



## CONSULATE GENERAL OF THE UNITED STATES

LEVEL 10 MLC CENTRE 19-29 MARTIN PLACE SYDNEY NSW 2000

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

### INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS IN AUSTRALIA (including K applicants)

*updated May 26, 2015*

**NOTE: Immigrant visa processing times vary. Unexpected delays requiring additional time and processing may only become apparent at the time of your interview. NEVER MAKE ANY IRREVOCABLE ARRANGEMENTS, such as purchasing non-refundable tickets, selling your home, or leaving your job, until after your immigrant visa is actually approved and issued to you.**

The documents listed below are required in support of **ALL** immigrant visa applications at the U.S. Consulate in Sydney. Additional documents are required of certain visa classes. **Please read to the end of these instructions** to ensure you have prepared all documents required for your visa class.

NOTE: When original documents are required, they must bear an original signature, stamp and seal of the issuing office or registrar. **Copies certified by an attorney, justice of the peace, notary public, etc., are NOT acceptable.**

**The information listed below refers to Australian documents. Procedures for obtaining documents from other countries, including a list of documents which are never available from certain countries, can be found at the Department of State's [reciprocity table](#).**

Documents which are not in English must be accompanied by a certified **English translation** and one photocopy. The translation must include a statement signed by the professional translator stating that the translation is accurate and the translator is competent to translate.

On the day of your interview, go to Level 10 of the MLC Centre for security check-in. You should present yourself **fifteen minutes before the appointment** to go through security. Please review our [security procedures on the day of interview](#). Be prepared to spend up to three hours at the Consulate.



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### **ALL IMMIGRANT VISA APPLICANTS (including K applicants) MUST PROVIDE:**

**1) ONLINE PROFILE**

In order to communicate with the Consulate regarding your visa application, register and create a profile at: <http://www.ustraveldocs.com/au>

**2) PASSPORT**

Valid passport with at least six months validity beyond the anticipated travel date, and at least two blank pages facing each other.

**Original.**

**3) BIRTH CERTIFICATE(S)**

Birth certificate issued by the [Registrar of Births, Deaths & Marriages](#) for each applicant.

**Original and one copy.**

**4) NAME CHANGE CERTIFICATE (if applicable)**

Name change certificate issued by the [Registrar of Births, Deaths & Marriages](#).

**Original and one copy.**

**5) AUSTRALIAN NATURALIZATION CERTIFICATE (if applicable)**

Australian naturalization certificate from applicants who obtained Australian citizenship at any time after birth.

**Original and one copy.**

**6) MARRIAGE CERTIFICATE(S) (if applicable)**

Marriage certificate from the applicant's current marriage and each prior marriage (if any).

Please note: A marriage document signed on the wedding day is NOT acceptable. You must provide the certificate issued by the [Registrar of Births, Deaths & Marriages](#).

**Original and one copy.**

**7) TERMINATION OF PRIOR MARRIAGE(S) (if applicable)**

Evidence of the termination of each prior marriage (if any), such as a final divorce decree, annulment, or death certificate.

**Original and one copy.**

**8) CHILD CUSTODY (if applicable)**

For dependents under 18 years old whose parents are not married, evidence that the applicant parent has:

- full custody of the child; or
  - permission from the relevant court authority for the child to immigrate to the United States;
- or



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- a notarized statutory declaration from the other parent stating that s/he consents for the child to immigrate and live indefinitely in the United States, including a copy of the other parent's photo identification; or
- death certificate of the other parent.

**Original and one copy.**

### 9) POLICE CERTIFICATE(S)

An Australian police certificate from the [Australian Federal Police](#) is required for all applicants 16 and older. National Police Certificates based on fingerprints are preferred, but a certificate not based on fingerprints is acceptable if it shows all aliases ever used. **Note: Australian police certificates are valid for 12 months from the date of issue.**

Police certificates are also required from all countries where the applicant lived for more than twelve months after the age of 16.

For applicants born outside Australia, a police certificate is also required from the applicant's country of birth if s/he lived there more than six months after the age of 16.

A police certificate is also required from each country where the applicant was arrested for any reason, or appeared as a defendant before a judge for any reason, regardless of the duration of residence in that country.

Each police certificate must cover the entire period of the applicant's residence in that country.

**Original and one copy.**

### 10) COURT RECORDS *(if applicable)*

Applicants who have been arrested OR appeared as a defendant before a judge for any reason must obtain each court record. Court records should include complete information regarding the charge and the disposition of the case, including the sentence, fine, good behavior bond, or other penalty imposed.

**Original and one copy.**

### 11) MILITARY RECORD *(if applicable)*

Military record from any applicant who served in the military forces of any country.

**Original and one copy.**

### 12) CURRICULUM VITAE

Curriculum vitae (CV) or resume from each applicant 21 and over, including a list of all publications (if any).

**One copy.**



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### 13) PHOTO

Two U.S. passport size photos (5x5 cm on a white background) taken within the last six months. Refer to our [list of known photographers](#) who take [U.S. sized passport photographs](#). Write your full name on the back of the photo.

**Original.**

### 14) MEDICAL EXAM

Medical exam with one of our [panel physicians](#). No other physician may perform this examination. Medical examinations cannot be performed in the United States. It is best to complete the exam at least three weeks before the interview in order to allow time for the Consulate to receive it prior to the interview. However, visa applicants who live prohibitively far from a panel physician – for example, in South Australia, Northern Territory, or Tasmania – can make an appointment with a Sydney panel physician on the day before or after their visa appointment. If you do not speak English fluently, bring an adult interpreter with you to the exam. The physician should provide you with a copy of your vaccination record (DS-3025) which you should keep for your records. In most cases, the panel physician will send exam results directly to the Consulate; however, in some cases, the panel physician will provide the results to the applicant in a sealed envelope to bring to the interview. **Note: Most medical exams are valid for six months from the date of the exam.**

**Original.**

### 15) U.S. ADDRESS

Address in the U.S. where you want your Green Card mailed.

Name of occupant: \_\_\_\_\_

Address (including Zip Code): \_\_\_\_\_

\_\_\_\_\_

Telephone #: (      ) \_\_\_\_\_

**One copy.**



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### **FAMILY-BASED IMMIGRANT VISA APPLICANTS (visa classes IR, CR, and F) MUST ALSO PROVIDE:**

#### **16) FORM DS-260 IMMIGRANT VISA ELECTRONIC APPLICATION**

Each applicant, including dependents, must complete [Form DS-260 Immigrant Visa Electronic Application](#) online. Bring a copy of the DS-260 confirmation page, which should have a bar code and the applicant's picture.

**One copy.**

#### **17) EVIDENCE OF RELATIONSHIP**

Documents establishing the relationship between the petitioner and the principal applicant. This is not required from dependents of the principal applicant.

**Original.**

#### **18) AFFIDAVIT OF SUPPORT**

NOTE: If you are a U.S. citizen or resident, you must report income from all sources within **and outside of the U.S.** on your U.S. tax return. This includes income from foreign trusts, and foreign bank and securities accounts. Not reporting income from foreign sources may be a crime. The [IRS 1040 Instruction Book](#) has information on who is not required to file income tax returns. For more information, please refer to the [Internal Revenue Service \(IRS\)](#).

Affidavit of Support ([I-864](#) or [I-864EZ](#)) from the petitioning relative, regardless of whether s/he exceeds the [minimum income threshold](#) to qualify as a financial sponsor.

**Original.**

Most recent U.S. tax return from petitioner.

**One copy.**

Most recent W-2 from petitioner.

**One copy.**

If the petitioner's household income in the most recent tax year, whether earned in or outside the United States, was below the minimum tax return filing threshold, provide a signed written statement from the petitioner stating that s/he was not required to file a tax return and giving the related IRS regulation. The [IRS 1040 Instruction Book](#) has information on who is not required to file income tax returns.

**Original.**



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If the petitioner's household income meets the minimum income threshold *with the inclusion of a household member's income*, provide:

[I-864A Contract Between Sponsor and Household Member](#);

**Original.**

Most recent W-2 from household member; and

**One copy.**

Evidence of household member's U.S. citizenship or Lawful Permanent Resident (LPR) status.

**One copy.**

If the petitioner does not meet the minimum income threshold to qualify as a sponsor, s/he can also meet the sponsorship requirement by providing evidence of assets, such as property equity, stocks, or savings, equivalent to five times the minimum income threshold (three times the threshold for visa class IR applicants).

**One copy.**

If the petitioner is not able to meet the sponsorship requirement through income or assets, the applicant will require a joint sponsor, which is another U.S. citizen or Lawful Permanent Resident (LPR) domiciled in the U.S. who provides:

[I-864](#) Affidavit of Support;

**Original.**

Most recent W-2 from joint sponsor; and

**One copy.**

Evidence of joint sponsor's U.S. citizenship or Lawful Permanent Resident (LPR) status.

**One copy.**

For FAQs about the I-864, please [click here](#).

### 19) DOMICILE

[Evidence of domicile](#) from petitioners who do not currently reside in the U.S.

**One copy.**

### 20) ENVELOPE

One **3 kg** self-addressed Express Post envelope. Families of four or more applicants should provide one **5 kg** self-addressed Express Post envelope instead. Ensure you have addressed the envelope where you wish to have your sealed visa package(s) and passport(s) returned in Australia. Keep the yellow "sender to keep" tracking sticker for your records.

**Original.**



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### **FIANCÉ(E) APPLICANTS (visa class K) MUST ALSO PROVIDE:**

#### **21) FORM DS-160 IMMIGRANT VISA ELECTRONIC APPLICATION**

Each applicant, including dependents, must complete [Form DS-160 Non-Immigrant Visa Electronic Application](#) online. Select "Sydney, Australia" as the location where you will apply for the visa. Failure to select "Sydney, Australia" will cause delays. Bring a copy of the DS-160 confirmation page, which should have a bar code and the applicant's picture.

**One copy.**

#### **22) APPLICATION (MRV) FEE RECEIPT**

After completing the DS-160, pay the MRV fee [online or at Australia Post](#). Make sure you bring the receipt to your interview.

**One copy.**

#### **23) REVALIDATION LETTER**

Approval of the I-129F petition is only valid for four months. If the petition has expired or will expire soon, bring a signed letter from the petitioner requesting revalidation of the petition for an additional four months and confirming that s/he is still free to marry and still intends to marry the applicant within 90 days of arrival to the United States.

**One copy.**

#### **24) IMBRA PAMPHLET**

All fiancé(e) applicants are required to read the [International Marriage Broker Regulation Act \(IMBRA\) pamphlet](#). You do not need to bring it to the interview.

#### **25) AFFIDAVIT OF SUPPORT**

Affidavit of Support ([I-134](#)) from the petitioning fiancé(e), regardless of whether s/he meets the [minimum income threshold](#) to qualify as a financial sponsor.

**Original.**

If the petitioner is not able to meet the sponsorship requirement through income or assets, the applicant will require a joint sponsor, which is another U.S. citizen or Lawful Permanent Resident (LPR) domiciled in the U.S. who completes the [I-134](#) Affidavit of Support.

**Original.**

Supporting evidence from the petitioner and joint sponsor (if any) as required by the [I-134 instructions](#).

**One copy.**



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### **DIVERSITY VISA (DV) APPLICANTS MUST ALSO PROVIDE:**

#### **26) FORM DS-260 IMMIGRANT VISA ELECTRONIC APPLICATION**

Each applicant, including dependents, must complete [Form DS-260 Immigrant Visa Electronic Application](#) online. Bring a copy of the DS-260 confirmation page, which should have a bar code and the applicant's picture.

**One copy.**

#### **27) APPLICATION FEE**

Diversity Visa application fee for each applicant. The amount and acceptable forms of payment are available on [our website](#).

#### **28) HIGH SCHOOL CERTIFICATE or BACHELOR'S DEGREE**

Year 12 High School Certificate or Bachelor's Degree from an accredited university. This is only required from principal applicants, not dependents.

**Original and one copy.**

#### **29) WORK HISTORY**

If you are unable to provide evidence that you completed Year 12 or a Bachelor's degree, provide evidence of your complete work history over the past five years, including a list of duties performed for each job. This is only required from principal applicants who have not met the education requirement. It is not required from dependents.

**Original and one copy.**

#### **30) ENVELOPE**

One **3 kg** self-addressed Express Post envelope. Families of four or more applicants should provide one **5 kg** self-addressed Express Post envelope instead. Ensure you have addressed the envelope where you wish to have your sealed visa package(s) and passport(s) returned in Australia. Keep the yellow "sender to keep" tracking sticker for your records.

**Original.**



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### **EMPLOYMENT-BASED VISA APPLICANTS (visa classes E and S) MUST ALSO PROVIDE:**

#### **31) FORM DS-260 IMMIGRANT VISA ELECTRONIC APPLICATION**

Each applicant, including dependents, must complete [Form DS-260 Immigrant Visa Electronic Application](#) online. Bring a copy of the DS-260 confirmation page, which should have a bar code and the applicant's picture.

**One copy.**

#### **32) EMPLOYMENT OFFER LETTER**

A current letter from the prospective employer confirming the essential elements of the job offer.

**Original and a copy.**

#### **33) VISA SCREEN CERTIFICATE (*registered nurses only*)**

A valid Visa Screen Certificate (e.g., from CGFNS) from applicants who are immigrating on the basis of employment as a registered nurse.

**Original and a copy.**

#### **34) ENVELOPE**

One **3 kg** self-addressed Express Post envelope. Families of four or more applicants should provide one **5 kg** self-addressed Express Post envelope instead. Ensure you have addressed the envelope where you wish to have your sealed visa package(s) and passport(s) returned in Australia. Keep the yellow "sender to keep" tracking sticker for your records.

**Original.**