

# HOW TO APPLY FOR CHIEF OF MISSION APPROVAL

## Special Immigrant Visa Program for Afghan Nationals Embassy of the United States of America – Kabul, Afghanistan

### GENERAL GUIDELINES

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To apply for Chief of Mission (COM) approval for the Special Immigrant Visa (SIV) program, you must have access to email; have the ability to scan and save all of the required documents from the list as PDF files; and be able to submit these documents via email.

After you have gathered all of the required documents listed below, attach them to an email and send it to [AfghanSIVApplication@state.gov](mailto:AfghanSIVApplication@state.gov). The email's subject line must contain the principal applicant's name as it is written in the passport or tazkera, plus the applicant's date of birth using the following format: DAY-MONTH-YEAR.

Do not include family member information in the subject line of your email.

We will send all communication and instructions related to this application to you via email. We recommend that you use the same email address to correspond with us throughout the process.

### REQUIRED DOCUMENTS

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Applicants must submit the below six (6) items in their document package. *Please do not submit anything other than what is listed below unless we ask you to do so.* Specifically, do not submit photographs, certificates of appreciation, training certificates, resumes, or academic transcripts. These documents have no bearing on your COM approval application and will not be considered.

Failure to submit all of the required documentation exactly as requested below may significantly delay review of your application for COM approval. While this list specifies the documents required of all applicants, we may request additional information and documentation should questions arise during processing.

#### **1. Verification of Employment in Afghanistan**

##### ***A) If you were employed by or on behalf of the U.S. government:***

You must submit a letter from your employer's Human Resources (HR) department confirming that you were employed by, or on behalf of, the U.S. government in Afghanistan between October 7, 2001, and December 31, 2020, for at least two years.

The letter must contain all of the information below:

- Your full name.
- Your date of birth.

- Information on the U.S. government contract or subcontract held by your employer, if applicable. This should include project name; contract number; the period of performance of the contract; and the name of the prime contractor. If available, a copy of the contract between your employer and the U.S. government or a copy of the subcontract between your employer and the company that maintains a contract with the U.S. government should be provided.
- Your job title.
- Your job location.
- The date you started working for the employer (DD-MM-YYYY).
- The date you stopped working for the employer (DD-MM-YYYY).
- The reason for separation if you are no longer employed.
- The name of the author completing the letter, his or her signature, and his or her contact information including corporate email (or alternate email if no longer with the organization).
- A thorough description of your work duties and the location where you performed those duties. If applicable, this should include an explanation of how your position required you to:
  - Serve as an interpreter or translator for personnel of the Department of State or the United States Agency for International Development in Afghanistan, particularly if it included duties that required traveling away from the embassy with such personnel;
  - Serve as an interpreter or translator for U.S. military personnel in Afghanistan, particularly if this work required traveling off-base; or

***B) If you were employed by the International Security Assistance Force (ISAF), or a successor mission:***

You must submit a letter from your employer confirming that you were employed by ISAF, or a successor mission, between October 7, 2001, and December 31, 2020, for at least two years. If you were directly hired by ISAF, or a successor mission, this letter must be from ISAF Headquarters HR, or the successor mission HR, regardless of where you were stationed in Afghanistan. If you were hired by an ISAF member nation, or a successor mission member nation, this letter must come from the department or agency that hired you. **Note:** *Private contractors and subcontractors with ISAF or a successor mission or member nations other than the United States do NOT qualify.*

The letter must contain all of the information below:

- Your full name.
- Your date of birth.
- An English language copy (or English translation) of the contract between you and your employer. If you were hired on a personal services agreement (PSA) or a personal services contract (PSC), you must submit an English language copy of the agreement or contract.
- Your job title.
- Your job location.
- The date you started working for ISAF, or a successor mission (DD-MM-YYYY).
- The date you stopped working for ISAF, or a successor mission (DD-MM-YYYY).

- The reason for separation if you are no longer employed.
- The name of the HR representative completing the HR letter, his or her signature, and his or her contact information including corporate email (or alternate email if no longer with the organization).
- A description of your work duties. If applicable, this should include how your position required you to:
  - Serve as an interpreter or translator for U.S. military personnel while traveling off-base with U.S. military personnel stationed at ISAF or a successor mission, or

## **2. Letter of Recommendation**

### ***A) If you were employed by or on behalf of the U.S. government:***

You must submit a letter from a direct U.S. citizen supervisor who knew you personally. The supervisory period should overlap with the period of employment noted in your employment letter. The letter should be dated and signed by your supervisor. It must contain all of the information below:

- Your full name.
- Your date of birth.
- Your badge number (if available).
- Your job title.
- Your job location.
- Confirmation that the recommender was/is your supervisor and knew you personally.
- The date the author of the letter began supervising you (DD-MM-YYYY).
- The date the author of the letter stopped supervising you (DD-MM-YYYY).
- The supervisor's name, title, corporate or U.S. government/military email address and personal email address.
- Justification for recommending you for COM approval, i.e., that you provided faithful and valuable service to the U.S. government.
- The supervisor's explanation of any ongoing serious threat you have experienced or are experiencing as a consequence of your employment by or on behalf of the U.S. government.
- The supervisor's opinion on whether you pose a threat to the national security or safety of the United States.
- The supervisor's description of your work duties. This statement should be personalized to the specific duties you performed, including a description of where you performed those duties. If applicable, your supervisor should also address how your position required you to:
  - o Serve as an interpreter or translator for personnel of the Department of State or the United States Agency for International Development in Afghanistan, particularly if those duties required traveling away from the embassy with such personnel;
  - o Serve as an interpreter or translator for U.S. military personnel in Afghanistan, particularly if those duties required traveling off-base; or

If the above recommendation is not possible to obtain from a U.S. citizen supervisor who knows you personally, you should provide a letter of recommendation signed by your non-U.S. citizen supervisor and co-signed by the U.S. citizen who is responsible for the contract. The U.S. citizen who co-signs must indicate that, based on his or her relationship with your contract or sub-contract supervisor, he or she is confident that the information provided is correct. The U.S. citizen co-signer must also certify that, to the best of his or her knowledge, you present no threat to the national security or safety of the United States. The recommendation must contain the U.S. citizen co-signer's work and personal email address so he or she may be contacted if additional information is needed.

***B) If you were employed by the International Security Assistance Force (ISAF), or a successor mission:***

You must submit a letter from a member of the U.S. military who personally supervised you. The letter should be dated and signed. It must contain all of the information below:

- Your full name.
- Your date of birth.
- Your badge number (if available).
- Your job title.
- Your job location.
- The date the author of the letter began supervising you (DD-MM-YYYY).
- The date the author of the letter stopped supervising you (DD-MM-YYYY).
- The supervisor's name, title, rank, U.S. government/military email address, and personal email address.
- Justification for recommending you for COM approval, i.e., that you provided faithful and valuable service to the U.S. government.
- The supervisor's explanation of any ongoing serious threat you have experienced or are experiencing as a consequence of your employment by ISAF or a successor mission.
- The supervisor's opinion on whether you pose a threat to the national security or safety of the United States.
- The supervisor's description of your work duties, including, if applicable, how your position required you to:
  - Serve as an interpreter or translator for U.S. military personnel in Afghanistan while traveling off-base; or

**3. Form DS-157, Supplemental Nonimmigrant Visa Application**

The form is available online at <https://eforms.state.gov/Forms/ds157.pdf>. You must complete the entire form. It is important that you follow the instructions at the bottom of this page when completing the DS-157.

#### **4. Evidence of Afghan Nationality**

You must submit a scanned photocopy of your tazkera with an English translation. Alternatively, the biographic data page of your Afghan passport is acceptable evidence of Afghan nationality.

#### **5. Statement of Threats Received as a Consequence of Your Employment**

You must write, sign, and date a brief statement describing the threat you face or have faced as a result of your employment by or on behalf of the U.S. government in Afghanistan or by ISAF or a successor mission. Although statements provided by other parties may be included, you must provide your own statement. Please provide as many details as possible.

Section 1219 of Public Law 113-66 provides that a credible sworn statement depicting dangerous country conditions, together with official evidence of such country conditions from the U.S. government, should be considered as a factor in a determination of whether an applicant has experienced or is experiencing an ongoing serious threat as a consequence of employment by the U.S. government.

#### **6. Employee Badge(s)**

If available, submit a scanned copy of any identification badges you have held during any periods of employment by or on behalf of the U.S. government, or by ISAF or a successor mission.

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### **NEXT STEPS AND QUESTIONS**

Once you have submitted your complete COM approval application packet via email to [AfghanSIVApplication@state.gov](mailto:AfghanSIVApplication@state.gov), please allow up to eight (8) weeks for a response confirming that the National Visa Center (NVC) has received your documents. Once NVC reviews your COM approval application packet, we will let you know if anything is missing or incomplete.

If you have further questions about the Afghan SIV program, please first review the information online at <https://travel.state.gov/content/travel/en/us-visas/immigrate/special-immg-visa-afghans-employed-us-gov.html>. If you cannot find the answer to your question, please email [AfghanSIVApplication@state.gov](mailto:AfghanSIVApplication@state.gov).

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### **TIPS TO PREVENT DELAYS IN PROCESSING YOUR APPLICATION**

Ensure that the scanned copies of documents you provide are clear. Print your documents in black ink on white paper before scanning them.

Use the same spelling of your name on all documents and email correspondence. The spelling should match how your name is written in your passport or tazkera. You should list aliases after your correct name.

Letters of recommendation are very important in the SIV application process. Please ask your supervisor to be as detailed and complete as possible in describing your work and to write a letter that is specific to your accomplishments and responsibilities.

## **INSTRUCTIONS FOR COMPLETING FORM DS-157**

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Form DS-157 is the Supplemental Nonimmigrant Visa Application. The form is available online at <https://eforms.state.gov/Forms/ds157.pdf>. Please read and follow the below instructions carefully when completing Form DS-157.

If the form does not provide sufficient space for your response, you may use additional sheets of paper. Do not leave any boxes blank. All questions must contain an appropriate response or your application will be delayed.

### ***Below are instructions for each numbered question:***

1. Enter your family name or surname as it appears in your passport or tazkera. Do not enter names that appear after d/o or s/o. If you have only one name, please enter that name here.
2. Enter your first name as it appears in your tazkera or passport (if any). If there is only one name in your passport, enter "FNU" (First Name Unknown) here.
3. Write your full name in Dari exactly as it appears in your tazkera or passport.
4. Enter your clan or tribal name. If you do not have a clan or tribal name, write "none."
5. Enter any names/aliases you have used.
6. Enter your date of birth as it appears in your tazkera or passport.
7. Enter your place of birth as it appears in your tazkera or passport.
8. Enter your passport number (if any).
9. Enter all tazkera numbers you have ever used.
10. Check the appropriate box.
11. Enter your spouse's full name. If you are unmarried, write "N/A."
12. Enter your father's full name as it appears in his tazkera or passport.
13. Enter your mother's full name as it appears in her tazkera or passport.
14. Enter your email address and phone number.
15. List the full names and dates of birth of all your children under the age of 21 as it appears in their tazkera. If you do not have children, under the age of 21 write "N/A."
16. List all the countries you have visited during the past 10 years and the year of the visit (for example, China 2004, Italy 2007). If you have never traveled outside of Afghanistan, write "none."
17. List all the countries that have issued you a passport, including your current one. If you have

never been issued a passport and do not hold a current passport, write “none.”

18. Check the appropriate box to note whether you have ever lost a passport or had one stolen.
19. List the requested information for your last five employers, including your current employer. If you have had only one employer or no employer before your current job, you should explain that in the box. List your previous employers regardless of whether they have a connection to the United States. Please explain your job if you were self-employed. Please state specifically your employer’s name, the job location, and your job title. If you do not have your previous supervisor’s email address, enter ‘N/A.’
20. Check the appropriate box to note whether you have ever applied for Chief of Mission approval. If so, enter the case number(s) associated with your previous application(s).