AMBASSADE DES ETATS-UNIS
IMMIGRANT VISA UNIT
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INTERVIEW PREPARATION INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

Congratulations! Your initial visa application processing at U.S. Embassy, Paris has been completed. Please follow the instructions below to continue your application process.

STEP ONE: Complete form DS-260 Online Immigrant Visa Application at http://travel.state.gov/content/visas/english/forms/online-immigrant-visa-forms.html **for each visa applicant**.

STEP TWO: Obtain original or certified copies of documents listed below for yourself and each family member who will immigrate to the United States from the relevant issuing authority. All documents are required, even if previously submitted with a petition filed with U.S. Citizenship and Immigration Services (USCIS) in the United States.

Do NOT send these documents to the American Embassy in Paris. Keep them for your interview. Recent Original copies of all documents must be presented. Photocopies are not accepted.

All documents must be in English or French. Documents in all other languages must be accompanied by certified English-language translations. The translation must include a signed statement by the translator affirming that the translation is accurate and the translator is competent to translate.

☐ **Passport**: in good condition and undamaged bio page/ photo valid for six months beyond your intended date of entry into the USA. A separate passport is required for each individual.

☐ **Two unretouched 2 X 2 color photographs on a white background**. Please see http://travel.state.gov/content/passports/english/passports/photos/photos.html for photo requirements.

☐ **Birth certificates - The most updated original or certified birth certificate available** for each applicant from the country the applicant was born in. For those born in France, this means a "Copie Integrale de l'Acte de Naissance." Please see http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html for birth certificates from other countries. Note, the family book (livret de famille) does not satisfy this requirement. Some applicants with French Nationality may be requested to submit French birth certificates even if they were born outside of France.

Parents must present birth records for all unmarried children under the age of 21. If you or any of your children were adopted, you must submit certified copies of the final adoption decrees (both from the country where the child was adopted and from the current country of residence). Photocopies are acceptable provided that the original is offered for inspection by the consular officer.

Unobtainable birth certificates: Your birth record may not be obtainable if your birth was never officially recorded, the record has been destroyed, or the appropriate authority will not issue one. If so, please submit a certified statement from the appropriate government stating why your birth record is unavailable. Secondary evidence of birth must also be provided. Examples include: a baptismal certificate that contains the date and place of birth and both parent's names (providing the baptism took place shortly after birth), an adoption decree for an adopted child or an affidavit from a close relative, preferably the applicant's mother, stating the date and place of birth, both parent's names, and the mother's maiden name. *Note: Any affidavit must be executed before an official authorized to take oaths or affirmations. Information regarding the procedures for obtaining birth certificates is usually available from the embassy or consulate of the country where the birth took place.*

☐ **Marriage certificate:** Married applicants must submit an original marriage certificate (Copie Integrale de l'Acte de Marriage in France) or a certified copy bearing the appropriate seal or stamp of the issuing authority. Marriage records listed in family books (*livret de famille*) are not accepted. In some cases, the consular officer may request a marriage certificate issued within the last three months.

☐ **Divorce judgments:** Applicants who have been previously married must submit evidence of the termination of *each* previous marriage. Evidence must be in the form of original or certified copy of the divorce decree obtained from the adjudicating authority, bearing the appropriate seal or stamp. Original or certified copies of a death certificate or annulments are also acceptable if applicable.

The following item is required for all minor child (age 18 and younger) immigrating with the beneficiary to the United States:

☐ **Letter of parental consent and photo identification:** A child immigrating with the principal applicant to the United States must present a letter of consent from the other foreign citizen parent. The letter must be notarized and state that the non-immigrating foreign citizen parent is in agreement with the child's application for U.S. immigrant visa and immigration to the United States. The letter must be accompanied by a notarized copy of the foreign citizen parent's passport or, in the case of French citizens, national identification card. The foreign citizen parent's photo and signature must be clearly visible.

If the Principal applicant has sole legal custody of the sponsored child, an original or certified copy of a custody agreement or divorce judgment indicating sole custody must be presented. An original or certified copy death certificate must be presented in the case that the other child's foreign citizen parent is deceased.

☐ **Police certificate(s):** for each applicant aged 16 years and over, including France (Casier Judiciare) and/or Portugal and any country where an applicant has lived for more than twelve months after the age of 16. Please see http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html for instructions on how to obtain police certificates for each country. All police certificates must cover the entire

period of the applicant's residence in that area. *Police certificates for the current country of residence must be less than one year old.*

☐ **Any and all court and prison records:** Applicants convicted of a crime must submit a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency. Court records should include complete information regarding the circumstance surrounding the crime for which the applicant was convicted, and the disposition of the case, including sentence or other penalty or fine imposed.

☐ **Deportation papers:** Applicants previously deported or ordered removed from the United States must provide copies of their deportation hearing records and judgments.

☐ **Military records:** Persons who have served in the military forces of any country must provide an original copy of their military record. If exempted from military service, the applicant should also provide an original copy of the exemption record.

The following item is required for all visa types (including family-based and diversity visas), except employment-based visas:

☐ **Evidence of support - Form 1-864, Affidavit of Support:** Your petitioning relative in the United States must complete Form I-864, Affidavit of Support (and, if applicable, form I-864A, Contract Between Sponsor and Household Member) on your behalf and provide supporting evidence proving that you and members of your family who immigrate to the U.S. are not likely to become public charges in the United States.

Form I-864 can be downloaded online at www.uscis.gov "I-864" and www.uscis.gov "I-864A".

The following is required for employment-based visas ONLY:

☐ **A recently dated contract or letter from the prospective employer:** confirming continued employment and the essential elements of the job offer including pay rate and hours. Original diplomas will be required on appointment day.

STEP THREE: As soon as you obtain all required documents that apply to your case, carefully read form DS-2001: Notification of Applicant Readiness. Sign form DS-2001 and mail it to the address at the top of this form. **You will not be scheduled for an appointment until form DS-2001 is signed and returned to our office.**

Important! Please ensure that you have the required documents applicable to your case before sending in form DS-2001. Sending form DS-2001 before first obtaining all required documents will NOT expedite your visa application process!

The Visa Interview: You will be scheduled for a visa interview at the earliest possible date after form DS-2001 is received by our office. You will receive an appointment letter and instructions on how to schedule a medical examination approximately one month before your scheduled interview. You will not normally receive any further correspondence from this office until the appointment is scheduled.

Change of Address or Personal Situation: You do not need to contact this office unless you have to report a change of address or change to your personal situation (e.g. marriage, death of petitioner, or birth of children). It is your responsibility to keep this office informed of your current address at all times!

Visa Fees: At the time of the interview some applicants will be required to pay a fee for the visa issuance. Exceptions will include cases where the fee was pre-paid in the U.S. by the petitioner. The actual fee will depend on the type of visa. Fees are payable in U.S. dollars or the local currency, in cash or by credit card. Checks are NOT acceptable. This fee is in addition to the initial fee to file the petition. The fees range from $205 to $345 per person depending on the category of visa. More information can be found at http://travel.state.gov/content/visas/english/fees/fees-visa-services.html.

Pamphlet: You are advised to read the following: "Information on the Legal Rights Available to Immigrant Victims of Domestic Violence in the United States and Facts about Immigrating on a Marriage-Based Visa" available at http://travel.state.gov/content/visas/english/general/IMBRA.html

Important Notice:

You are advised to make NO travel arrangements for departure or to dispose of personal property or resign employment until you have your visa in hand. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel and make a first application for admission to the United States using your immigrant visa within that 6-month period.

U.S. Department of State

NOTIFICATION OF APPLICANT READINESS

You, or your agent, may notify the United States Embassy or Consulate listed on the cover copy letter that you are ready for an interview by using this Form DS-2001. The form indicates that you and your family members (if applicable) have obtained all the necessary documents for the immigrant visa interview.

Please obtain the **original documents** or **certified copies** from an appropriate authority for yourself and each family member who will accompany you to the United States. All documents that pertain to your petition are required, even if they were previously submitted to the U.S. Citizenship and Immigration Services (USCIS) with your petition.

Please fill out the information below and sign.

Case number _____ DS-260 Confirmation number _____ Complete Name – Please Type or Print _____

_____

Mailing Address for Appointment Letter

Date (mm-dd-yyyy) _____ Applicant's daytime telephone number _____

I attest that I have all of the documents specified in the ***Interview Preparation Instructions for Immigrant Visa Applicants*** and other instructions, which are applicable in my case, and I am prepared for the immigrant visa interview.

_____

Signature