Consulate General of the United States of America
Immigrant Visa Unit, Gießener Straße 30, 60435 Frankfurt am Main

Immigrant / Fiancé(e) & K Visa Application Checklist

This office has received an approved visa petition on your behalf. Please follow these instructions to prepare for your interview. Failure to follow the instructions and/or provide required documents could result in significant processing delays.

Obtain the documents listed below that are applicable to your case (even if they were previously submitted to USCIS or NVC). Once you have assembled all documents pertaining to your case, please send them to us by *regular mail*. ***All documents not in English or German must be accompanied by an English translation. Translations must be certified by a competent and registered translator.*** Do not separate original and the copy. Please complete page 3 of this checklist and place it on top of your pile of documents. (NOTE: - Your original documents will be returned to you at the time of the formal visa interview with the consular officer.)

☐ **Immigrant Visa Applicants**: Complete the **DS-260 "Immigrant Visa Electronic Application Form**" for **each** applicant (spouse, children, etc.). The DS-260 is available at: https://ceac.state.gov/iv/default.aspx and print the confirmation page with **barcode**.
***If you do not have an invoice number, you should provide your case number (normally beginning with FRN) and your date of birth (in the format YYYMMDD) in place of the invoice number. **Fiancé(e) and (K) Visa Applicants:** Complete the DS-160 "Nonimmigrant Visa Application Form" online for each applicant at https://ceac.state.gov/genniv/ and print the confirmation page. IMPORTANT, please select "**Frankfurt**" as the processing post.

☐ **PASSPORT (photocopy of biographic page ONLY):** The passport must be valid for travel to the United States and have at least 6 months validity beyond the issuance date of the visa. Children must have their own individual passports. **Do not** mail in your original passport unless **specifically requested to do so!**

☐ **BIRTH CERTIFICATE (original & one copy):** An original or certified extract of a birth registration entry for each applicant. Birth records must be presented for all unmarried non-U.S. citizen children under age 21, even if they do not wish to immigrate at this time. The date and place of birth **and parent(s) name(s) must be shown on the birth certificate**. If you or any of your children were adopted, you must also submit a certified copy of the final adoption decree.

☐ **MARRIAGE, DIVORCE & DEATH CERTIFICATE (original & one copy):** Married persons are required to present a marriage certificate. Proof of the termination of any previous marriage must also be provided (e.g. death certificate of spouse; final divorce decree or annulment).

☐ **POLICE CERTIFICATE (original & one copy):** Each applicant aged 16 years or older must present a police certificate, if obtainable, from his/her country of current residence and country of nationality (if the applicant resided there for more than six months). Police certificates are required from countries of previous residence, if residence there was for more than one year. The certificate from your current country of residence must be of *recent date* (not older than 12 months) when presented to the consular officer. Further information about obtaining police certificates from specific countries can be found on the U.S. State Department website under the "Visa Reciprocity and Country Documents Finder": http://travel.state.gov/visa/fees/fees_3272.html. Please note that a police certificate with an entry must be accompanied by a certified **English translation**. Present and former residents of the U.S. should not obtain a police certificate covering their residence in the United States.

☐ **COURT AND PRISON RECORD (original & two copies):** Persons who have been convicted of a crime must submit each court record and any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. **English translations must be provided for all court and prison records.**

☐ **MILITARY RECORD (original & one copy):** A military service record, if applicable and obtainable, is required.

☐ **PHOTOGRAPH:** One color photograph for each applicant, regardless of age, is required (less than 6 months old). Please see our website for further details: http://travel.state.gov/content/visas/english/general/photos.html

☐ **AFFIDAVIT OF SUPPORT (original completed form with original signature):** Intending immigrants must be able to prove that they will not become a public charge in accordance with guidelines. Please see poverty guidelines sheet which is available on the USCIS website: http://www.uscis.gov/sites/default/files/files/form/i-864p.pdf.

- **Who requires an I-864?**
- Individuals qualifying for immigration in the immediate relative category as a spouse, child (including orphans), or parent of a U.S. citizen (IR1, CR1, CR2, IR5).
- Individuals qualifying for immigration in the family based preference categories as the unmarried son/daughter, married son/daughter, brother/sister of a U.S. citizen and the spouse and unmarried child of a Lawful Permanent Resident (F1, F2, F3, F4).
- If you are applying for a **K, DV or SB1** (Returning Resident) you may **complete form I-134**, not I-864, or submit evidence that you will not become a public charge.
- FAQs for filling in the I-864 and I-864A can be found at: http://travel.state.gov/content/visas/english/immigrate/immigrant-process/documents/support/i-864-frequently-asked-questions.html.
- Complete instructions and forms may be downloaded from http://www.uscis.gov.
- **Proof of U.S. federal income tax returns**, for the most recent tax year, are required from all U.S. citizen sponsor's/joint sponsors. For more information on U.S. tax filing requirements, visit: http://www.irs.gov/Individuals/International-Taxpayers/U.S.-Citizens-and-Resident-Aliens-Abroad. **K visa** applicants may present their own assets as proof; a tax return is not required.

☐ **DOCUMENT DELIVERY ADDRESS: Prior to your interview**, you must provide an address where you want your visa package to be delivered after issuance. Our Visa Service Provider will arrange that the visa package be delivered by the Deutsche Post free of charge. In order to prepare this, please visit www.ustraveldocs.com/de to register and create ONE profile only. You will need your Immigrant Case Number (FRN#) to register and enter your document delivery address. **Do not enter a P.O Box, APO, DPO, or a non-German CIVILIAN Address** although the registration screen may allow you to do so. The Deutsche Post cannot deliver inside U.S. bases; U.S. military applicants **must** provide a civilian address in Germany. Please ensure that the visa recipient's name (or the care/of name) matches the name on the mail box. Please remember to include a copy of your registration confirmation page with the other documents that you send to the Consulate before your interview. **Note**: Fiancé and K visa applicants need to submit their appointment confirmation at the time of the visa interview instead of the registration confirmation. Further information on document delivery is available at http://www.ustraveldocs.com/de/de-iv-documentdelivery.asp.

Additional Information

☐ **MEDICAL EXAMINATION**: Applicants are responsible for scheduling their own appointment for a medical examination before the scheduled interview date. While the medical examination is valid for one year, **x-rays and certain laboratory tests have a limited validity of six months**! If these tests expire on or before your interview, you must undergo a modified examination to update your results. We therefore request that you do not schedule the medical examination until instructed to do so by our office. Our approved panel physicians are listed at http://travel.state.gov/content/dam/visas/Medical/FRN%20-%20Frankfurt.pdf.

☐ **FEES:** ***Immigrant Visa*** Applicants must be prepared to pay the visa fee on the appointment date. For detailed information about immigrant visa fees please see our website. http://germany.usembassy.gov/visa/iv/fees/. ***K Visa*** applicants must pay the application fee the **local currency equivalent**. In order to pay the fee, you must create a profile with our Visa Service Provider: http://www.ustraveldocs.com/de. Information on fee payment process is available athttp://www.ustraveldocs.com/de/de-niv-visafeeinfo.asp. You will not be able to schedule your appointment without payment of the online fee.

☐ **SCHEDULING APPOINTMENT FOR VISA INTERVIEW**: For applicants whose petition was filed with **USCIS Frankfurt and fiancé(e)** visa applicants: once all your documentation has been received and reviewed you will be notified by this office to go ahead and schedule your own appointment online. ***ALL OTHER APPLICANTS WILL RECEIVE THEIR APPOINTMENT LETTER DIRECTLY FROM NVC or KCC!***

For additional information and frequently asked questions about the immigrant visa process, please refer to our Mission Germany website: http://germany.usembassy.gov/visa/iv/. If you have specific questions relating to the status of your actual case, you may send an email, stating your full name and case number to: FrankfurtVisaInquiries@state.gov.

You do not need to contact this office unless you have to report a CHANGE OF ADDRESS or a change in your situation, such as marriage, death of petitioner, or birth of children, etc., or if we have requested additional information from you.

On the appointment day please bring the following items:
- Visa fee (for immigrant visa applicants ONLY)
- Your current valid passport

(Your original documents will be returned to you after the interview)

I have attached the original and one photocopy of all the documents listed which apply to my case. I fully realize that no advance assurance can be given regarding when or whether a visa will actually be issued to me, and I also understand that **I should NOT resign from my place of employment, sell any property, or make any final travel arrangements until the visa has actually been issued and is in my possession**.

Date: _____

Case Number: _____

Print Name: _____

Current address: _____

_____

Email Address: _____

Date of Proposed Travel: _____

Signature: _____

Applicants are advised NOT to make any non-refundable travel plans. Issuance of a visa is not guaranteed.

A Consular Officer will evaluate your case and make a final determination.