/uscis>.

- **Notarized Confirmation of Job Offer and Salary** for employment-based applicants should be on the stationery of the employer's business organization and it must have been issued less than one year prior to the visa application.

The duly completed Affidavit of Support must be submitted with original signature.

**VISA VALIDITY:** Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.

**VISA APPLICATION VALIDITY:** Section 203(g) of the Immigration and Nationality Act (INA), as amended, requires intending immigrants to 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 family members planning to immigrate will turn 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. For further information about the Child Status Protection Act (CSPA) and how it may apply to your case, visit the Embassy's web site at <https://ph.usembassy.gov/visas/immigrant-visas/>.

#### INFORMATION RESOURCES:

- ✓ Immigrant Visa FAQ: <https://travel.state.gov/content/visas/en/immigrate/nvc/immigrant-processing-faqs.html>
- ✓ Legal Rights and Protections: <http://travel.state.gov/content/visas/en/general/Your-Rights-and-Protections.html>
- ✓ Fraud Prevention Warning: <https://travel.state.gov/content/visas/en/general/fraud.html>
- ✓ Guide for New Immigrants: <https://www.uscis.gov/tools/settling-us/welcome-united-states>
- ✓ A to Z Index: <https://travel.state.gov/content/visas/en/general/a-z.html>



## FREQUENTLY ASKED QUESTIONS

### Who should come to the appointments?

Only visa applicants may attend the appointment. Friends, relatives, attorneys, business contacts, and other individuals without an appointment may not enter the building, except:

- ✓ Applicants under age 18 may be accompanied by a parent or guardian, if desired.
- ✓ Applicants with disabilities may be accompanied by a caretaker, helper, or interpreter.

### When should I arrive?

You should arrive no more than 15 minutes prior to your appointment time. All applicants who arrive earlier than 15 minutes before their interview time will be asked to wait outside the Embassy premises.

### What items can I bring?

For the safety and security of all applicants and employees, visa applicants cannot bring cell phones or other electronic devices inside the Embassy. Applicants who bring such devices will be denied entry. Make arrangements to leave your electronic equipment in a safe location off Embassy grounds during your interview appointment.

**Note:** This list of prohibited items is not exhaustive. Other items may be prohibited at the discretion of security staff. All visitors will be screened with handheld or walk-through metal detectors. These are safe for all, including pregnant women and those with cardiac pacemakers.

### How will I collect my visa once it is issued?

The Immigrant Visa Unit uses a guaranteed courier service to deliver issued visas. **2GO** commercial courier is the Embassy's authorized courier service provider for the visa units. Visas are delivered directly to the applicant's designated address **at no additional cost**. Applicants also have the option to pick up the visa at any 2GO branch.

**NO ASSURANCE THAT VISA WILL BE ISSUED: 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.**

## WARNING

**VISA FRAUD IS A SERIOUS OFFENSE. ATTEMPTS TO MISREPRESENT A MATERIAL FACT OR MISLEAD A CONSULAR OFFICER MAY JEOPARDIZE CURRENT AND FUTURE VISA APPLICATIONS.**

**\*\*IF THERE ARE INCONSISTENCIES AND/OR DISPUTES REGARDING THE ENGLISH AND FILIPINO TRANSLATIONS OF THIS DOCUMENT, THE ENGLISH VERSION SHALL PREVAIL.\*\***