



# U.S. Embassy Manila, Philippines

Please follow the steps below **before** your immigrant visa interview at the U.S. Embassy in Manila, Philippines.

## Step 1: Register online and schedule a Visa Application Center (VAC) appointment

After receiving your interview appointment letter, create an online profile at [www.ustraveldocs.com](http://www.ustraveldocs.com), register your visa delivery address, and schedule an appointment for your photo and fingerprints to be taken at the Visa Application Center (VAC).

The date of your VAC appointment needs to be **before** your interview. VAC registration is free, [register](#) here.

**Note:** Failure to schedule your VAC appointment **before** your Embassy appointment will result in the cancellation of your visa interview.

All visa applicants with Embassy appointments after October 1, 2024, must schedule another appointment for taking photos and fingerprints **before** the interview.

### Visa Application Center (VAC)

Parqal Building 8, Level 3,  
Diosdado Macapagal Blvd, Tambo,  
Parañaque, Metro Manila

### Hours of Operation:

Monday to Friday: 7:00 AM to 4:00 PM

Saturday: 7:00 AM to 11:00 AM

### IMPORTANT NOTES:

- ✓ First time users must register and create a profile online by selecting “Visa Login” and click “SIGN UP NOW”
- ✓ Applicants who have scheduled appointments before must register again and must use the same email address as before.
- ✓ Applicants who need to schedule or re-schedule an appointment must secure TWO appointments: (1) initial appointment at the VAC, and (2) visa interview at the Embassy.
- ✓ Applicants must have a completed DS-260 with the correct and accurate information. Any discrepancy of information may cause delay during your VAC appointment.
- ✓ Bring your VAC appointment letter, interview appointment notification, DS-260 confirmation and valid passport at the time of VAC appointment.

VAC Information

## Contact information

U.S. Embassy  
1201 Roxas Boulevard  
Manila, Philippines 1000

Phone:  
• (02) 85488223  
• (02) 77928988

Email:  
supportphilippines@usvisasche  
duling.com

Website:  
[ph.usembassy.gov/visas](http://ph.usembassy.gov/visas)

Cancel and Reschedule:

[www.ustraveldocs.com](http://www.ustraveldocs.com)

Map:



## Other links

- [After your interview](#)
- [Frequently asked questions](#)
- [Civil document types](#)

## Social media



## Interview Preparation Video



## Step 2: Complete your pre-interview checklist

It is important that you bring **all** required original documents to your interview.

Print the checklist below and bring it along with the listed documents. In most cases, you will also need to upload your original documents into our systems.

[Pre-Interview Checklist](#)

## Step 3: Schedule a medical exam

Schedule a medical exam at our Panel Physician, St. Luke's Medical Center Extension Clinic, two weeks before your interview date. Click the "Medical Exam" link below for instructions.

[Medical Exam](#)

## Step 4: Review interview guidelines

Read our interview guidelines to understand what to expect during the interview. Check [here](#) to confirm if your original documents were properly uploaded and submitted into the system.

[Interview Guidelines](#)

## Pre-Interview Checklist



**Every applicant must bring the following documents to the immigrant visa interview. In most cases, applicants must also upload and submit all required and updated documents through the [CEAC portal](#) before the interview.**

- A copy of your interview appointment letter
- A copy of your DS-260 confirmation page you submitted online at [ceac.state.gov/ceac](https://ceac.state.gov/ceac)
- Passport valid for six months beyond your intended date of arrival to the United States.
- One photograph for applicants under the age of 14. For visa photo requirements, please visit our [website](#).
- Your **original** birth certificate and English translation (if applicable). For Philippine born applicants, you should obtain this from the Philippine Statistics Authority (PSA), you may visit their website at <https://psa.gov.ph> for more information. If born outside of the Philippines, you must bring the birth certificate from your country of birth.
- Original birth certificates for your spouse and all children if they are applying for visas.
- If you are 16 years of age or older:* The **original** police certificate from your country of current residence and countries where you previously lived.
  1. **NOTE:** The Embassy requires a **valid** Philippine Police Certificate known as **National Bureau of Investigation (NBI) Clearance**. You should get a **Record Clearance** (for travel purposes) from the [National Bureau of Investigation](#) at [clearance.nbi.gov.ph](https://clearance.nbi.gov.ph). Applicants should request an **NBI Clearance with an AKA** including the applicant's maiden name, birth certificate name and any aliases or nicknames used, including different spellings that may appear on your other documents (birth certificate, marriage certificate, etc.) *even if the applicant has never used those names or spellings in regular life*.
- Police Clearance from other countries: you need a police certificate from every country you have ever been in for one year or more after the age of 16. Country-specific instructions on obtaining police certificates are available at [travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html](https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html)
- If you have served in any country's military:* Military records with English translation (if applicable).

### **For immediate relative and family preference visa applications**

The appropriate [Form I-864 Affidavit of Support](#) (AOS) for **each** financial sponsor, along with a photocopy of the sponsor's IRS transcript (or tax return **AND** W-2 forms if a transcript is not available) from when the AOS was submitted, and for the most recent year.

[Form I-864W](#) for IR2 applicants under 18 years of age who is unmarried, immigrating as the child of a U.S. Citizen, and will automatically become a U.S. Citizen under the Child Citizenship Act of 2000 upon admission to the United States.

Proof of your U.S. petitioner's status and [domicile](#) in the United States (photocopy of a U.S. passport, naturalization certificate, or lawful permanent resident card).

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## Pre-Interview Checklist



- Evidence of the relationship between the petitioner and visa applicant (such as photographs, letters, and chat logs).
  - If you are single:* (18 years and older) - A **Certificate of No Marriage (CENOMAR)** from the Philippine Statistics Authority (PSA) valid within one (1) year from the date it was obtained. The U.S. Embassy in Manila requires a CENOMAR for applicants whose unmarried status is important to their visa category. This includes visa categories K1, CR1/IR1, CR2/IR2, F1, F2A, F2B, and derivative children for *any* visa category, if the visa applicant is 18 years of age or older. **Please ensure that the correct information is on the CENOMAR including your name, any aliases used, parents' names, and your date of birth.** You may visit the PSA website at <https://psa.gov.ph> to request this document.
    - For K1, F2A spouse, and CR1/IR1 petitions:* If your petitioner was born in the Philippines and lived at least one (1) year in the Philippines after the age of 18 –A **Certificate of No Marriage (CENOMAR)** from the PSA valid within one (1) year from the date it was obtained.
  - If you are married:* Your **original marriage certificate**, and English translation. If celebrated in the Philippines – bring an **Advisory on Marriage** obtained from the PSA. You may visit the PSA website at <https://psa.gov.ph> to request this document.
    - For K1, F2A spouse, and CR1/IR1 petitions:* If your petitioner was born in the Philippines and lived at least one (1) year in the Philippines after the age of 18 –A **Certificate of No Marriage (CENOMAR)** can be obtained from the PSA with a validity of one (1) year from the date it was obtained.

- If you **or the petitioner** were previously married, provide proof of termination of previous marriage(s): A Certificate of No Marriage (CENOMAR) from the PSA indicating the annulment or termination, the **original** divorce or annulment, presumptive death court records, or death certificate from the country where it took place. Include an English translation (if necessary).”[\[DS\(1\) \[KKC\(2\]](#)

- For IR5 and F4 petitions:* An original birth certificate from PSA for your petitioner to verify the parent/child (IR5) or sibling (F4) relationship. If your petitioner was born outside the Philippines, you must bring the original birth certificate from their country of birth and its translation (if applicable). *If you are the petitioner's stepchild:* The **marriage certificate** of the petitioner and your biological parent, with English translation. If the marriage was celebrated in the Philippines—an original copy of the **marriage certificate** from PSA.

- If you are adopted:* Adoption papers or custody documents including a declaration of finality, with English translation.

### **For all employment-based visa applications (E2, E3, EW):**

A job offer letter stating a salary that meets the local prevailing wage from your U.S. employer dated less than one (1) year ago and a photocopy.

- For E2, E3 applicant nurses:*

- Original valid **visa screen** and a photocopy.
- Original **CGFNS Certificate or Registered Nurse (RN) License** or proof of passage of the **National Council Licensure Examination (NCLEX-RN)** exam.
  - NCLEX passers should include certification of which state they are registered in and a photocopy.

- For E2, E3 applicant physical therapists:* An original of your **Foreign Credentialing Commission on Physical Therapy (FCCPT)** and a photocopy.

- Applicants who have already passed their **National Physical Therapy Exam (NPTE)** should include an original of their results and a photocopy.

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# Pre-Interview Checklist



## Diversity Visa Applicants - Additional Information

If you are an applicant for a Diversity Visa (DV), all the above instructions apply to you. Please schedule and attend a medical examination prior to your visa interview; create a profile and schedule a biometrics appointment; and gather the required documents.

*Below are additional instructions that apply **only** to DV applicants.*

### Bring to your interview

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In addition to the documents listed on the [Pre-Interview Checklist](#) in this package, DV applicants should also bring the following items to your visa interview:

- Appointment information printed from the “Entrant Status Check” on the [E-DV website](#).
- Documents showing that you have either a qualifying high school education **OR** two (2) years of qualifying work experience in the five (5) years immediately prior to application (for the principal applicant only; more information is available via [travel.state.gov](#)).
- Payment in cash or credit card of the \$330 Diversity Visa Application Fee for each visa applicant.

### Review your DV Lottery entry

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Prior to your visa interview, we recommend that you review the data on your initial E-DV entry. On your initial E-DV application, you must have correctly entered your name, date of birth, country of birth and marital status. If you are legally married you must have listed your spouse, even if you are currently separated from him/her (unless your spouse is a U.S. citizen or Lawful Permanent Resident).

Additionally, 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 spouse or children at the time of your entry in the Diversity Visa lottery will result in the denial of your visa and visas for your family. Any fees paid to the U.S. government in support of your visa application(s) are nonrefundable. 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 as you will be disqualified. You can review the eligibility requirements [online](#).*

# Medical Exam Instructions

All immigrant visa applicants, regardless of age, require a medical examination prior to the issuance of a visa. **It is your responsibility to schedule a medical exam with St. Luke's Medical Center Extension Clinic (SLEC) two weeks before your visa interview** at the U.S. Embassy. Medical examination results from other physicians will not be accepted. You are also encouraged to [register online](#) with SLEC prior to your exam. Registering online will save processing time and make your visit to SLEC faster and more efficient.

**St. Luke's Medical Center Extension Clinic**  
1177 J. Bocobo St.  
Ermita, Manila  
Tel: (+632) 8521-0020

## Items to bring to your medical examination

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The doctor will need the following items to complete the medical examination process:

- Medical examination appointment confirmation from SLEC
- Visa interview letter
- Valid passport and a copy of the page with your picture and information (do not reduce or enlarge).
- A copy of your immunization records
- DS-260 confirmation page

All medical examination fees, including x-ray and blood test fees, must be paid directly to SLEC. Refer to the [SLEC website](#) for information regarding the medical examination fees.

## During the medical exam

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The medical examination will include a medical history review, physical examination, chest X-ray, and blood tests (for applicants 15 years of age or older). The United States also requires tuberculosis (TB) testing for all applicants two years of age and older and gonorrhea testing for all applicants 18 - 24 years of age. Be prepared to discuss your medical history, medications you are taking, and current treatments you are undergoing. More information on general medical requirements for U.S. immigrants is available on [CDC web page](#).

U.S. immigration law requires immigrant visa applicants to obtain certain vaccinations prior to the issuance of a visa. Current immigrant visa vaccination requirements are available on [CDC web page](#). You can also read Frequently Asked Questions about our medical examination requirements [online](#).

## After the medical exam

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After completing your medical examination, the doctor will either provide you with the exam results in a sealed envelope **or send them directly to the U.S. Consulate. IF GIVEN AN ENVELOPE TO CARRY TO YOUR INTERVIEW, DO NOT OPEN THIS ENVELOPE. Bring it to your visa interview.** Any x-ray images taken will be given to you. You **DO NOT** need to bring the x-rays to your visa interview. However, you **must** carry them with you when you travel to the United States for the first time. The medical report must be less than six months old when you enter the United States as an immigrant.

# Interview Guidelines



## Rescheduling or cancelling your interview

**Applicants are strongly recommended to attend the originally scheduled interview date.** If you cannot attend your appointment, you must reschedule your interview at [www.ustraveldocs.com](http://www.ustraveldocs.com). Please be aware that there may be a significant wait before the next available appointment.

For family preference and employment visa categories, please carefully review the [Visa Bulletin](#) before you decide to reschedule your interview. There is no guarantee that a visa number will still be available on the date of your rescheduled interview.

**Note:** You must register your original NVC/KCC appointment online before you can reschedule. Rescheduling is only possible on a date **after** your assigned appointment.

## Security screening procedures

For the safety and security of all applicants and employees, **bringing cell phones or other electronic devices inside the embassy is prohibited.** To avoid delaying your entry and that of those in line behind you, please bring only what is required for your interview.

To ensure the safety of these items, we encourage you to leave them at home and not rely on third parties who charge to keep these items. The Embassy has no mechanism or location to hold or safeguard items and therefore is not affiliated with individuals who offer these services.

## Accompanying persons

Anyone whose name is not listed on the visa appointment letter will not be allowed to enter the embassy. Petitioners are not required to attend the applicants' immigrant visa interview. Due to limited space in the visa waiting room, we cannot accommodate petitioners or attorneys in the waiting room or at visa interviews. Only the following persons may accompany a visa applicant to their interview:

- Interpreter: Applicants may bring ONE interpreter if they do not speak English or Filipino well enough for an interview.
- Special Needs: Applicants may bring ONE person to help if they are elderly or have special needs.
- Minor children: Must be accompanied by a parent or legal guardian. The accompanying adult must provide a valid government photo identification or a notarized and signed affidavit of legal guardianship.

## Immigrant visa fees

If you have not paid all the required fees to either the National Visa Center or via the appointment website, please be prepared to pay these fees on the day of your interview. All fees may be paid in either U.S. dollars or the Philippine peso equivalent. We accept cash and credit cards only. *Please note that if you are found ineligible to receive a visa, the application fee cannot be refunded.* A complete list of fees can be found [here](#).

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## Interview Guidelines



### Do not make travel arrangements before receiving a visa

A consular officer can make a decision on a visa application only after reviewing the formal application and interviewing the applicant. ***There is no guarantee that you will receive a visa.*** Do not sell your house, car, or property, resign from your job, or make non-refundable flight or other travel arrangements until you have received your immigrant visa.

If your visa is approved, we will keep your passport at the embassy while we prepare your immigration packet (if applicable) and print a visa for your passport. We will return your documents to you via an authorized courier service. If you have to travel within the Philippines while your passport is still with us, please make sure you have a valid picture ID other than your passport.



## After Your Visa Interview



### If more information is needed

Sometimes a consular officer is unable to make a decision on a visa application because he/she needs to review additional documents, or the case requires further administrative processing. *When additional documents are requested*, the consular officer will give you a refusal letter that asks you to submit additional documents. The letter will include instructions on how to send those documents to the Embassy. *Administrative processing* takes additional time after the interview and varies based on the circumstances of each case.

### What happens after visa approval?

**Passport, Visa, and Sealed Immigrant Packet** – We will place your immigrant visa on an empty page in your passport. Review your visa for any spelling errors as soon as you receive it. In some cases, we will also provide a sealed envelope containing documents that you must give to U.S. immigration authorities upon your first arrival in the United States. ***Do not open this envelope. You must carry it with you; do not place it in your checked luggage.*** If you receive X-rays during your medical examination, carry them with you and present them to the U.S. immigration authorities.

**USCIS Immigrant Fee** – All individuals who are issued immigrant visas overseas must **pay an [Immigrant Fee](#)** to U.S. Citizenship and Immigration Services (USCIS) ***before traveling*** to the United States. This fee covers the processing of your residency status and printing of your Permanent Resident Card. Exemption from this fee include children entering the United States under the Hague adoption programs, Afghan special immigrants, returning lawful permanent residents, and individuals traveling on a K visa.

**When You Should Travel** – You must enter the United States *before* the expiration date on your visa, which is usually based on the expiration date of your medical report. Your visa cannot be extended, and all fees are nonrefundable. The principal applicant must enter **before or at the same time** as other family members with visas. Unless they are eligible for benefits under the Child Status Protection Act, children who are issued a visa before turning 21 years of age must enter the United States ***before*** their 21<sup>st</sup> birthday to avoid losing their eligibility.

**Getting a Green Card** – Your Form I-551 Permanent Resident Card, also known as a green card, will automatically be mailed to the address in the United States that you indicated in your visa application form. This is a very important document that proves you have permission to reside in the United States. *If you plan to travel outside the U.S. before your green card arrives:* Please consult [USCIS's](#) and [CBP's](#) websites for rules about what documents you need to re-enter the country. We also recommend you check with the airline to ensure you are in compliance with their rules and regulations. *Once your card is issued, you should not stay outside of the United States for more than one year. If you do, you may lose your status as a Lawful Permanent Resident.*

**Children's Issues** – In the United States, children are required to have certain vaccinations before they can enroll in school. We recommend that you bring your child's complete vaccination records with you to the United States. If your child is adopted, you have full custody as a result of a divorce, or you share custody with another parent, you should bring a copy of all applicable adoption or custodial papers from the authoritative court in your home country. You will need these papers (translated into English) for issues such as school enrollment, medical care, and eventual citizenship.

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## After Your Visa Interview



**Information for New Immigrants** – Please visit the USCIS web page for helpful information on moving to the United States. You can read their publication “[Welcome to the United States: A Guide for New Immigrants](#)” online.