

# EMBASSY OF THE UNITED STATES OF AMERICA

*Addis Ababa, Ethiopia*

## **Instructions for Immigrant and Diversity Visa Applicants**

These instructions will help you prepare for your Immigrant or Diversity Visa appointment at the U.S. Embassy in Addis Ababa. Please read all instructions carefully.

U.S. law (the U.S. Immigration and Nationality Act, or INA), requires every applicant to demonstrate that they qualify for their U.S. visa. This means that you must show a valid relationship, that you must show your correct age and identity, or that you meet other requirements, such as education or work experience. No assurance can be given that a visa will be issued. Do not make any travel arrangements, quit your job, or sell property until you receive a valid U.S. visa.

**Your IV/DV Appointment.** You must have a U.S. visa interview appointment to enter the embassy. The National Visa Center (NVC) will inform you of your appointment date. Please arrive at least 30 minutes prior to your appointment to clear security. You must show a passport or picture identification to enter the U.S. Embassy. If you cannot attend your scheduled appointment, please reschedule your appointment through the 'Missed My Appointment' option in your account at <http://ais.usvisa-info.com> or by calling +251 011 558 2424.

**Register for DHL Courier Service.** Register for DHL courier service before your interview at <http://ais.usvisa-info.com>. Bring a copy of the "Register for Courier Confirmation Page" to your interview. You will choose one of two DHL locations in Addis Ababa to collect your visa. Completing this on-line process is the only way you can obtain your issued visa.

**Additional Information for Diversity Visa (DV) applicants.** Information concerning the DV program is at the end of this packet. Please read DV information carefully and entirely, especially to make sure that you meet all educational and work requirements before you pay the application fee. You must obtain all other documents listed in this packet. There is no guarantee that Diversity Visas will be available after the month of your scheduled appointment. Under no circumstance can a Diversity Visa be issued after September 30 even if it is pending for medical or other administrative processing.

**Fee Payment.** The fee for an Immigrant Visa (IV) is USD 325.00 per person or the equivalent in local currency. IV applicants must pay this fee on the appointment date if the petitioner (your sponsor) did not pay this fee in advance. The fee for a Diversity Visa (DV) is USD 330.00 per person or the equivalent in local currency. DV applicants must pay this fee at the U.S. Embassy on the day of your interview appointment.

**Documents.** Collect all documents listed here that pertain to your case. Bring the original document and a photocopy of each document to your interview. Do not send documents to the Embassy prior to your interview. Documents must be in English or Amharic. If a document is not in English or Amharic, the document must be accompanied by a certified translation in English and sworn to before a Notary Public. Original civil documents (except suspected fraudulent documents) will be returned to you after the interview.

**DS 260 application.** Complete the DS 260 online immigrant visa application and bring the application confirmation page to your interview. Complete the DS 260 application at <http://travel.state.gov/content/visas/english/forms/online-immigrant-visa-forms.html>.

**Passport.** Each applicant must have his/her own passport. Your passport must be valid for travel to the United States, and it must have at least six months validity beyond the issuance date of the visa. Bring a copy of the passport bio-page (name, date and place of birth, passport number) to your interview.

**Birth Certificate.** You must bring the original birth certificate and a copy for each applicant. The birth certificate must state the birthdate, place of birth, and names of both parents. The certificate should also state that it is an extract from official records.

**Adoption.** If you or any children are adopted, you must submit a certified copy of the final adoption decree. In addition, you must bring evidence that the petitioner had physical custody of the adopted child for at least two years prior to the age of 16.

**Step-children.** If a minor child applicant is not adopted and not biologically related to the petitioner (that is, a “step-child” through the Petitioner’s marriage to a Principal Applicant), we require either of the following: 1) A Death Certificate for the non-traveling biological parent, or 2) explicit authorization from an Ethiopian court that the child may immigrate to the United States. Written authorization must be notarized.

**Unobtainable Birth Certificate.** In rare cases, you may not be able to obtain a birth certificate. Obtain a statement to that effect from the civil registrar’s office and obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided it contains the date and place of the applicant’s birth, names of both parents, and provided the baptism took place shortly after birth. If you cannot obtain a baptismal certificate, you may ask a close relative, preferably the applicant’s mother, to prepare a notarized statement giving the place and date of the applicant’s birth, the name of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.

**Marriage Certificate.** Married persons must submit a marriage certificate and a copy.

**Previous marriages.** Applicants who were previously married must submit a divorce certificate, a death certificate, a final decree of divorce or annulment, or other proof of termination of marriage.

**Police Certificates.** Each applicant aged 16 years or over is required to submit a police certificates for each of the following:

- The country of your nationality,
- The country of your current residence if you have resided there for at least six months,
- Any country where you have resided for at least one year.
- Any country where you have been arrested for any reason, regardless of how long you stayed in that country.

Police certificates must cover the entire period of your residence in that country, and they must be issued within the last six months. The term ‘police certificate’ means a certification by appropriate police authorities. The certificate must list official criminal records concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. For further information concerning police and military records and their availability, visit [www.travel.state.gov](http://www.travel.state.gov) and refer to the “Fees and Reciprocity Tables” section.

**Court and prison records.** If you have been convicted of a crime in any country, you must obtain a certified copy of each court record and prison record. This is required even if you benefited from amnesty, pardon, or other act of clemency.

**Military records.** Submit a certified copy of any military record.

**Evidence of Financial Support.** IV cases must include an I-864 Affidavit of Support; in most cases the petitioner provided this form to NVC. To prevent unnecessary delays, additional evidence of the petitioner's finances is often useful: petitioner tax records for the last three years, job letters specifying salary and length of employment, W-2 forms, and/or payment stubs. Please bring recent financial information to your interview to show that the Petitioner meets the minimum Poverty Income Guidelines. DV applicants must have a sponsor in the U.S. but are not required to show financial support.

**Evidence of Marriage or Family Relationship.** For DVs and family-based visas (such as IR1, CR1, IR2, CR2, F2A, IR5, F1, F3, F4), you must submit sufficient evidence to demonstrate a bona fide relationship to the Petitioner or Principal Applicant. Such evidence may include historical photographs, communications such as letters or phone records before and after marriage, social media (FaceBook, Viber, SMS, etc), bank records, money receipt orders, joint property and joint management of finance, etc. The evidence you submit is up to you. The evidence must be authentic. If you do not have sufficient evidence of a family relationship, we may not be able to process your visa.

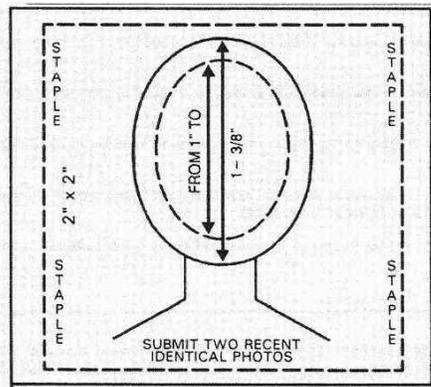
**Evidence of Age.** For certain visa classes that are age dependent (IR2, CR2, F2A), you must bring sufficient, legitimate evidence of age. Such evidence might include school records, medical records, church records, or other evidence that will demonstrate age.

**Employment:** If you are immigrating to the U.S. through employment (such as EB1), the I-864 Affidavit of Support (AOS) is generally not required. The AOS is required only if your relative filed the IV petition on your behalf or has at least a 5% ownership interest in the business that filed the petition. In addition, obtain a written statement from your U.S.-based employer confirming that the employment officer is still valid and available. This statement must be on employer stationery and be notarized.

**Copy of J1 Visa.** If you have ever traveled to the U.S. on a J1 Non-Immigrant Visa, please include a copy of that visa when you arrive to the embassy for interview. You may be subject to the 212(e) requirement of the Immigration and Nationality Act which states that you must physically reside outside the United States for two years before you are eligible for an immigration benefit.

**Visa Photographs.** Each applicant must submit two (2) color photographs taken within the last 30 days. Please print your full name on the back of each photograph. We recommend that you take six (6) photos for your interview and medical examination. Photographs must be a true likeness of you. They also must meet the following specifications:

- Photos must be glossy, untouched, unaltered, and on a white or off-white background.
- Face the camera directly. Include your entire head in the photo, from top of hair to bottom of chin, from ear to ear, and with eyes wide open.
- The facial image must be about one inch (33 mm) from the chin to the top of the hair, and should cover at least 50% of the entire photograph.
- The photo must be free of shadows, marks, splotches, or discolorations.
- Please do not wear sunglasses or uniforms. Please do not cover your ears or wear head coverings unless this conflicts with your religious practice. All photos must show enough of the face to clearly establish identity



**CORRECT POSE**

**Medical Examination Report.** All applicants regardless of age must undergo a medical examination to qualify for a U.S. Immigrant Visa. To reduce delays, make arrangements to complete your medical examination at least two weeks in advance of your visa appointment. In most cases, you will be given your medical examination report to give to the Consular Section. **Medical reports must remain sealed and unopened.** Medical examinations are performed at applicant expense. They remain valid for the purpose of the visa issuance for 6 months.

U.S. law requires that you obtain vaccinations prior to the issuance of an immigrant visa. Panel physicians will verify that you meet vaccination requirements for Mumps, Measles, Rubella, Polio, Tetanus, Diphtheria, Pertussis, Influenza type B, Hepatitis B, Varicella, and Pneumococcal, among others. Panel physicians will work with you to determine which vaccinations you need. Only a physician can determine which of the listed vaccinations are appropriate for you, given your age, medical history and current medical condition.

Bring the following items to your medical examination: 1) Three recent photographs, 2) Your complete medical and vaccination history.

The following are the only Physicians in Ethiopia authorized to give medical examinations for U.S. Visa applicants:

**St. Yared General Hospital**

**Dr. Kinetsew Melkamu; Dr. Selamawit Asmelash; Dr. Abebe Alemayehu**

Bole Sub City, Kebele 12/13 (*On the road to CMC, 800 meters from Megenagna square*)

Tel: 011 645 4604, 011 645 4653

**American Medical Centre (AMC)**

**Dr. Akeza Teame; Dr. Kale-ab Tesfaye; Dr. Tihitina Legesse Negash**

Yeka Sub City Kebele 20/21 (*Inside the Sunshine Real Estate Compound (Meri Luke)*)

Tel. +251-11-6678000 /04/ 07

**International Office for Migration (IOM)**

**Dr. Nelyn Chavez; Dr. Ayub Mohammedata; Dr. Ayelech Tadesse; Dr. Simret Kelile; Dr. Adem Shifa; Dr. Wondwossen Arega; Dr. Niyat Tadesse**

Bole Kefle Ketema, Kebele 02 (*Behind Bole DH Geda*)

Tel: +251-11-661-11-75/17/28/71, +251-11-661-1475/77. +251-11-661-1096/97/98

## **Requirements for DV Applicants Please Read Carefully!**

- The following is a list of requirements for all DV applicants. If you do not fulfill these requirements, you will not be issued a visa.
- If you apply for a Diversity Visa but you are denied the visa, your application fee **will not be refunded**.
- Only an American consular officer can determine whether you qualify for a visa. The officer will interview you and adjudicate your application **ONLY** after you have paid the application fee.
- If you are not able to fulfill ALL of the following requirements, your visa will not be approved.

**1. On your original entry form, you must have listed your spouse (husband or wife) and all unmarried children under 21 years of age.** This includes children who are your spouse's from a previous marriage, and children who have been formally adopted. The only exceptions are:

- If your child is already a U.S. citizen or a U.S. Legal Permanent Resident;
- If you were legally divorced before the DV entry.

You must have listed all unmarried children **younger** than 21 years of age, even if they no longer reside with you and/or you do not intend for them to immigrate with you under the DV program. If you failed to list any of these people on your original entry, you are ineligible for a diversity visa. If your entry was submitted with an incorrect photo, your application must be refused under U.S. law.

**2. You must possess one of the following as evidence of your educational qualifications:**

- Proof of graduation from 12<sup>th</sup> grade (including an Ethiopian Leaving Certificate Examination, a University Entrance Exam, or a Higher Education Qualification Exam), showing at least 5 passing grades, (or)
- A 12<sup>th</sup> grade ESLCE and a Teacher Training certificate (or)
- Proof of graduation from a four-year university.

**Note: TVET 10+3 certificates are no longer acceptable.**

You must submit official copies of school transcripts along with the above certificates. These requirements are determined by U.S. immigration law, and are not determined by this Embassy.

**3. If you cannot meet the educational requirements, you may submit evidence of qualifying work experience.** Qualified work experience is defined as at least two years of full-time employment during the past five years in an occupation that requires at least two years of college training or experience.

Please be advised that it is very difficult to fulfill the educational requirements based on work experience. Qualifying occupations are defined as those with Specific Vocational Preparation (SVP) rating of 7 or above and are listed as job zone 4 or 5 on the U.S. Department of Labor's Occupational Skills List found at [www.onetonline.org](http://www.onetonline.org). We strongly suggest you research your own work experience on this website before proceeding with your DV application if you wish to qualify based on work experience.

**Somali citizens: The U.S. Embassy in Addis Ababa cannot verify educational or work experiences that occurred in Somalia. Without such verification, please know that it may not be possible to process your case to completion.**

**4. If you submit any fraudulent documents with your application, you will be ineligible to receive a visa.** Documents presented are subject to independent verification by trained professionals. Do not take the risk of presenting a false document.

**5. Marrying a person in order to confer an immigration benefit through the Diversity Visa WILL result in a permanent ineligibility for both you and your spouse.**

**Please be advised that there is no guarantee that Diversity Visas will be available after the month of your scheduled appointment. Under no circumstance can a visa be issued after September 30.**

I understand that if I cannot fulfill all requirements as described above, I will not be approved for a Diversity Visa. I understand that the application fee I pay cannot be refunded even though I may not be issued a visa.

DV Applicant \_\_\_\_\_

# የዲቪ አመልካቾች ሊያሟሏቸው የሚገቡ መመዘኛዎች እንዲሁም በጥንቃቄ ያንብቡት!

- የሚከተሉት የዲቪ መመዘኛዎች ዝርዝር ሁሉንም የዲቪ አመልካቾች የሚመለከቱ ናቸው። እነዚህን መመዘኛዎች የማያሟሉ ከሆነ ቪዛ አያገኙም።
- ለዲቪ ቪዛ አመልክተው ግን ቪዛ ቢከለከሉ ለማመልከቻ የከፈሉት ክፍያ ተመላሽ አይሆንም።
- ለቪዛ ብቁ መሆንን የሚወስነው አሜሪካዊ የሆነ የኮንሱል አፊር ብቻ ነው። አፊር የማመልከቻዎን ክፍያ ከከፈሉ በኋላ ቃለ መጠይቅ ያቀርብሉታል፤ ውሳኔውን ይወስናል።
- ቀጥሎ የተመለከቱትን መመዘኛዎች የማያሟሉ ከሆነ ቪዛ አያገኙም።

1. የመጀመሪያ የዲቪ ማመልከቻዎን በሞሉበት ወቅት ማመልከቻዎ
  - ባለቤትዎን (ሚስት ወይም ባል)
  - ከ21 አመት በታች የሆኑና ያላገቡ ልጆችዎን (ከእርስዎ ጋር አብረው ባይኖሩም) ስም ማስፈር አለብዎት።
  - ይህም ባለቤትዎ ከእርስዎ በፊት ከነበራቸው ጋብቻ የወለዱቸውን ልጆችና በሕጋዊ መንገድ በማደግ የተረከቧቸውን ልጆች ይጨምራል። ከላይ ከተጠቀሱት ውስጥ በማንኛውም ሁኔታ ቢሆን በመጀመሪያው ዲቪ ማመልከቻዎ ላይ ያልተካተቱ ከሆነ ለቪዛው ብቁ ስለማይሆኑ ለቪዛ አያመልክቱ። ነገር ግን
    - ልጅዎ የአሜሪካ ዜጋ ከሆነ/ች እና በአሜሪካ ሕጋዊ የመኖሪያ ፈቃድ ካለው/ካላት፤
    - የዲቪ ማመልከቻዎን ከመሙላትዎ በፊት ከባለቤትዎ ጋር ሕጋዊ የፍቻ ማስረጃ ካሉት እነዚህን ማስፈር የለብዎትም።

አሁን ከእርስዎ ጋር ባኖሩም ወይም ከእርስዎ ጋር በዲቪ ፕሮግራሙ ወደ አሜሪካ የሚገቡ ባይሆንም፤ ከ21 ዓመት በታች የሆኑና ያላገቡ ልጆችዎን ስም ዝርዝር መጥቀስ ይኖርበታል።

❖ የመጀመሪያ የዲቪ ማመልከቻዎን ሲሞሉ ያቀረቡት ፎቶግራፍ የራስዎ ሊሆን ይገባል። በስህተት በእርስዎ ስም በተሞላ ማመልከቻ ላይ የሌላ ሰው ፎቶ ተያይዞ ቢገኝ በአሜሪካን የኢምግሬሽን ህግ መሰረት ማመልከቻዎ ውድቅ ይሆናል።

2. ከሚከተሉት ውስጥ አንዱ የትምህርት ማስረጃ ሊኖርዎት ይገባል።
  - የሁለተኛ ደረጃ ትምህርት (12ኛ ክፍል) መልቀቂያ ሰርተፍኬት፤ 5 ወይም ከዚያ በላይ የትምህርት ዓይነቶች ያለፉበትን የሚያሳይ ወይም
  - የ4 ዓመት የዩኒቨርሲቲ ትምህርት ያጠናቀቀ
  - ማሳሰቢያ: ✓ የTVET 10+3 የትምህርት ማስረጃ ለዲቪ ተቀባይነት የለውም።

ከላይ የተጠቀሱትን ማስረጃዎች ዋናና ቅጂያቸውን ማቅረብ ይኖርብዎታል። እነዚህ ከላይ የተጠቀሱት የትምህርት ደረጃ መመዘኛዎች የሚለኩት በኤምባሲው ላይሆን በአሜሪካን የኢምግሬሽን ህግ መሰረት መሆኑን ልብ ይበሉ።

3. ተፈላጊውን የትምህርት ደረጃ የማያሟሉ ከሆነ ብቁ ሊደርግዎ የሚችል የስራ ልምድ ካሉት ማቅረብ ይችላሉ። በስራ ልምድ ብቁ ለመሆን አመልካቾች ባለፉት 5 ዓመታት ውስጥ በቋሚነት ለሁለት ዓመታት በሙሉ የስራ ሰዓት፤ የሁለት ዓመት የኮሌጅ ስልጠና በሚፈልግ ስራ ዓይነት ላይ ተሰማርተው የቆዩ መሆን ይኖርባችዎል።
  - ብዙ ጊዜ በስራ ልምድዎ ብቁ መሆን በጣም አስቸጋሪ ነው። በ [www.onetonline.org](http://www.onetonline.org) ላይ እንደተገለጸው ለዲቪ ብቁ የሚያደርጉ የሥራ ዓይነቶች በልዩ የሙያ ዝግጅት ስልጠና (SVP) የተብራሩ ሲሆን በአሜሪካን የሰራተኛና የስራ ብቃት ዝርዝር በዞን 4 ወይም 5 በተመዘገቡት ስራዎች 7 ነጥብና ከዚያ በላይ የተሰጠው መሆን ይኖርበታል። «በኮሌጅ ስልጠና ብቁ ስሆንኩ» ብለው የሚያስቡ ከሆነ የቪዛ ማመልከቻዎን ከማቅረብዎ ስኬታዎ ስለሌላው በኮሌጅ ስልጠና ብቁ መሆን ማረጋገጥ ይኖርብዎታል።

ማሳሰቢያ፤ የሱማሊያ ዜጋ የሆኑ የዲቪ አመልካቾችን ከሱማሊያ የተሰጡ የትምህርትና የስራ ማስረጃዎችን ትክክለኛነት ለማረጋገጥ አዲስ አበባ ያለው የአሜሪካ ኤምባሲ የሚቸገር ስለሆነ ትክክለኛነታቸው ሳይረጋግጥ የቪዛውን ሂደት ለመፈጸም ያስቸግራል።

4. ማንኛውንም ዓይነት የተጭበረበረ ወይም የውሸት ማስረጃ ካቀረቡ ቪዛ ከማግኘት ይታገዳሉ። ለኤምባሲው ሚቀርቡ ማንኛውም ዓይነት ማስረጃዎች ትክክለኛነት በኤምባሲው በሰለጠኑ ባለሙያዎች ይጣራል። በምንም መልኩ የተጭበረበረም ሆነ የውሸት ማስረጃ ለማቅረብ እንዳይሞክሩ።
5. የአሜሪካን ቪዛ ለማግኘት ታስቦ የሚፈጸም የሀሰት ጋብቻ ሁለቱንም ተጋቢዎች ለሁልጊዜውም በፍጹም ወደ አሜሪካን ሀገር እንዳይገቡ ያግዳል።

ለቃለ መጠይቅ (Interview) የተቀጠሩበት ወር ካለፈ ቪዛ ለማግኘት ስለመቻልዎ ምንም ዋስትና የሌለ መሆኑን እባክዎ ልብ ይበሉ። በማንኛውም ሁኔታ ታቢሆን እ.ኤ.አ መስከረም 18 ካለፈ ቪዛ አይሰጥም።

ከላይ የተጠቀሱትን ሁኔታዎች ባላሟላ የዲቪ ቪዛ እንደማይሰጡኝና የከፈልኩት የማመልከቻ ክፍያ የማይመለስኝ መሆኑን መረዳቴን በፊርማዎ አረጋግጣለሁ።

የዲቪ አመልካች -----