

PACKET 4: INSTRUCTION MATERIALS

Please read ALL appointment instruction materials prior to attending an immigrant visa interview at the U.S. Embassy in Algiers.

CONTACTING THE U.S. EMBASSY IN ALGIERS

If you need to contact the U.S. Embassy in Algiers, please use our e-mail address IV-DVAlgiers@state.gov.

RESCHEDULING YOUR INTERVIEW DATE

The date and time of your appointment have been carefully selected for you. However, if you are unable to attend the appointment that has been given to you, please send us an email at IV-DVAlgiers@state.gov requesting a new appointment. There may be a significant wait before the next available appointment, so it is in your best interest to attend the date already assigned to you. For some family-based and employment-preference visa categories, a visa became available within the month you have been scheduled by the National Visa Center (NVC). There is absolutely no guarantee that the visa will be available again on the date of your rescheduled interview. Please carefully consult the Visa Bulletin before you decide to reschedule you interview at the following site: <http://travel.state.gov/content/visas/english/law-and-policy/bulletin.html>

BEFORE YOUR INTERVIEW

STEP 1: GET YOUR MEDICAL EXAM DONE IN ALGIERS

Each intending immigrant, regardless of age, is required to have a medical examination and submit the results on the day of the interview. The medical exam results are usually provided in a sealed envelope not to be opened. For more information on the medical exam in Algiers, including scheduling an appointment, visit:<http://travel.state.gov/content/visas/english/immigrate/immigrant-process/interview/prepare/medical-examination.html>.

STEP 2: PREPARE YOUR DOCUMENTS TO BRING TO THE INTERVIEW

Please use the appropriate interview checklist below to determine the documents required to support your immigrant visa application. You must provide originals and photocopies of all your documents at time of your interview. The original civil documents will be returned to you after the interview. There is no need to send documents to the Embassy in advance of your interview.

STEP 3: OBTAIN THE ORIGINAL POLICE CLEARANCE CERTIFICATE

Each visa applicant aged 16 years or older must submit a police certificate from every country where he or she resided for at least 6 months after the age of 16. Some countries require a specific Police Certificate Request form to properly request and obtain Police Certificate(s). Police certificates from certain countries are unavailable. Present and former residents of the United States do NOT need to obtain any U.S. police certificates.

For more specific information on police certificate requirements by country, visit:
<https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>

STEP 4: OBTAIN THE ORIGINAL I-864 AFFIDAVIT OF SUPPORT AND COPY OF THE RECENT U.S. TAX RETURNS

This form is legally required for:

- Applicants for family-based immigrant visas, including certain orphans.
- Applicants for employment-based immigrant visas where a relative filed the immigrant visa petitioner and has a 5 percent or greater ownership interest in the business that filed the petition.

Consular officers frequently ask for additional documents (W-2s or IRS Tax Transcripts) to verify the income of the petitioner and any joint sponsors. To avoid any delays in the processing of your application, please consider providing these documents at the time of your interview. For more information on the I-864, visit:

<https://travel.state.gov/content/visas/en/immigrate/immigrant-process/documents/support/i-864-frequently-asked-questions.html>

THE DAY OF YOUR INTERVIEW

STEP 1: LOCATION OF THE U.S. EMBASSY IN ALGIERS

The U.S. Embassy is located in the El Biar suburb of Algiers, at 05 Chemin Cheikh Bachir Ibrahimi. For a map of the Embassy's exact location, visit:

<https://goo.gl/maps/7xTC9BhnUUr>

STEP 2: SECURITY SCREENING PROCEDURES

All visitors to the U.S. Embassy in Algiers must follow certain security procedures. Any visitor who declines to be screened by the U.S. Embassy security personnel will be prohibited from entering the Embassy. To avoid delaying your entry, please bring only what is required for your interview on the day of your visit. Large bags, such as backpacks or suitcases, or packages are not allowed on the Embassy grounds. Electronic devices are prohibited. **Failure to follow these instructions will result in the cancellation of your appointment.**

Please visit <http://algiers.usembassy.gov/tips-for-a-smooth-visit.html> for complete entry requirements.

STEP 3: ACCOMPANYING PERSONS

Only applicants with appointments and their immediate family (spouses and minor children) will be admitted into the Embassy. Exceptions will be made only if the applicant is under 18, if the applicant requires an interpreter for a language other than English, Arabic, French, or Kabyle, or if the applicant has a disability and requires assistance. Please email IV-DVAAlgiers@state.gov if you need to add one of the above people to the appointment list. Please visit <http://algiers.usembassy.gov/tips-for-a-smooth-visit.html> for complete entry requirements.

STEP 4: IMMIGRANT VISA FEES

If you have previously paid all fees due to the National Visa Center or on the appointment website, there will be no additional fees to pay on the day of the interview. If you have not paid fees at the NVC or on the CSC website, please be prepared to pay the required fees on the day of your interview.

All fees may be paid in U.S. dollars or the Algerian dinar equivalent. We accept cash only. If a person is found ineligible to receive a visa, the application fee cannot be refunded. A complete list of fees can be found here:

<http://travel.state.gov/content/visas/english/fees/fees-visa-services.html>.

STEP 5: DO NOT MAKE TRAVEL PLANS OUTSIDE ALGERIA

If you have to travel within Algeria, please have a valid picture ID with you other than your passport. If your visa is approved, we will keep your passport at the Embassy to place the visa into your passport. It will be returned to you after about two weeks, unless further administrative processing is required for your case.

AFTER YOUR INTERVIEW

STEP 1: A CONSULAR OFFICER ADJUDICATES YOUR CASE

A consular officer will inform you at the conclusion of your interview whether your visa is approved.

- If your visa is **approved**, we will put your visa in your passport and send the completed visa packet and passport to you by UPS at your charge.
- If your visa is **NOT approved**, we will inform you in writing and provide information on the next steps.

Do not make any travel arrangements to move to the United States, dispose of property, or leave your job until a visa has been issued to you. A consular officer can make a decision regarding your visa only after your formal application and all documents have been reviewed and you have been personally interviewed by a consular officer.

STEP 2: PICK UP YOUR PASSPORT AND PACKET

- Immigrant and diversity visa applicants will receive their passport and packet via UPS. You will be contacted by phone to for the delivery.
- K1 and K3 applicants will pick up their passport and packet at the VFS office (in Algiers or Oran) that you selected on www.ustraveldocs.com/dz when you booked your appointment.

STEP 3: CHECK YOUR VISA, BUT DO NOT OPEN YOUR IV PACKET

When you receive your passport with your U.S. immigrant visa and the sealed IV packet, please **do NOT** open the sealed packet.

Please do, however, review your immigrant visa carefully for accuracy. Note the validity of your visa. You must travel to the United States and apply for admission as a lawful permanent resident within the visa's validity period – generally six months.

IMMIGRANT VISA INTERVIEW CHECKLIST

Appointment Date: _____
ALG Case Number: _____

Appointment Time: _____

Please prepare all the necessary forms and documents before coming to the interview. Make sure you have the original, English translation, and a photocopy of both the original and the English translation for all the supporting documents you want to submit during your interview.

To prevent unnecessary delays during and after your interview, please arrange your documents in the following order (with the English translation and photocopies):

1. Valid passport.
2. Two color, passport-sized photographs (5cm x 5cm).
3. Confirmation page of your Form DS-260. For details, please visit:
<http://travel.state.gov/content/visas/english/forms/online-immigrant-visa-forms.html>.
4. Birth certificate.
5. Marriage certificate or certificate of non-marriage.
6. Divorce or death certificates for previous marriage(s).
7. Custody documents for any children not from your current marriage.
8. Police certificate from Algeria and any other countries where you have resided for at least six months.
9. If you have a criminal record, court or criminal records.
10. Military records or deferment.
11. Evidence of Support (an original, signed [I-864](#), [I-864A](#), [I-864EZ](#), and/or [I-864W](#)) and a photocopy of the IRS tax transcript or W-2s to verify the petitioner or sponsor's income.
12. Medical examination results in a sealed envelope, with CD-ROM X-ray results
13. For employment cases, a recent letter from the U.S. employer.
14. Photocopy of U.S. petitioner's status in the United States (such as U.S. passport, naturalization certificate, or green card).
15. Photocopies of documents proving petitioner's U.S. domicile.
16. For family-based cases, you may want to provide additional proof of relationship between the petitioner and beneficiary, such as photographs, records of phone/written/online communication, wire transfers, etc.

We take fraud very seriously. If it is discovered that you have provided false information or documents, you may be found ineligible for a visa.

DV VISA INTERVIEW CHECKLIST

Appointment Date: _____
20XXAF Case Number: _____

Appointment Time: _____

Please prepare all the necessary forms and documents before coming to the interview. Make sure you have the original, English translation, and a photocopy of both the original and the English translation for all the supporting documents you want to submit during your interview.

To prevent unnecessary delays during and after your interview, please arrange your documents in the following order (with the English translation and photocopies):

1. Valid passport.
2. Two color, passport-sized photographs (5cm x 5cm).
3. Confirmation page of your Form DS-260. For details, please visit:
<http://travel.state.gov/content/visas/english/forms/online-immigrant-visa-forms.html>.
4. Birth certificate.
5. Marriage certificate (if married).
6. Divorce or death certificates for any of your previous marriage(s).
7. Custody documents for any children not from your current marriage.
8. Police certificate from Algeria and any other countries where you have resided for at least six months.
9. If you have a criminal record, court or criminal records.
10. Military records or deferment.
11. If you qualify based on education, your original baccalaureate and/or university diplomas.
12. If you qualify based on work experience, evidence of your job experience within the last 2 years.
13. Medical examination results in a sealed envelope, with CD-ROM X-ray results.
14. Evidence of support, such as a personal bank statement, proof of property, a job offer in the United States, or an [I-134](#) Affidavit of Support with a photocopy of the IRS tax transcript or W-2s to verify the sponsor's income.
15. U.S address and phone number where you are going to reside and name of person living at that address.

We take fraud very seriously. If it is discovered that you have provided false information or documents, you may be found ineligible for a visa.

K-1 FIANCÉ(E) / K3 SPOUSE VISA INTERVIEW CHECKLIST

Appointment Date: _____
ALG Case Number: _____

Appointment Time: _____

Please prepare all the necessary forms and documents before coming to the interview. Make sure you have the original, English translation, and a photocopy of both the original and the English translation for all the supporting documents you want to submit during your interview.

To prevent unnecessary delays during and after your interview, please arrange your documents in the following order (with the English translation and photocopies):

1. Valid passport.
2. Two color, passport-sized photographs (5cm x 5cm).
3. Confirmation page of your Form DS-160.
4. Statement of intent to marry from the U.S. petitioner (signed within last 30 days).
5. Birth certificate.
6. For K-1 visa applicants, certificate of non-marriage.
7. For K-3 visa applicants, a marriage certificate.
8. Marriage certificate(s) and divorce or death certificates for any of your or the petitioner's previous marriage(s).
9. Custody documents for any children not from your current marriage.
10. Police certificate from Algeria and any other countries where you have resided for at least six months.
11. If you have a criminal record, court or criminal records.
12. Military records or deferment.
13. Medical examination results in a sealed envelope, with CD-ROM X-ray results.
14. Evidence of support ([I-134](#)) and a photocopy of the IRS tax transcript or W-2s to verify the petitioner or sponsor's income. If IRS tax transcripts or W-2s are unavailable, you may provide bank statements, employment pay slips, etc. to demonstrate evidence of support.
15. For employment cases, a recent letter from the U.S. employer.
16. Photocopy of U.S. petitioner's status in the United States (such as U.S. passport, naturalization certificate, or green card).
17. Photocopies of documents proving petitioner's U.S. domicile.
18. You may want to provide additional proof of relationship between the petitioner and beneficiary, such as photographs, records of phone/written/online communication, wire transfers, etc.

We take fraud very seriously. If it is discovered that you have provided false information or documents, you may be found ineligible for a visa.

July 18, 2016



*EMBASSY OF THE
UNITED STATES OF AMERICA*

ALGIERS, ALGERIA

05 CHEMIN CHEIKH BACHIR IBRAHIMI

EL BIAR 16030

ALGIERS, ALGERIA

MEDICAL EXAMINATIONS FOR IMMIGRANT AND K VISA APPLICANTS

Each applicant for a U.S. immigrant or K visa, including children and regardless of age, must have a medical examination before a visa can be issued. Medical examinations must be performed by one of the specially appointed panel physicians listed on page four.

The medical examination will include a medical history, physical examination, chest X-ray, and blood test for syphilis. The physical examination will include, at a minimum, examination of the eyes, ears, nose, throat, extremities, heart, lungs, abdomen, lymph nodes, skin, and external genitalia. You may have the examination performed during your menstrual period. Unless the panel physician has reason to suspect that a child may have contracted tuberculosis or syphilis, children under 10 years of age do not routinely require a chest X-ray and children under the age of 14 do not routinely require a blood test.

The medical exam is not a full and complete physical examination. Its purpose is to screen only for certain medical conditions relevant to U.S. immigration law. Although, in the course of the examination, the panel physician may uncover other matters related to your health, the physician is not required to examine you for any conditions except those which the U.S. Public Health Service specifies for immigration purposes. The panel physician is not required to provide any diagnosis or treatment; therefore, you should not consider this examination to be a substitute for a full physical examination, consultation, diagnosis, or treatment by your primary health-care provider.

IMPORTANT

**PLEASE BE ADVISED THAT FAILURE TO COMPLETE THE
MEDICAL EXAMINATION PRIOR TO YOUR VISA INTERVIEW WILL
RESULT IN A DELAY IN THE PROCESSING AND POSSIBLE
ISSUANCE OF YOUR VISA.**

SPECIAL MEDICAL CONDITIONS

- Women who are pregnant are required to have a chest X-ray (CXR) to immigrate. Pregnant women must provide consent for the CXR. Pregnant women receiving chest radiographs will be provided abdominal and pelvic protection with double-layer, wrap-around lead shields.
- Applicants who have had syphilis must provide a written certificate signed by a doctor or public health official evidencing that you were adequately treated. Applicants who have had a positive Venereal Disease Research Laboratory (VDRL) test or other blood test for syphilis and were *not* treated must provide a written explanation signed by your doctor.
- Applicants who have had a positive skin test for tuberculosis must provide a written certification signed by a doctor outlining the circumstances surrounding the positive test results and

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indicating whether treatment was prescribed and, if so, the type and number of months of the treatment. Applicants who have been diagnosed as suffering from tuberculosis must present a written certification signed by a doctor evidencing you were adequately treated and stating the dates and types of medications taken. Applicants who have had an abnormal CXR should borrow the last X-ray films taken and bring them to the medical appointment. The actual films, not the typed reports of the X-ray, may be required for comparison with the X-rays that will be taken at the medical appointment.

- Applicants who have been treated or hospitalized for psychiatric or mental illness or alcohol or drug abuse must present written certification that includes the diagnosis, duration of treatment rendered, and prognosis.
- Applicants with any learning disabilities must present a report outlining their problems and any special education or supervision that may be required.
- Applicants who have any history of harmful or violent behavior resulting in injury to people, animals, or inanimate objects must provide information that will allow the doctors to determine if the behavior was related to any psychiatric or medical problem, or to drug or alcohol use. Harmful behavior includes attempted suicide or harm to oneself, no matter how minor in nature.
- Applicants being treated for chronic medical problems or taking medication on a regular basis should be familiar with their medical conditions and bring a list of the medications they are taking. If an applicant is not sure of his or her diagnosis, he or she should bring a certificate from a doctor outlining the condition, current treatment, and prognosis.

VACCINATIONS

U.S. immigration law requires immigrant and K visa applicants to obtain certain vaccinations prior to the issuance of an immigrant visa. Panel physicians are required to verify that immigrant visa applicants have met the vaccination requirement or that it is medically inappropriate for the visa applicant to receive each of the following vaccinations:

Diphtheria toxoids	Meningococcal	Rubella
Haemophilus Influenza Type B (Hib)	Mumps	Tetanus
Hepatitis A	Pertussis	Varicella
Hepatitis B	Pneumococcal	
Influenza	Polio	
Measles	Rotavirus	

In order to assist the panel physician and to avoid delays in the processing of an immigrant or K visa, all immigrant and K visa applicants should have their vaccination records available for the panel physician's review at the time of the medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have an immunization record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Only a physician can determine which of the listed vaccinations are medically appropriate for you given your age, history, and current medical condition.

SCHEDULING AN EXAMINATION

Please contact the designated physician's office listed below to schedule your medical examination. The U.S. embassy will not accept medical reports completed by practitioners other than those indicated below.

Please attach these instructions to a blank medical certificate and an envelope addressed to the U.S. Embassy in Algiers, and give the documents to the doctor when you go in for your appointment. You will need to bring a valid passport as identification, two recent passport-sized photographs, and your appointment letter. Please state that you are an applicant for an immigrant or K visa, as the case may be, and provide the date of your visa interview appointment. The panel physician's office will inform you of the fees for the exam and tests.

After the medical examination, the panel physician will seal the completed documents inside the envelope and return the envelope to you. Please keep this envelope sealed and bring it with you to your visa interview appointment. The Embassy will *not* accept the results of a medical examination if the certificate has been signed by a doctor other than one of those listed below, or if the envelope has been open before being presented at the Embassy. The X-ray results (contained on a compact disk) and the blood test results must be submitted to the Embassy along with the sealed envelope containing the completed medical certificates.

PANEL PHYSICIANS IN ALGIERS

Only the following physicians have been designated to perform U.S. immigration medical examinations:

Dr. Mohamed Bouzfour
Dr. Mouna Aftis

Al Azhar Clinique
4, DJenaneAchabou
Dely-Ibrahim, Algiers 16020

Tel: +213 (0) 56-008-7870
Tel: +213 (0) 23-2902-90/91/92
Tel: +213 (0) 56-095-8000/7000

Email: rdv@cliniquealazhar.com

IMPORTANT

PLEASE NOTE THAT THE PANEL PHYSICIANS IN ALGIERS HAVE BEEN EXPERIENCING DELAYS IN SCHEDULING APPOINTMENTS DUE TO AN INCREASE IN VOLUME OF VISA APPLICANTS. SCHEDULE YOUR MEDICAL EXAMINATION AS SOON AS POSSIBLE AFTER YOU RECEIVE NOTIFICATION EITHER FROM THE U.S. EMBASSY IN ALGIERS OR THE NATIONAL VISA CENTER NOTIFYING YOU ABOUT YOUR VISA INTERVIEW DATE AND TIME. IT IS IMPERATIVE THAT YOU COMPLETE THIS STEP PRIOR TO ARRIVING FOR YOUR INTERVIEW TO AVOID ANY DELAYS.

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**INSTRUCTION LETTER FOR K-1/K-3, IV ACCEPTED AT POST, AND 92/93 FOLLOW-TO-JOIN APPLICANTS PROCESSED BY THE U.S. EMBASSY IN ALGIERS DIRECTLY
(For cases processed at NVC, please follow NVC's instructions)**

The following instruction materials are intended for fiancé (K-1), immigrant visa (IV), and refugee/asylum-seeker (92/93) applicants once the case file has been received at the Embassy, but **before** an interview can be scheduled (only if the interview has NOT been scheduled by NVC).

For K-1/K-3 and Visas 92/93 once your petition arrive from NVC to the U.S. Embassy in Algiers, we will send you a "Packet 3" letter with instructions. If we have an e-mail address for you on file, we will send you the "Packet 3" letter by e-mail. Please make sure that you update your contact details with the U.S. Embassy in Algiers to receive our instructions in a timely manner.

If you are a **fiancé (K-1) visa applicant**, further instructions are available at:
<http://www.ustraveldocs.com/dz/>.

If you are an **immigrant visa applicant (family or employment based)**, please see: [NVC website](#).

If you are a **refugee/asylee (92/93) applicant**, please contact us by e-mail at iv-dvalgiers@state.gov.

If you have any questions, you may submit your inquiry at: iv-dvalgiers@state.gov.