



INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

GET PREPARED: Obtain all the applicable documents on the checklist below. All immigrant visa applicants must present the originals of all documents and the medical examination during the visa interview, otherwise a visa cannot be issued.

INTERVIEW SCHEDULING: Most of the immigrant visa applicants are scheduled at the National Visa Center. If your interview is not scheduled by the National Visa Center, **contact the Call Center or register online to schedule your visa appointment.**

To schedule your visa interview appointment by telephone please call the Visa Information and Appointment Service at 38 044 383 8066 Monday-Friday from 9:00 a.m. to 9:00 p.m. or from the United States at 703 988 7107 from 7:00 a.m. to 3:00 p.m. EST. You must have the case number and passport number for each applicant (principal applicant and derivative family members) ready when requesting a visa appointment.

To schedule your visa appointment online please visit this website: <http://www.ustraveldocs.com>

- Click the green button “Apply Now” on <http://www.ustraveldocs.com> to create your profile, register for passport delivery, and schedule a visa appointment.
- In order to schedule a visa interview appointment go to the tab “Schedule Appointment” and follow next steps:
 1. Select visa class
 2. Add a dependent(s) if you are applying with child(ren)
 3. Chose the available date and time of your visa interview on the online calendar
 4. Print the visa appointment confirmation page
 5. Bring the confirmation page with you for your visa interview appointment
- In order to register for passport delivery go to the tab “IV Address Registration” and follow next steps:
 1. Select visa class
 2. Provide passport details
 3. Provide contact information
 4. Provide mailing address
 5. Provide preferred passport pickup location
 6. Print the confirmation page that will be available in PDF format
 7. Bring the confirmation page with you for your visa interview appointment

CANCEL INTERVIEW: If you are unable to keep your visa appointment date, please visit the same website or call the Visa Information and Appointment Service to reschedule your visa appointment.

The total fee for **EACH IMMIGRANT VISA APPLICANT (including children)** is \$325 for immediate relative and family preference cases, \$345 for employment-based cases, and \$205 for all other cases, payable in U.S. Dollars or hryvnyas. You can pay immigrant visa fee only at the Consular Section. You do not need to pay additional immigrant visa fee if it has already been paid at the National Visa Center.

Please, do not pay your visa fees at the bank. The erroneously paid fees are not refundable.

Personal appearance of every immigrant visa applicant regardless of age is required.

REPORT CHANGE: It is applicant’s responsibility to report a CHANGE OF ADDRESS, mistakes in spelling of given name or last name, or change in applicant’s situation such as marriage, death of petitioner, or birth of children. If you are aware of any discrepancies in the spelling of applicant’s names or dates of birth, or in cases when not all of the applicant’s previous last names were included in the petition at the time of filing, please notify the Consular Section. It is the responsibility of both the petitioner and the beneficiary to keep the Consular Section informed. Failure to do so prior to the visa interview will lead to a delay in visa processing. The corrections should be e-mailed to us (e-mail address: KyivIV@state.gov). **Please do not send any documents to the Consular Section in Kyiv.**

COPIES AND TRANSLATIONS: Documents in English, Ukrainian or Russian do not need to be translated. When you arrive for the interview, you **MUST** present all the original documents accompanied by a photocopy and, if the

document is not in English, Ukrainian or Russian, by an English translation, which is produced by a certified translator. After the interview, all originals except police certificates and the medical examination report will be returned to you.

PASSPORTS BY COURIER: Prior to your appointment date, you must visit <http://www.ustraveldocs.com> or call the Visa Information and Appointment Service at 38 044 383 8066 Monday-Friday from 9:00 a.m. to 9:00 p.m. or from the United States at 703 988 7107 from 7:00 a.m. to 3:00 p.m. EST and follow the steps to register at which TMM courier service location you would like to pick up your visa.

The registration for TMM pick up location is required for every applicant including children. You must have the Passport Number, Date of Birth, Nationality, KEV case number, your e-mail address and visa category **for each applicant** (principal applicant and all family members, including children) ready in order to complete the registration. If you register online, after entering your information you will be prompted to select a TMM location to which you would like to have your visa delivered. Please make sure that you print out your confirmation letter and bring it with you to the visa appointment. If you register through the Call Center, you will receive a confirmation of TMM courier selection by e-mail. You must print it out and bring it with you for your appointment. The U.S. Embassy will not be able to process your visa application until you make a selection of a destination where the visa can be delivered. Passports are delivered free of charge to designated TMM locations, premium delivery to a specified address requires paying a separate delivery fee determined by the TMM company. Please make sure that you register **before** you come to the Embassy, otherwise your appointment may have to be rescheduled.

TERMINATION OF REGISTRATION: VISA PROCESSING MUST OCCUR WITHIN ONE YEAR FROM THE DATE OF THIS LETTER. Section 203(g) of the Immigration and Nationality Act requires that an intending immigrant pursue his/her visa application within one year from the date the Embassy informs him or her that all the necessary documents have been received. Otherwise, your application and any visa petition approved for you will be cancelled.

DOCUMENT CHECKLIST:

1. PASSPORTS: A passport must be valid for travel to the United States and must have at least 8 months' validity beyond the planned date of travel to the U.S. Please bring any valid U.S. visas to the interview.

NOTE: CHILDREN WHO HAVE THEIR VISAS IN THEIR PARENTS' PASSPORTS can only travel with the parent who also has a valid U.S. visa. **CHILDREN WITH U.S. VISAS IN THEIR OWN TRAVEL DOCUMENTS** can travel to the United States on their own.

2. BIRTH CERTIFICATES (original and copy): You must submit an original of birth certificate for **each person** named in the petition and who is applying for a visa. The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any children were adopted, you must submit the final adoption decree.

Single/divorced/widowed and married applicants with children from previous marriages will be questioned about child's custody status and should come prepared to discuss the issue and provide any related documents they may have. The Ukrainian government has certain requirements for children traveling outside Ukraine. You may contact the government of Ukraine to find out more about the requirements applicable to your specific situation.

3. POLICE CERTIFICATES (original): Applicants aged 16 years and older must submit a police certificate from the country of nationality and the country of residence at the time of visa application, if the applicant has resided there for 6 months or more. (For example, an 18 year old Russian citizen residing in Ukraine must present a police certificate both from Russia and Ukraine). Police Certificates from Ukraine should be "FULL" («ПОВНА»), not "SHORT" («СКОРОЧЕНА»).

Police certificates are also required from all other countries where the immigrant visa applicant has resided for one year or more after the age of 16 including the republics of the former USSR.

A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. In Ukraine the certificate **must be obtained in the oblast centers** from the Departments of Information Technology at the Ministry of Internal Affairs, or in the [local MIA service centers](#). The police certificate is valid for TWO YEARS.

All police records issued for visa applicants who have changed their names need to bear all the names applicants have used. These include maiden names and names from previous marriages. If the name was obtained through means other than marriage or divorce, it should be listed on the police certificate as well. Certificates issued solely under the applicant's current name will not be accepted.

NOTE: Police certificates from certain countries are considered unobtainable. To check the availability of police certificates in other countries, please go to <http://travel.state.gov/>. The information is located under VISAS – FEES AND RECIPROcity TABLES link.

4. MILITARY RECORDS (original and copy): A military record, if applicable and obtainable, is required.

5. PHOTOGRAPHS: Two photographs for each applicant regardless of age (including children) with light background, size 50x50 mm, are required (the photos cannot be more than 6 months old). No head covering or glasses may be worn. Photos should be trimmed and signed (last name and given name on the backside of each photo).

6. EVIDENCE OF SUPPORT: Form I-864, a contractual Affidavit of Support, must be submitted for most immigrant visa applicants. Please see the enclosed information sheet guidance on preparing the I-864. Please note that the poverty guidelines change every year. You need to make sure that the income reflected in I-864 form is above the poverty guidelines effective at the time of I-864 signing. To check the Department of Homeland Security poverty guidelines, please go to <http://uscis.gov/graphics/formsfee/forms/files/I-864p.pdf>. I-864 form needs to be accompanied by the most recent IRS tax transcript.

7. MARRIAGE CERTIFICATES (original and copy): Currently or previously married persons are required to present their marriage certificate or change of name certificates if they no longer have their marriage certificates. **If the marriage certificate from the previous marriage has been submitted to the registrar’s office at the time of divorce, a change of name certificate must be obtained from the registrar’s office (RAGS).**

8. CHANGE OF NAME CERTIFICATES (original and copy): If the change of surname/name occurred not through the marriage, the change of name document must be provided.

9. DIVORCE/DEATH CERTIFICATES (original and copy): Divorce certificate as a proof of the termination of any previous marriage must also be submitted. If the spouse is deceased, a death certificate should be submitted. Divorce certificates must be obtained at the local registrar’s office (RAGS). Court decrees terminating marriage are acceptable only if issued in Ukraine after July 27, 2010.

10. PROOF OF RELATIONSHIP FOR SPOUSES OF AMERICAN CITIZENS AND SPOUSES OF LPRs: Letters, e-mails, photos, phone bills, Skype logs etc. Electronic media is not acceptable.

11. MEDICAL EXAMINATION: All applicants must have medical examinations at the time of the interview. See attached medical examination requirements. The applicants must submit proof of vaccinations. Applicants should also pay attention to the validity of the medical examination. If the medical examination expires before the applicant arrives in the United States, it must be repeated. Unless a certain medical condition exists, the validity of the medical exam is six months.

12. APPLICATION FORMS: The applicants must submit form DS-260 online in English.

1. Please go to <https://ceac.state.gov/IV/Login.aspx>.
2. Choose “Principal Applicant” in the first field.
3. Enter your NVC/Embassy case number KEVXXXXXXXXXX in the second field. Your case number can be found on the first page of these instructions.
4. Insert your ID/Invoice number you have from NVC (if you cannot find it in your paperwork, please request it from NVC at nvcinquiry@state.gov). If your case is created in Kyiv, instead of invoice number you will insert your date of birth.
5. Complete the DS-260 and press the button “Sign and Submit”. **Do not print out.**

The following table will help you collect the necessary documents. **You only need to collect the documents applicable to your case** (i.e. if you have never been married before, you do not have to provide marriage and divorce certificates).

Original document	Copy	Translation
External passport or/and child’s passport valid for at least 8 months		
Birth certificate	+	*
Child’s custody status documents (if applicable)	+	*
Military records (if applicable)	+	*
For each immigrant visa applicants original Affidavit of Support I-864, I-864A, I-864W, I-864EZ (whichever applicable) with the most recent IRS tax transcript		

Divorce decree (if applicable)	+	*
Marriage certificate/change of name certificate (if applicable)	+	*
Marriage certificate if you were married in the U.S.	+	
Death certificate (if applicable)	+	*
Adoption decree (if applicable)	+	*
Police certificates for the applicants aged 16 years and older in all names ever used from the country of nationality and the country of residence at the time of visa application, if the applicant has resided there for 6 months or more; from all countries where applicant resided after the age of 16 for more than 1 year		*
Evidence of the relationship with your husband/wife (letters, telephone bills, photographs, airline tickets, etc)		
Proof of your relation to the person/business who filed immigrant petition for you		
Two photographs 5 x 5 signed on the back for each immigrant visa applicant. (See the details about photograph requirements below)		
Application forms: DS-260 must be submitted online		
Medical examination results (white/brown envelope only)		
Application fee for each applicant including children. If immigrant visa application fee was NOT paid in the U.S., you will have to pay at the time of your interview. Do not pay at the bank! The payments are accepted only in U.S. dollars cash. The cashier accepts only undamaged, clean notes (without stains, inscriptions, stamps)		

* Documents in English, Ukrainian or Russian do not need to be translated. Translation is required only if the original document is done in a language other than English, Ukrainian or Russian.

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