



CONSULATE GENERAL OF THE UNITED STATES
JERUSALEM

IMMIGRANT VISA UNIT

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VISA INSTRUCTIONS AND CHECKLIST FOR K1 FIANCEE/FIANCÉE OR K3 SPOUSE VISA APPLICANTS

Our office has received a petition which, if you are qualified, entitles you to a US visa. Carefully read the instructions in this letter and use it as a checklist of the documents you are required to provide during your visa interview. Remember that the instructions below apply to each applicant.

FIRST: If you have not already done so, you should complete the **DS-160** Online Nonimmigrant Visa Application. Please visit the following website to complete the DS-160 <https://ceac.state.gov/genniv/>. You should select "**Jerusalem**" and not "Israel, Tel Aviv" as the location where you will be applying. All K visa interviews are conducted at the U.S. Consulate General in Jerusalem. After completing the form, please print a copy of the confirmation page (with barcode) to bring to your interview.

SECOND: Obtain all of the following documents on this checklist, if applicable. As you obtain each document, check the box on the checklist before each item. Please **DO NOT** send these documents to our office. If you have not submitted these original documents to the National Visa Center, you should bring these documents to your visa interview. Each applicant (including children) must submit original documents with *an original certified translation of any document* that is not in English, Arabic or Hebrew. You should also provide a PHOTOCOPY of each original document that you submit at the National Visa Center or on the day of your interview. If you fail to provide a copy of each original document, you will be charged for extra fee for each copy. The fee will be charged based on the Department of State schedule of fees: (http://travel.state.gov/visa/types_1263.html#perm).

QUICK REFERENCE CHECK LIST:

- √ PASSPORT
- √ BIRTH CERTIFICATE
- √ MARRIAGE, DIVORCE OR DEATH CERTIFICATE, *IF APPLICABLE*
- √ POLICE CERTIFICATE
- √ PRISON/COURT RECORDS, *IF APPLICABLE*
- √ MILITARY SERVICE RECORDS, *IF APPLICABLE*
- √ PHOTOGRAPH
- √ MEDICAL EXAMINATION
- √ EVIDENCE OF FINANCIAL SUPPORT
- √ PROOF OF RELATIONSHIP TO THE AMERICAN CITIZEN PETITIONER
- √ ENGLISH TRANSLATION OF CIVIL DOCUMENTS LISTED ABOVE THAT ARE NOT IN ENGLISH, ARABIC OR HEBREW.

CHECKLIST WITH DETAILS:

- PASSPORT:** Bring your current passport. The passport must be valid for eight months beyond the date of the visa.
- BIRTH CERTIFICATES:** You should bring your original birth certificate (or a certified copy from the appropriate issuing government authority) as well as the original birth certificate of every person named in the application, including the petitioner. Each birth certificate must state the names of both parents and the date and place of birth. If you or any of your children were adopted, you should submit a certified copy of the

final adoption decree. We will also need an original name change certificate for any individual in the case who has had a name change.

Unobtainable birth certificates: If an official birth certificate is unobtainable, present the best possible secondary evidence, such as a baptismal certificate, hospital certificate, school records, and/or a notarized affidavit from your parents. You will need to explain to the consular officer why the birth certificate is unobtainable at the time of the interview. The consular officer will determine, in his/her discretion, whether the secondary documentation is acceptable.

- ❑ **MARRIAGE CERTIFICATE AND DIVORCE:** For K3 applicants (already married), If you are married, please bring your original marriage certificate or a copy certified by the issuing authority. If you have been previously married, you should bring proof of the legal termination of any previous marriage (e.g. death certificate of spouse, final decree of divorce or annulment). For K1 applicants (fiancé), please bring evidence of relationship between you and the petitioner.
- ❑ **POLICE CERTIFICATE:** You must provide a police certificate from (1) the country of your nationality and the country of your current residence if you have resided in either place for more than six months after the age of 16; and (2) country in which you have lived for more than 12 months after turning 16; and (3) any country in which you have been arrested for any reason. If you are unable to obtain a police certificate from a country, please contact our staff for advice.
 - Israeli citizens or Jerusalem ID holders (laissez passer) may request a Criminal Register Certificate for use in their immigration visa application be sent directly to the Consular Section by applying at their nearest police station.
 - All Palestinian ID holders living in the West Bank must obtain a police certificate from the Palestinian Authority Ministry of Justice AND a Criminal Register Certificate from the Israeli DCO (Civil Liaison Office) in the place of their residence.
- ❑ **COURT AND PRISON RECORDS:** If you have ever been convicted of a crime, you must obtain a certified copy of each court and prison record (court disposition) even if you have been granted amnesty or pardoned in any way. If applicable, you must also provide a certified English translation of the court records.
- ❑ **MILITARY SERVICE RECORDS:** If you served in any military, please bring your original military release certificate. For example, if you served in the Israeli military, please bring Israeli Defense Forces form 807, obtained from Ktzin Ha-Ir. If you were exempted from military service, please bring a military exemption certificate, e.g. Israeli Defense Forces form 830, 830-1, 830-2 or exemption letter from the Israeli Defense Forces citing the reason why you were exempted. If you are not able to obtain IDF form 807, please provide an explanation or documentation regarding your inability to obtain it. If the document is not in English, Arabic or Hebrew, you will need to provide ***an original certified English translation.***
- ❑ **PHOTOGRAPHS:** You will need two identical photographs 2 inches by 2 inches (~50x50mm) in size with a neutral background taken within the last six months. The photographs should be taken with the applicant directly facing the camera. Head coverings are permitted; however, the photographs should clearly show the face of the applicant from the crown of the head (hairline) to the tip of the chin and from ear to ear. It is preferable to have the ears exposed. All photographs must comply with our strict requirements. For more details see: http://jerusalem.usconsulate.gov/photo_requirements.html
- ❑ **MEDICAL EXAMINATION:** Arrange for a medical examination performed by a panel physician listed on the attached information sheet. You are responsible for the cost of the examination. A medical examination is also required for each child who will accompany you. As part of the medical examination, the panel physician will complete Form DS-2054 (Medical Examination for Immigrant or Refugee Applicant – 2007 TB TIs) as well as a complete medical history (Form DS-3026) and all age appropriate vaccinations. In addition, all



applicants over the age 15 will be required to have chest x-ray and blood tests as part of their medical examination. If you have specific questions or concerns about the medical examination required as part of your immigration application, please contact the panel physicians directly.

- ❑ **EVIDENCE OF FINANCIAL SUPPORT:** In order to establish that you will not be a financial burden on the United States Government, you must meet the financial guidelines set forth at: <http://www.uscis.gov/i-134>. You should bring to the interview an original Form I-134, signed by the petitioner for each beneficiary, along with a copy of the petitioner's current tax returns (Forms 1040 and W-2 -- his or her employer's statement of income to the Internal Revenue Service). If the petitioner does not earn sufficient income, you may submit the same forms from a joint sponsor.
- ❑ **PROOF OF RELATIONSHIP:** You should submit proof of a valid fiancé/fiancée relationship with the petitioner. It is often helpful to bring documents such as letters, photographs, or other evidence of your engagement. If you are applying for a K3 visa as a spouse, you should bring your original marriage certificate and additional proof of your relationship (i.e. photos, letters, emails, etc.).
- ❑ **ENGLISH TRANSLATIONS OF CIVIL DOCUMENTS:** You should provide a certified English translation of all documents that are not in English, Arabic or Hebrew.

THIRD: As soon as you have obtained **ALL of the documents that apply in your case**, you should read, sign, and date the following statement and return it to this office via postal mail or email. You will then be scheduled for a visa interview. You will receive no communication from our office until **you request an appointment**.

After we hear from you, we will send you an appointment letter. This will happen approximately one month before your interview with a consular officer. You should bring ALL of the required documents and the confirmation page of the DS-160 form with you to the interview.

Please note that you will be required to pay the fiancé/fiancée (K1 or K3) visa application fee. The fee is **240.00** US dollars payable at the consular cashier on the day of your interview. (This fee is subject to change based upon the current Department of State Schedule of Fees: http://travel.state.gov/visa/temp/types/types_1263.html#perm) All fees are non-refundable. Payment can only be made in cash, dollars or shekels. No personal checks will be accepted. This fee is in addition to the fee required to file the I-129 petition.

You should only contact this office to report a CHANGE OF ADDRESS, change of your personal status (such as a marriage), the death of the petitioner, or the birth of a child. Please do not send any documents to this office unless you are specifically requested to do so.

Enclosures:

- 1-Medical examination instructions.
- 2-Copy of the approved Form I-129F.
- 3-Copy of petitioner's criminal records and information on prior filing of Form I-129F, if relevant, from USCIS.
- 4-Pamphlet of Legal Rights Available to Immigrant Victims of Domestic Violence in the United States and Facts about Immigrating on a Marriage-Based Visa (IMBRA).

REQUEST TO SCHEDULE AN INTERVIEW (DS-2001)

I have in my possession and am prepared to present all of the listed documents that apply to my case. I understand that if any of the required documents or forms is missing when I appear for my appointment, my appointment will be canceled and rescheduled for a later date. I fully realize that no assurance can be given whether I will be issued an immigrant visa until after I am interviewed by a consular officer. At the time of my scheduled interview, I intend to apply: (check appropriate box)

- Alone
- Together with the following children: (Print names of each child who will accompany you below)

Date: _____

Case number (From Address Label): _____

Print Name: _____

Signature: _____

Current Address: _____

Phone Number: _____

Email Address: _____

Name(s) of children (if any) who will accompany you: _____

**YOU WILL BE SCHEDULED FOR AN APPOINTMENT AFTER YOU RETURN THIS FORM
VIA POSTAL MAIL (P.O. Box 290, Jerusalem 9100201)
OR EMAIL (jerusalemIVinquiries@state.gov).**