



Immigrant Visa Checklist
U.S. Embassy Kigali

Please read the entire document below for important information to assist you in preparing for your immigrant visa interview appointment at the U.S. Embassy in Kigali, Rwanda. This document will help you determine how to [reschedule your appointment](#), [what documents are required](#), what [additional documents](#) may be needed for your case, what to expect on the [day of your interview](#), and what happens [after your visa is issued](#).

We ask that you please read this document carefully before contacting us. If the answer to your question is found below, we will refer you back to this document. Thank you for your cooperation.

If you have any questions that are not answered by this document, you may contact us at consularkigali@state.gov. We look forward to seeing you for your interview soon at the U.S. Embassy in Kigali!

When is my interview? Immigrant visa interviews are by appointment only. You should have been notified of your appointment date by the National Visa Center (NVC) or Kentucky Consular Center (KCC), unless you are a K visa applicant or expedited case.

- For K visa applicants: Please complete the DS-160 and schedule your appointment through our contractor's website at <https://ais.usvisa-info.com/en-rw/iv>. Please follow all other directions below.
- For expedited cases: The consular section will contact you directly as soon as we receive your file from the National Visa Center. Please begin collecting your documents as referenced below so that you are ready for your interview.
- For all other applicants whose appointments are scheduled by NVC or KCC: If you are unable to attend your scheduled interview, please reschedule through our contractor's website at <https://ais.usvisa-info.com/en-rw/iv>.

All applicants scheduled by NVC or KCC are encouraged to visit the contractor's website at <https://ais.usvisa-info.com/en-rw/iv> and register in advance of their scheduled interview. Registering in advance will facilitate making a follow-up appointment to drop off additional documents, should any be missing at the time of your interview.

What documents must I bring to my interview? All applicants are required to bring the following *original* documents to the immigrant visa interview. [Additional documents](#) may be required depending on your particular case.

WARNING: If you submit any fraudulent documents with your application, you will be ineligible to receive a visa. Documents presented are subject to independent verification; do not take the risk of presenting a false document!

___ Passports: Each applicant must present a passport valid for at least six months beyond the intended date of travel. Please bring your current passport, as well as all old passports containing a U.S. visa, *even if that visa is expired*. (For refugee or asylee applicants, this requirement may be waived.)

___ Photographs: Two color photographs of each applicant are required. Photographs must be 5cm by 5cm (2 in by 2in) passport-style photographs on a white background, taken within the last six months. Smaller sized photographs will not be accepted.

___ Medical Exam: All applicants, including infants and children, must undergo a medical exam and vaccinations to immigrate to the United States. Please schedule your medical exam *no later than one week prior to your appointment time* to ensure the exam results are ready before your interview. You should hand carry the results of your medical exam in the sealed envelope to your interview appointment. You are responsible for the cost of the medical exam. Information on scheduling the medical exam is available at <http://travel.state.gov/content/visas/english/immigrate/immigrant-process/interview/prepare/medical-examination.html>.

Note: A medical exam is valid for six months from the date of completion if there are no health-related ineligibilities identified. A valid medical report is required to enter the U.S. on an immigrant visa. K visa applicants and refugee and asylee applicants are exempted from vaccination requirements but must still complete the rest of the medical exam.

___ Criminal Record: All applicants aged 16 years or older must provide a criminal record or police certificate from your country of nationality if you lived there for more than 6 months, from each country in which you have lived for one year or more since your 16th birthday, and from any country where you currently reside if there for 6 months or more. Please see <http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html> to determine whether police certificates are available for a particular country. The *casier judiciaire* issued by the Ministry of Justice is required for all Rwandan citizens and residents. *Rwandan criminal record checks are valid for six months from the date they were issued*. We cannot issue a visa without a current, valid police certificate. Applicants who submitted a police certificate more than six months before their scheduled interview should bring a new, signed police certificate to the interview. (Refugee and asylee applicants are exempted from this requirement.)

___ Birth Certificate: Each applicant, including adults, must present a birth certificate. Birth records must be presented for all unmarried children under age 21, even if the children are not applying for a visa at this time. For individuals born in Rwanda, the only accepted birth document is the *acte de naissance*. Please note that *attestations de naissance* will not be accepted. If you do

not have your original *acte de naissance*, or if your birth was not registered within 15 days, you must petition the court to issue an *acte de naissance*. If an *acte de naissance* is issued on the basis of a court judgment, you must also present the court judgment at your interview. If your petitioner (the person in the United States who filed for you) is your child, your brother or sister, you will also need to present a certified original birth certificate for them.

___ Marital Status Documents: Applicants eighteen years or older must document their current marital status. This must include as many of the following documents as appropriate:

- A celibacy certificate, if you have never been married.
- A certificate of no remarriage, if you were married once but are not married now.
- All marriage certificates, if you are or have ever been married.
- All divorce certificates or decrees, if you have ever been divorced.
- Death certificate(s) of your spouse(s), if you are or have been a widow(er).

For marriages that occurred in Rwanda, the accepted marriage document is the *acte de mariage*. Please note that the *attestation de mariage* or *livret de mariage* will not be accepted in place of the *acte de mariage*.

___ Translations of all Civil Documents: For documents issued in any language other than English or French, applicants must provide a translation of all required civil documents (such as marriage certificates, birth certificates, divorce certificates, and police and court records). These translations should be provided to the National Visa Center along with the photocopies of the documents. Applicants must bring the original document at the time of the immigrant visa interview along with a certified translation. Please note that most Rwandan civil documents are issued in Kinyarwanda, French, and English. These documents do not need to be translated.

___ Affidavit of Support (Form I-864 or I-134 for K visa): Each family must provide one original Affidavit of Support with original signatures and a photocopy for each additional family member. Attached to the Affidavits of Support should be a copy of the sponsor's most recent U.S. tax return (Form 1040), and the most recent W2 wage statement if the return is a joint return.

If there is any doubt that the petitioner financially qualifies according to poverty guidelines (published on form I-864-P) to sponsor all applicants, we suggest that you bring a Joint Sponsor Form I-864 with the Joint Sponsor's original signature and all supporting documentation to the interview to avoid possible delays. If a Joint Sponsor Form I-864 is required, you must bring the original and copies of the Joint Sponsor I-864 as well. If you are submitting documents from a "Joint Sponsor," you will also need to provide a photocopy of the biographic page of the Joint Sponsor's passport, Certificate of Naturalization or both sides of their Alien Registration (Green) Card. (Refugee and asylee applicants are exempted from this requirement.)

Your sponsor(s) may have submitted the affidavit of support documents to the National Visa Center prior to your interview. We suggest that you bring them to the interview too in case any documents are missing in order to avoid delays. All forms and instructions are found at www.uscis.gov.

Additional documentation that may be required depending on your particular situation:

___ Proof of Rwandan residency (non-Rwandan passport holders): The U.S. Embassy in Kigali only processes immigrant visa cases for applicants resident in Rwanda. Individuals who are not of Rwandan nationality will be requested to provide proof of their residency status in Rwanda.

Evidence could include a work visa or contract, lease, or other documentation showing that you live in Rwanda.

___ Military Records: A certified copy of any military record including discharge letter, if applicable, is requested. If you are unable to obtain a certified copy of your military records, please provide a CV including your dates of military service, including rank and the name of the military group in which you served.

___ Court and Prison Records: Persons convicted of a crime must obtain a certified copy of each court record and any prison record, regardless that they may have benefited from amnesty or pardon.

___ Relationship Evidence (spouses): For cases based on a spousal relationship (IR1, CR1, F32, F42, and F21 immigrant visa categories), evidence can include the following: documentation of having a biological child together (see below); evidence of visits including copies of passport stamps; evidence of having lived together; photos together over different time periods; money transfer receipts; or other evidence. The spouse-petitioner is not required to attend the initial interview. If the spouse does choose to come to the Embassy on the interview day, the spouse will most likely be asked to wait outside of the Embassy due to waiting room space constraints.

___ Relationship Evidence (biological children): For cases based on biological parent-child relationships (IR2, CR2, F31, F33, F11, F12, F43, F22, F23, and F24 immigrant visa categories), evidence normally includes an original birth certificate listing both parents. (If born in Rwanda, the birth certificate must be the *acte de naissance*.) Late registration of the child's birth, of either parent's name, or unsupported name changes may require additional evidence, including DNA testing. Other evidence may include baptism records, school records, or medical records such as national vaccination cards. Any change of surname for parent or child should be supported with appropriate marriage certificate, divorce decree, or court order.

___ Relationship Evidence (step-children): For cases where the petitioner is not the biological parent of the beneficiary child, and is therefore the step-parent, you must provide evidence of the spousal relationship between the petitioner and the beneficiary's biological parent IN ADDITION TO the biological relationship between the child and the biological parent. Such evidence could consist of a marriage certificate (*acte de mariage*) between the petitioning step-parent and parent of the beneficiary child plus the child's birth certificate listing the biological parent who is the spouse of the petitioner; documents showing that the petitioning step-parent and child's biological parent share a joint residence or bank account; or birth certificates for additional children born to the petitioning step-parent and the biological parent of the beneficiary child.

___ Relationship Evidence (adopted children): For cases based on parent-child relationships where the child has been adopted and is not the biological offspring of the petitioner or another beneficiary (IR2, CR2, F31, F33, F11, F12, F43, F22, F23, and F24 immigrant visa categories), evidence must include the final adoption decree. In Rwanda, this is the adoption decree issued by the sector (*acte d'adoption*), and the court order of adoption (*homologation d'adoption*). Please note that informal adoptions that have not been confirmed by the sector and the court are not a legal basis for immigration. Any change of surname for parent or child should be supported with appropriate marriage certificate, divorce decree, or court order.

___ Secondary School Certificate (DV applicants only): Diversity Visa (Lottery) applicants must provide evidence that they have completed secondary school in order to qualify for the visa. For applicants who finished secondary school in Rwanda, this is normally evidenced by the Rwanda

Education Board A-Level National Exam Certificate, Cambridge A-Level exam certificate, or TVET Certificate.

Check the eligibility requirements at <http://travel.state.gov/content/visas/english/immigrate/diversity-visa/if-you-are-selected/confirm-your-qualifications.html> before you submit your visa application!

___ Confirm the completeness of data from your initial E-DV entry (DV applicants only): On your initial E-DV application, you must have listed your spouse, even if you are currently separated from him/her, unless you are legally separated. If you are legally separated or divorced, you do not need to list your former spouse but must document your marital status. On your initial E-DV application, 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 your existing spouse or children at the time of your entry will result in the denial of your visa and the visas for your family. 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.

Check the eligibility requirements at <http://travel.state.gov/content/visas/english/immigrate/diversity-visa/if-you-are-selected/confirm-your-qualifications.html> before you submit your visa application!

Applicants must meet all qualifications for the visa. If a Consular Officer determines an applicant does not meet requirements for the visa, or is otherwise ineligible under U.S. law, the officer cannot issue a visa and the applicant will forfeit all fees paid. Processing fees cannot be refunded.

___ Payment (all applicants except DV): In most cases, your petitioning relative in the U.S. will have already paid the required fees prior to your interview. However, we ask that all applicants come prepared to pay the fee in case their petitioner did not pay the National Visa Center to avoid delays and the need to reschedule your appointment. If your relative in the U.S. has already paid the fee to the National Visa Center, you do not need to pay again. The fee is US\$230 per person for Family based petitions and US\$405 per person for Employment based petitions. (See below for Diversity Visa payment procedures.) Payment can be made in USD or RWF at the U.S. Embassy in Kigali if required on the day of your interview. (Refugee and asylee applicants are exempted from payment.)

___ Payment (DV applicants only): DV applicants will pay their visa application fees at the U.S. Embassy on the day of the interview. Please be advised that there is no guarantee that Diversity Visas will be available after the month of your scheduled appointment, and that there will be no refunds if your visa is refused. The Diversity Visa interview fee is \$330 per person.

What if I'm missing a document on the day of my interview? If you're missing a required document on the day of your interview, the consular staff will inform you which documents are needed and how to make an appointment to drop off your document. We will not be able to continue processing your case until the requested document is received. Please note that for numerically-limited visa categories, such as Diversity Visa, there is no guarantee that visas will be available after the month of your scheduled appointment, and priority is given to applicants who are fully qualified at the time of their interview. Please review the above checklist carefully before your appointment.

What can I expect on the day of my interview? Arrive no earlier than fifteen (15) minutes before your scheduled interview. Space is limited and we cannot accommodate early arrivals inside. A fully prepared case with all of the required documents moves through the process the most quickly; please have all of the required documents mentioned above ready for your interview to facilitate the processing of your case.

On the day of the interview, you can expect the following steps, which may take up to three hours:

- A. Security screening to enter the Embassy: *To expedite your entry, we suggest that you leave large bags and electronics at home. You will not be permitted to bring any electronics into the waiting room.*
- B. Fingerprinting, document collection, and data entry: *Please have all of your passports and other required documents easily accessible to quickly hand them to the staff member.*
- C. Interview
- D. Notification of your next step to complete your case (need for additional information, documents, etc. or when to return to collect your visa and travel packet)

My visa was issued! Now what?

- Pick up your immigrant visa and travel packet.** If it is determined that an immigrant visa can be issued, it may be a few days to a couple weeks before your immigrant visa package is ready for pick up. The consular staff will tell you when to return to collect your passports and travel packets. *Do not make airline reservations until you have your immigrant visa in hand! Sometimes visas are delayed, even after we have given you an appointment to pick up your packet.*
- Pay the USCIS Immigrant Visa Fee.** Beginning February 1, 2013, USCIS imposed a new Immigrant Visa Processing Fee of \$165 per person. Successful IV applicants must pay the USCIS Immigrant Fee directly with USCIS *before traveling to the United States.* This fee covers the processing of your residency status and the printing of your Legal Permanent Resident (Green) Card. The only exemptions to this fee are children adopted under the Orphan (IR-3s/IR-4s) or Hague Processes (IH-3s/IH-4s), Iraqi or Afghan special immigrants who were employed by the U.S. Government, returning residents (SB-1s), and those issued K visas.
- Make your travel plans! Pay attention to your visa expiration date.** Your visa has an expiration date, generally about six months after it is issued. You must enter the United States with your immigrant visa within six months from the date that it was issued. *If you do not travel by the expiration date, there is no guarantee that another visa will be available for you.* If there is a visa available, you will be required to complete a new medical exam and pay the visa interview fee again. You must hand-carry your immigrant visa package to the United States. Immigration officials will examine the documents contained in the package upon your arrival in the United States. *Do not put your visa package/travel packet into your checked baggage.*