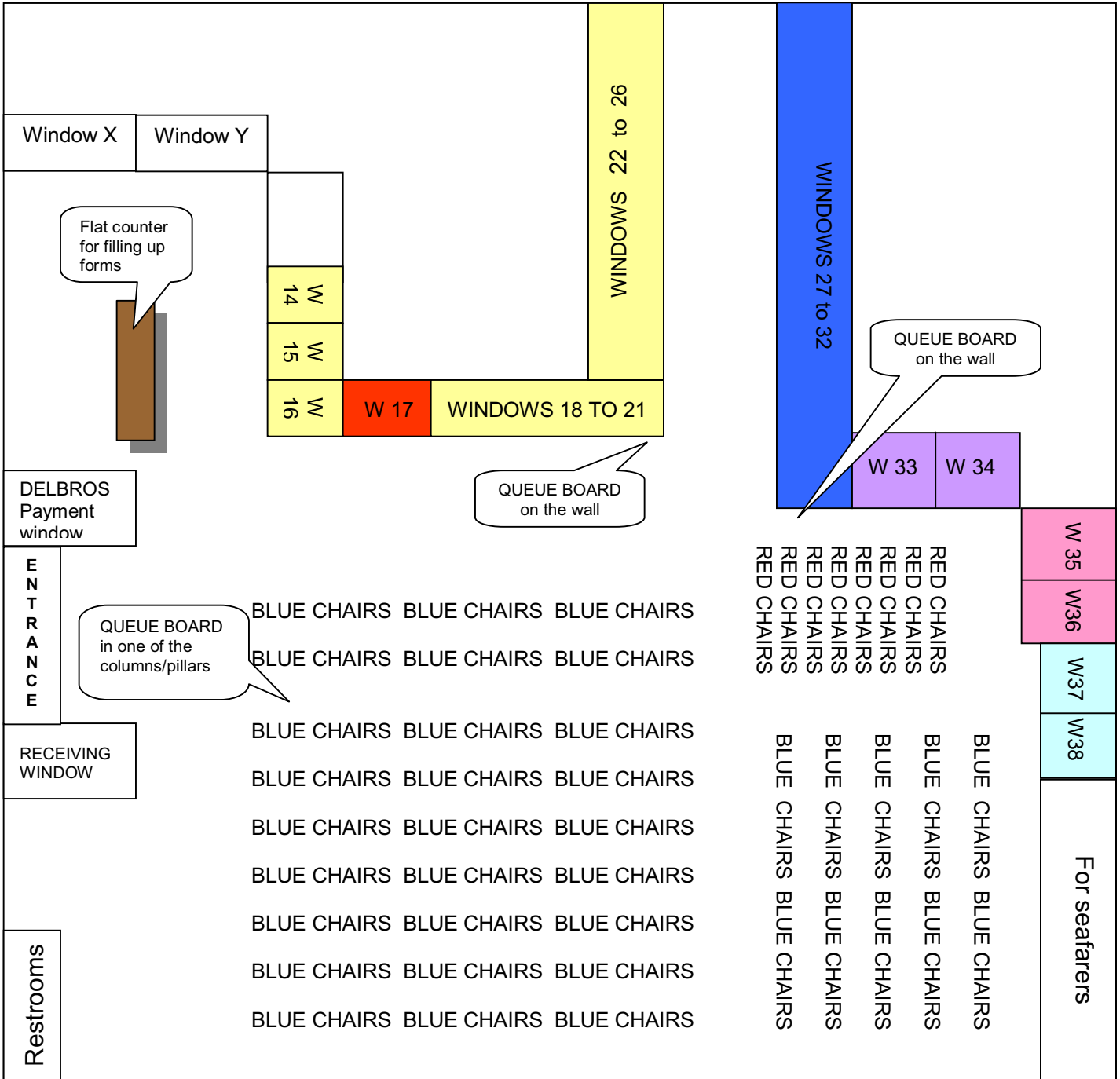


USE Floor layout

- Legend:
- Pre-screener windows
 - Visa amendment / pick up windows
 - Finger scanning window
 - DHS windows
 - Consul windows
 - Releasing windows



STEPS:

1. Line up (entrance in front of Bayview hotel) and present your appointment letter and ID to the entrance guard.

- ✓ If your fiancé/fiancée is with you, they will be asked to present their passport also.
- ✓ You will be given instructions (whether to have a seat or head straight to the entrance door).

2. Once inside, just follow the BLUE arrows going to the Immigrant unit area.

3. Get your number stub.

- Upon entering the Immigrant unit area, queue to the receiving window (to your right) and hand over your forms (156, 156K and 157).
 - ✓ Be sure that your picture is already pasted/glued to your form.
 - ✓ When the staff asks for your passport, just reply that you left it at St. Luke's.
- The staff will quickly scan your forms to see if they are completely filled up. If they see that everything seems to be in order, he/she will give you a number stub.
 - ✓ This is the number that you have to watch for on the queue board.
 - ✓ Be sure to keep your number stub with you throughout the day. DO NOT hand them over to ANYONE, not even the consul.

4. Finger scanning (window 17)

- After getting your number stub, take a seat in the blue chairs and wait for your name to be **called**.
 - ✓ Yes, your name will be called. You don't need to watch the queue board for this.
 - ✓ Listen attentively for they call out the names in random order.
- Go to window 17, take out your number stub and show it to the staff when it's your turn.
 - ✓ Be sure that you have your number stub before you leave the window.

5. Pre-screener (windows 14 – 26)

- After the finger scanning, go back to your seat and wait for your number to be flashed on the queue board.
- When your number is flashed, gather all your stuff and go the indicated window.
 - The documents that she asked from me are:
 1. Birth Certificate (BC)
 2. NBI clearance
 3. Baptismal certificate (because my BC was late registered)
 4. affidavit of support
 5. fiancé's employment certificate stating his salary
 6. snail mail
 7. pictures
 8. fiancé's phone bills
 - She asked me how we met, if I've been to other countries and how long I've stayed there. When I told her I stayed in UAE for 10 months, she asked for my UAE police clearance. I told her that I was already back in the Phils when our petition was approved

so I wasn't able to get it. She told me that I should have it and made a note on the form that she was filling up and put that together with my file. That really worried me.

- She asked my fiancé about his work.
 - ✓ She did NOT ask for my CENOMAR. I volunteered to hand it to her and she said it's not necessary. That really puzzled me.
 - ✓ I have all the documents in separate fillers/clear plastics that are flexible enough to pass through the slot but she did not want it that way. She made me take out the documents and slide them in the slot
 - ✓ Over all, we had an easy time with the pre-screener. I saw other girls who were really being grilled by the pre-screeners and they were shaking afterwards.
 - ✓ Smile at the pre-screener, act confident (even though you are a nervous wreck) and have faith in your case and your documents that you gathered and prepared.
- After getting all the documents that he/she wants, you will be told to go back to your seat and wait for your number to be flashed again.

6. Interview with the Consul (windows 27 – 32)

- When your number is flashed, again, go to the indicated window.
 - We were asked to raise our right hands and to swear before him.
 - He asked both of the following questions (he told us that we are not allowed to answer for each other):
 1. How old are you?
 2. Have you been married?
 3. Do you have kids?
 4. What is your line of work?
 - ✓ The Consul didn't even mention anything about my UAE police clearance.
 - ✓ Your snail mail/emails, pictures, phone bills will be returned to you by the consul.
 - ✓ You will see the consul reach for a green and white sticker which says APPROVED but it doesn't hurt to ask him/her if you are approved or not. I let my fiancé do the asking for me. LOL
 - ✓ This will also be the time to ask the consul if you can just pick up the visa instead of having Delbros deliver it. ☺ Consider creating a letter of request if you are shy. :-)
 - ✓ I think we spent five minutes tops talking with the consul. It was pretty painless.
 - ✓ Again, there were girls who were with the consul for a long time. And when they come out, they look pretty shaken. Being a nosy person (LOL), I asked some of them why it took them so long and it's either there are some documents missing or the age gap is too big. One girl was wondering why her mails, phone bills and other documents were not returned to her.

6. Releasing (windows 37 – 38)

(I didn't go through this so I'm not really sure what happens here, but I asked some of the girls.)

- You will be informed if additional documents are required and unneeded documents will be returned
- You will be given a form to fill up and you will be asked to pay at the Delbros window.

7. Pay Delbros.

8. You're done! Congratulations! ☺