



**EMBASSY OF THE UNITED STATES OF AMERICA  
ADDIS ABABA, ETHIOPIA**

## **INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS**

This office has received evidence entitling you to an immigrant visa. While no assurance can be given regarding visa issuance, you should now prepare yourself to appear at the consular section after obtaining the following documents.

**First:** - You, your spouse, and qualified unmarried children, if any, must complete [Form DS-260](#), one for each person applying for an immigrant visa, and obtain supporting documents. The form and supporting documents must be submitted to NVC using the instructions below.

The National Visa Center (NVC) will not process until this form is received. Once NVC receives these forms, they will set an appointment for you to come to the interview at the consular section. In the meantime prepare **the following documents for the interview.**

[http://www.travel.state.gov/visa/immigrants/info/info\\_5164.html](http://www.travel.state.gov/visa/immigrants/info/info_5164.html)

The [DS-260](#) must be completed and submitted online through the Consular Electronic Application Center (CEAC). To log-in to CEAC, you will need the following numbers:

- Your NVC case number
- Your NVC invoice ID number
- Your Beneficiary ID number

These numbers are noted on the letter or e-mail you received from the NVC. To begin your own DS-260, click [CEAC](#) and follow the instructions displayed

In the meantime prepare **the following documents for the interview.**

**PLEASE MAKE SURE COPIES OF ORIGINAL DOCUMENTS ARE SUBMITTED.**

Your case number must be clearly written in the upper right corner of ALL documents. Failure to write our case number on all documents will cause a delay in processing.

General information about the immigrant visa application process appears on our web site at <http://travel.state.gov> under the "Visa Service" hyperlink.

**Passport:** A passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Each applicant should have his/her own passport. *A copy of the passport's biographic data page is required.*

**Birth Certificates:** Birth records must be presented for all unmarried children even if they do not wish to immigrate at this time. The certificate must state the date and place of birth and names of both parents. The certificate should also indicate that it is an extract from official records. If you or any children adopted, you must submit a certified copy of the final adoption decree. *A copy of birth certificate for each applicant is required.*

**Unobtainable Birth Certificate:** In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement that effect from the civil register's office and proceed to obtain secondary evidenced birth. A baptismal certificate may be submitted for consideration provides it contained the date and place of applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should 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 affirmation. In such cases, please bring any secondary evidence you might have concerning your birth.

**Marriage Certificates:** Married persons are required to present a marriage certificate; proof of the termination of any previous marriage must also be submitted (e.g. death certificates of spouse, final decrees of divorce or annulment.)

All documents not in English must be accompanied by a certified translation into English. Translation must be certified by a competent translator or sworn to before a Notary Public. *Copies of marriage, divorce or death certificate (as it applies) is required.*

**Police Certificates:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of 16. Police certificates are required from all other countries where the applicant has resided for at least one year. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. The term "police certificate: as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record.

Police certificate from certain countries are considered unobtainable. If specific questions arise regarding police certificate contact the consular office.

**Court and prison records:** Persons how has been convicted o f a crime must obtain a certified copy of each court record and of any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency.

**Military records:** A certified copy of any military record, if applicable and obtainable is required.

**Evidence of Support:** Such evidence may include, but not limited to: I-864 Affidavit of Support, Income Taxes from petitioner for the past consecutive years, original job letter) on letterhead indication salary and length of employment).

**Evidence of Family Relationship:** Such evidence may include, but is not limited to: photographs, letters, phone records, bank records, money receipt orders . . . etc.

**Marriage:** If your status as an intending immigrant depends on a relationship by a marriage between an alien and a United States Citizen or Legal Permanent residence, please be prepared to present suitable documentation to establish the bona-fides of that marriage at the time of your immigrant visa interview.

The following types of documentation have been proven helpful in adjudication of visa involving marriage. The type of documentation you present will depend on your particular circumstance. Failure to present satisfactory documentation may delay issuance of your immigrant visa.

- Mortgages, Leases, Credit Accounts, or other financial obligations undertaken jointly
- Evidence of joint ownership of property
- Evidence of joint management of finance, such as joint bank account, insurance, policies, retirement plans:
- Phone bill, photos and correspondence between the married couple, dating from before and during the marriage.
- Correspondence to both spouses from family members
- Evidence that who knows the parties recognize them as a married couple such as invitations, cards correspondence and so forth.
- Tax returns from past years showing joint filing
- Any other documentation or evidence would be suitable which shows that the parties to the marriage had formed a genuine economic and marital union.

**Employment:** If your title to immigrant status is based on an employment-based or an offered employment, we wish to remind you of certain legal requirements regarding the Affidavit of support (I-864). In most employment-based immigrant visa cases, the Affidavit of Support (I-864) need not be filed. However, US law requires applicants for employment-based immigrant visa cases to present a valid the Affidavit of Support (I-864) if a relative of the beneficiary filed the immigrant visa or has at least a five percent owner a five percent ownership interest in the business or corporate entity that filed the petition.

You should also obtain from your employer in the United States a written statement confirming that the employment offered is still available. The statement should be on the stationery of the employer's business organization and must be notarized. The statement must be presented at the time of your immigrant visa interview.

If you have been previously deported from the US, you have to have approved I-212 at the time of your immigrant visa interview.

### **Please review the following if the following situation applies to you**

If you have qualified for immigration under the visa category of F2A or IR2( child of a legal permanent resident or US citizen) and have already turned 21, or any person in this case has qualified as a "child" of the principal applicant has turned 21, the ineligibility under that category has expired. Please contact the American Consulate General where you have your appointment to see if or that person qualifies under a different category.

# ATTENTION

Applicants who were previously issued J1 visas and who had studied, worked, or lived in the United States as exchange visitors, and those who are currently in the US as exchange visitors should be aware that the two-year foreign residence requirement might apply to them. Section 212(e) of the immigration and Naturalization Act INA) provides that certain aliens admitted to the US under INA 101(A)(15)(J) are subject to a two-year foreign residence and physical presence. The requirement also applies to spouses and children of the J1 visa holders if they entered the US under the exchange visitor program.

An immigrant visa may not be issued if there is a finding of ineligibility under section 212(e). The consular officer will provide those affected by this requirement with information about how this ineligibility may be overcome.

If you need additional information, you may

- Send a fax to 251-1-242435
- E-mail at [consaddis@state.gov](mailto:consaddis@state.gov)

When communicating with our office either by telephone or by mail you must always refer to the applicant's full name and case number.

## IMMIGRANT VISA SUPPLEMENTAL INFORMATION SHEET

### *POLICE CERTIFICATES*

Police certificates are required from every visa applicant aged 16 years or over for each locality of the country of the applicant's nationality or current resident residence where the applicant has resided for at least six month since attaining the age of sixteen. Police certificates are also requires from all other countries where the applicants has reside for at least one year. Generally, application for such certificates should be made directly to police authorities in the district on which you reside. If you have any questions about where or how to apply for police certificates in other countries, you may communicate directly with the US consular officer processing your visa application.

For information on Police and Military records, visit the following web site [www.travel.state.gov](http://www.travel.state.gov) and refer to the "fees and reciprocity tables".