



*Embassy of the United States of America*  
**Consular Section - Immigrant Visa Unit**  
**Manila, Philippines**

## **I. APPLICATION DOCUMENTS**

Immigrant visa applicants should have **ALL** the following documents ready to submit at the time of the visa interview. Your application will be refused if you fail to bring any of the required documents.

- 1. PASSPORT.** You must have a passport valid for at least six (6) months. If you do not have one, you should apply in person at the Passport Division of the Department of Foreign Affairs (DFA), Roxas Boulevard, Pasay City, Metro Manila. For passport renewal, you can call the DFA Information Center at 02-737-1000. The DFA web site is <http://www.dfa.gov.ph>.
- 2. BIRTH CERTIFICATE.** Copies must be issued by the National Statistics Office (NSO) and printed on NSO security paper. Copies are needed for the principal applicant, derivative family members and petitioners who were born in the Philippines. You may call the NSO Information Center at 02-737-1111 to inquire on securing a birth certificate or visit their web site at <http://www.census.gov.ph>. If the NSO does not have a copy of the birth certificate, you must obtain a statement about its unavailability from the NSO and obtain a certified original copy (not an extract) of the birth certificate from the local registrar in the town where you were born.
- 3. MARRIAGE CERTIFICATE (if applicable).** For Philippine marriages, copies must be issued by the National Statistics Office (NSO) and printed on NSO security paper. You may call the NSO Information Center at 02-737-1111 to inquire on securing a marriage certificate or visit their web site at <http://www.census.gov.ph>.
- 4. CERTIFICATE OF NO MARRIAGE RECORD (CENOMAR).** If you have never contracted marriage, a CENOMAR (Singleness) issued by the National Statistics Office (NSO) and printed on NSO security paper should be submitted. You may call the NSO Information Center at 02-737-1111 to inquire on securing a CENOMAR or visit their web site at <http://www.census.gov.ph>.
- 5. PROOF OF TERMINATION OF A PRIOR MARRIAGE (if applicable).** If your marriage ended by divorce, annulment, disappearance or death of the spouse, legal and/or civil documentation must be presented attesting to the termination of the marriage (annulment decree, death certificate issued by NSO and printed on NSO security paper, a foreign divorce decree, or foreign death certificate).
- 6. EVIDENCE OF FINANCIAL SUPPORT.** Applicants must provide evidence that they will not become public charges (that is, dependent on government welfare and assistance).
  - **Form I-864 Affidavit of Support** for visa applicants in the IR, F and certain E visa categories complete with copies of the sponsor's U.S. federal income tax return (Form 1040) and wage statements (Form W-2s). The petitioner must provide an Affidavit of Support even if he/she does not derive any income and even if a joint sponsor's Affidavit of Support will be providing all of the actual financial support.

Download Form I-864 at <http://www.uscis.gov/portal/site/uscis>.

- **Form I-864EZ Affidavit of Support.** A sponsor may use the shorter Form I-864EZ in place of Form I-864 if **ALL** of the following apply:
  - the sponsor is the petitioner
  - there is no need for a joint sponsor or a Form I-864A
  - the affidavit of support is filed on behalf of only one intending immigrant
  - the sponsor is seeking to qualify based on his/her own income alone (not on the basis of assets)
  - all of the sponsor's income are shown on Form W-2

Download Form I-864EZ at <http://www.uscis.gov/portal/site/uscis>.

- **Form I-864W Exemption** should be filed by the following categories of immigrant visa applicants who are not required to present an I-864.
  - applicants who already have 40 quarters of qualified work in the U.S. covered under the Social Security Act
  - applicants who are the children (below 18 years of age) of U.S. citizens who will qualify for U.S. citizenship upon entry into the United States
  - applicants who are self-petitioning widow(er)s of a U.S. citizen
  - applicants who are self-petitioning as battered spouses or children of U.S. citizens or permanent resident aliens

Download Form I-864W at <http://www.uscis.gov/portal/site/uscis>.

- **Form I-134 Affidavit of Support** for a returning resident (SB-1) and follow-to-join employment (E) applicants. A copy of the sponsor's U.S. federal income tax return (Form 1040) and wage statements (Form W-2s) for the most recent taxable year should accompany the Form I-134.

Download Form I-134 at <http://www.uscis.gov/portal/site/uscis>.

- **Notarized Confirmation of Job Offer and Salary** for employment-based applicants should be on the stationery of the employer's business organization and it must have been issued less than one year prior to the visa application.

**7. NBI CLEARANCE.** Applicants aged 16 years and older must have a valid Record Clearance for Travel Abroad Purposes from the National Bureau of Investigation (NBI). Clearances should be in the applicant's current name, birth certificate name, maiden name and any aliases or nicknames used, including different spellings you have used of those names. For immigration purposes, an NBI clearance is valid for one (1) year from the date it was issued. The NBI web site is <http://www.nbi.gov.ph>.

**8. OTHER COUNTRY POLICE CERTIFICATES.** Applicants aged 16 years and older must also present police certificates from other countries where they have lived for one (1) year or more after reaching the age of 16. As with NBI clearances, foreign police certificates should be obtained in any maiden names, aliases or nicknames used while in the country in question, including different spellings you have used of those names. Country-specific information on how to secure police certificates is available on the State Department's web site at [http://travel.state.gov/visa/frvi/reciprocity/reciprocity\\_3272.html](http://travel.state.gov/visa/frvi/reciprocity/reciprocity_3272.html).

**9. COURT AND PRISON RECORDS:** Applicants who have been arrested, charged or convicted of a crime must present copies or transcripts of court or prison records relating to the crime or offense.

**10. MILITARY OR POLICE SERVICE RECORDS:** Applicants who served in the military or police should present certified copies of their military or police service records.

**11. VISA PHOTOS.** You must bring two (2) colored photographs printed according to given specifications. The specifications for visa photos should be strictly observed. For further information, visit

the web sites at [http://travel.state.gov/visa/immigrants/info/info\\_3746.html](http://travel.state.gov/visa/immigrants/info/info_3746.html) and [http://travel.state.gov/passport/guide/download/download\\_884.html](http://travel.state.gov/passport/guide/download/download_884.html).

**12. SUPPORTING EVIDENCE IDENTITY AND/OR RELATIONSHIP.** Applicants should be prepared to submit documents that further establish their claimed identity and/or their relationship with the petitioner or the principal applicant. Multiple photographs with the petitioner or principal applicant taken over a significant period of time, personal correspondence, home telephone records, financial records, proof of joint property ownership and/or joint financial obligations, original baptismal records, school records, medical records and adoption decrees are often useful.

**13. COPIES OF DOCUMENTS AND TRANSLATIONS.** Except for the passport, we will keep all required documents to be included in the visa packet. The U.S. Citizenship and Immigration Services (USCIS) retains the visa packet as part of its permanent files after presenting it at the port of entry. If you want to keep a document, prepare a photocopy and present both the original and the copy when you report for your interview. All documents must be in English or accompanied by certified English translations.

**14. MEDICAL EXAMINATION RESULTS.** All immigrant visa applicants must complete a medical examination at St. Luke's Extension Clinic. Refer to the instructions (see separate page) regarding the medical examination.

## **II. APPLICATION FORM**

Download Form DS-230 Parts I & II (Application for Immigrant Visa and Alien Registration) at [http://travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html).

## **III. APPLICATION FEES**

**Immigrant visa application fees total US\$400.** Fees may be paid in cash, traveler's check, U.S. Postal Money Order, or major credit cards at the Embassy's consular cashier if these have not been paid to the National Visa Center (NVC) in the U.S. Payments at the Embassy may be in Philippine pesos at the prevailing Embassy exchange rate. Each applicant, regardless of age, will require a separate fee payment. Fees are non-refundable for applications submitted and processed.

## **IV. VALIDITY OF A VISA APPLICATION**

Section 203(g) of the Immigration and Nationality Act (INA), as amended, requires that intending immigrants pursue their visa applications within one (1) year from the date they are notified to start the application process. **The appointment letter serves as the official notice. You should now apply for an immigrant visa. If you fail to apply within one (1) year, your immigrant visa registration and the visa petition filed for you will be cancelled. Documentation requested by a consular officer during the visa interview should be submitted within one (1) year or the application will be terminated.**

## **V. IMPORTANT REMINDERS**

- ◆ You should notify the Embassy's Immigrant Visa Branch immediately if any of the circumstances apply to your case:
  - there have been births, deaths or adoptions in your family
  - you or any of your dependents have married, or had a marriage terminated
  - your petitioner has died

- for employment-based cases, your job offer has been cancelled or there has been a change of petitioner
- you or the petitioner had changed address

You should include with your notification supporting documents such as marriage, birth or death certificates.

- ◆ Children under the age of 21 and who are unmarried are entitled to derive immigration benefits from their parents in the family-sponsored (F), employment-based (E) and other special immigrant visa categories. This benefit is not available to applicants with immediate relative (IR) visa petitions. Under U.S. immigration law, when a derivative beneficiary marries or turns 21 years old before an immigrant visa is issued or before he/she is admitted into the U.S., any immigration benefits as a “child” terminate. In order for these individuals to qualify for immigration benefits again, a petition would have to be filed on their behalf with the USCIS.
- ◆ The Child Status Protection Act (CSPA) was enacted to address the problem of minor children losing their eligibility for immigration benefits because they had aged-out or turned 21 years old as a result of processing delays on the part of the USCIS or the State Department. In some cases, the eligibility of an applicant for benefits under the CSPA may be determined only at the time a visa application is adjudicated by a consular officer. For further information about the CSPA and how it may apply to your case, you may visit the Embassy’s web site at <http://manila.usembassy.gov/wwwwh3228.html>.
- ◆ For the safety and security of all applicants and employees, visa applicants are no longer permitted to bring cell phones or other electronic devices inside the Embassy. Applicants who bring such devices will be denied entry. Make arrangements to leave your electronic equipment in a safe location off Embassy grounds during your interview appointment.
- ◆ Embassy personnel will do their best to process your visa application as quickly as possible on the day of your visa interview. Nevertheless, the process usually takes several hours. You may have to spend most of the day at the Embassy before a decision is reached regarding your application. If unexpected complications arise, you may be asked to return to the Embassy at another time.
- ◆ **Do not finalize arrangements for travel to the United States, dispose of properties, or resign from your job until a visa has been issued and delivered to you.** Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.



## **WARNING**

**VISA FRAUD IS A SERIOUS OFFENSE. ATTEMPTS TO MISREPRESENT A MATERIAL FACT OR MISLEAD A CONSULAR OFFICER MAY JEOPARDIZE CURRENT AND FUTURE VISA APPLICATIONS.**

## **MEDICAL EXAMINATION INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS**

Under U.S. immigration law, **ALL** applicants for immigrant visas are required to undergo and complete a medical examination, regardless of age. The medical examination findings by a panel physician are binding on the consular officer and used to determine eligibility to receive a visa.

St. Luke's Medical Center Extension Clinic (SLMCEC) is the Embassy's accredited medical facility. It is located at 1177 J. Bocobo St., Ermita, Manila. The telephone numbers are 521-0020 and 521-8647, and it is open for business Monday through Friday (except on Philippine holidays), from 7:30 a.m.-11:30 a.m. and from 1:00 p.m.-4:30 p.m. When you go to SLMCEC for medical examination, you must bring your passport and one photo (size: 2" x 2").

It is important that you must have completed your medical examination when you come to the Embassy for your visa interview. Otherwise, your visa application will be refused or you may be asked to return for another appointment. The medical examination results are delivered directly to the Embassy.

### **First-Come, First-Served**

Applicants are examined on a first-come, first-served basis. Medical examinations may take more than one day to complete. Female applicants may request a female doctor to perform the examination. Unless it is necessary, do not bring companions due to space limitation at the clinic.

### **Fees**

The medical examination fee is **US\$213.35** for adults (15 years of age or older) and **US\$185.35** for children (14 years of age or younger). Repeat X-rays will cost **US\$7** each. **Fees must be paid only in Philippine pesos at the prevailing exchange rate.**

### **X-Rays**

A chest X-ray is not required for children below 15 years old, unless symptoms of tuberculosis (TB) exist, there is a history of TB, or there has been possible exposure of TB with a known case such as a family or household member with TB.

The U.S. Public Health Service/Centers for Disease Control (USPHS/CDC) mandates women who are pregnant to have chest X-ray examinations conducted. Chest X-rays for pregnant women are not dangerous if taken with the proper shielding. Applicants who have previous chest X-rays must bring the results with them to SLMCEC for comparative analysis.

### **Human Immunodeficiency Virus (HIV) Test**

HIV infection, which may lead to Acquired Immune Deficiency Syndrome (AIDS), is a communicable disease of public health significance. **ALL** applicants 15 years of age or older must be tested for evidence of HIV infection. Those under the age of 15 may be tested if there is reason to suspect HIV infection (for example a child whose natural parent is HIV-positive).

## **VACCINATION REQUIREMENTS FOR IMMIGRANT VISA APPLICANTS**

U.S. immigration law requires that **ALL** immigrant visa applicants be vaccinated against certain vaccine-preventable diseases before they can be admitted to the United States for permanent residence.

Vaccinations currently required are as follows:

- Mumps
- Measles
- Rubella
- Polio
- Tetanus and Diphtheria toxoids
- Pertussis
- Influenza Type B
- Hepatitis Type A
- Hepatitis Type B
- Varicella
- Pneumococcal
- Rotavirus
- Meningococcal
- Human Papillomavirus
- Zoster
- Any other vaccinations recommended by the Centers for Disease Control (CDC) and Advisory Committee for Immunization Practices

### **Bring Your Vaccination Records For The Panel Physician's Review**

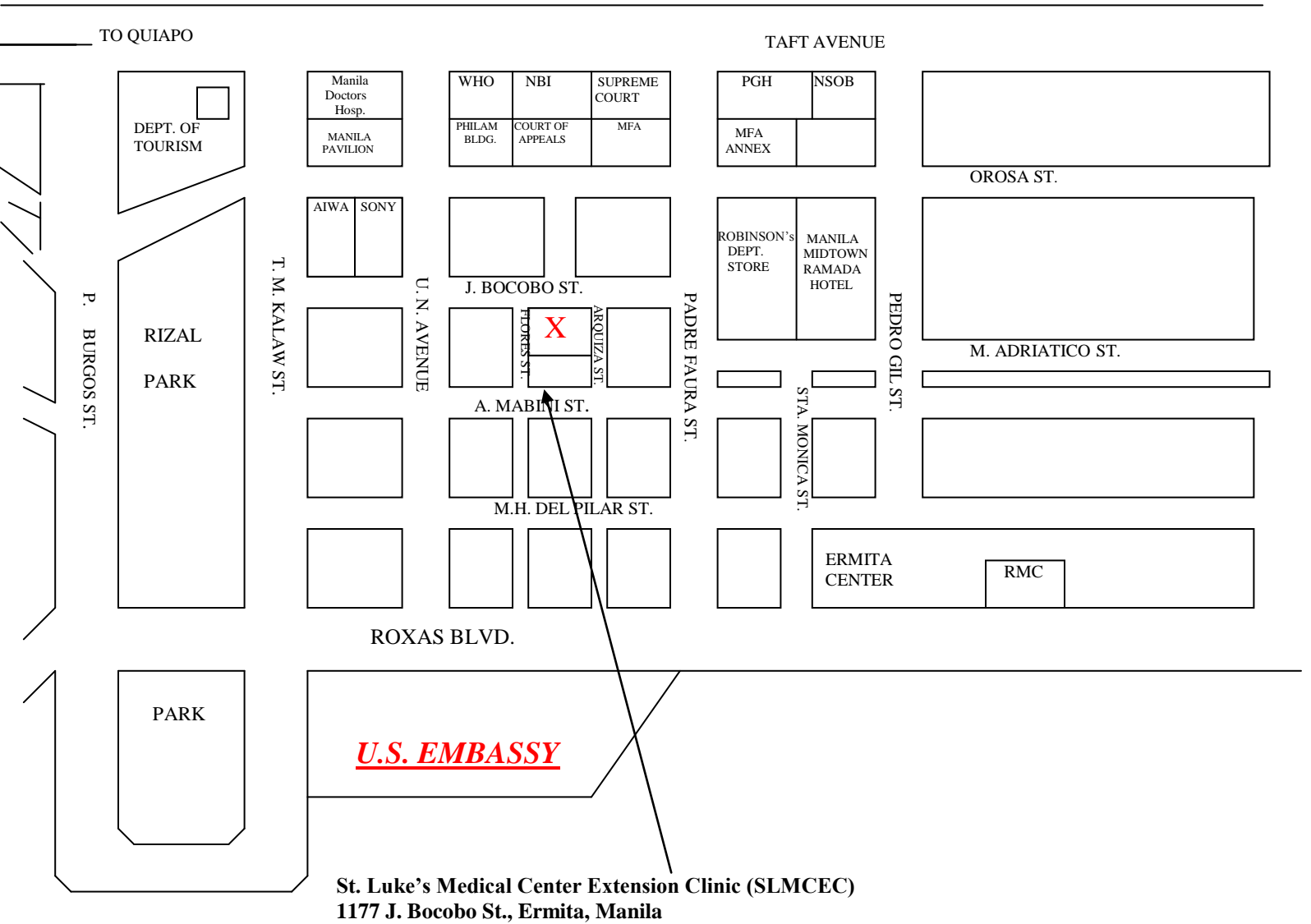
You should bring records to show that you have already received vaccination against certain vaccine-preventable diseases. The panel physician will review the vaccination records and will determine if you meet the vaccination requirement. Only the panel physician can determine which vaccinations are medically appropriate. This could mean that you may be required to repeat doses of vaccines that you have already received. Administering a second dose, however, will not endanger your health.

### **Vaccination Requirement Waiver**

Upon the panel physician's recommendation, a consular officer may authorize a waiver if it is determined that a required vaccination is medically inappropriate because of your age, health condition or medical history.

The U.S. Citizenship and Immigration Services (USCIS) may also authorize a waiver if you can establish that compliance with the vaccination requirements would be contrary to your religious beliefs or moral convictions.

# MAP TO ST. LUKE'S MEDICAL CENTER EXTENSION CLINIC (SLMCEC)



## **NOTICE TO PARENTS**

U.S immigration law has very clear and specific provisions regarding who qualifies for immigration. If you are attempting to bring someone who is **NOT** your child by birth, the following conditions must be met for that child to be eligible for an immigrant visa:

- ◆ The child must have been adopted under the age of 16 (or be the sibling of a child who was adopted by the same parents while under the age of 18). The adoption must both be legal and final. Merely raising the child since birth or taking-in a child for humanitarian reasons does not constitute a formal adoption. For immigration purposes, the adoption must create a legally-binding parent-child relationship or confer upon the child the same rights as a child born to the adoptive parents (i.e., inheritance). In the Philippines, this means the child must have been legally adopted pursuant to a favorable judgment rendered by an appropriate court of law having jurisdiction over the matter.
- ◆ The child must have been in the legal custody of the adopting parent(s) for two years. *“Legal custody”* means the assumption of responsibility by an adult over a minor under the law of the state and under the order or approval of a court of law or an appropriate government entity. This means that a legal process involving the courts or a recognized government entity takes place to award custody of the child to the parents. The date an adopting parent is granted legal custody of the child may be counted toward fulfilling the two-year legal custody requirement under U.S. immigration law. Otherwise, the date the adoption is finalized shall be considered the start of legal custody. An informal custodial or guardianship document, such as a sworn affidavit signed before a notary public, is insufficient for this purpose.
- ◆ The child must have resided with the adoptive parent(s) for at least two years, during which they exercised primary parental control. Evidence must be presented to establish that the adoptive child and the adoptive parent(s) have a bonafide parent-child relationship even during periods while residing apart from each other.
- ◆ The child will be processed in much the same way as any other immigrant visa applicant and must therefore satisfy all the basic requirements to be eligible for an immigrant visa. In addition to the primary documentary requirements, the child’s immigrant visa application must be supported by the following:
  - A certified copy of the adoption decree
  - A certified copy of the Certificate of Finality of the adoption
  - A certified copy of the child’s original birth certificate before the adoption, issued by the National Statistics Office
  - A certified copy of the child’s birth certificate amended after the adoption, issued by the National Statistics Office
  - The legal custody degree (if custody was awarded before the adoption)
  - Evidence that the child resided with the adoptive parents for at least two years, during which they exercised primary parental control
  - If the child was adopted at aged 16 or 17 years, evidence that the child was adopted together with, or subsequent to the adoption of a natural sibling under age 16 by the same adoptive parent(s)

**Visa applications of children who fall under the IR3 and IR4 visa categories (orphan petitions) are reviewed with a different set of requirements.**

## **INSTRUCTIONS FOR EMPLOYMENT-BASED APPLICANTS WHOSE LABOR CERTIFICATIONS WERE APPROVED ON THE BASIS OF AN OFFER OF EMPLOYMENT**

- If your labor certification was approved on the basis of an offer of employment, you must obtain from your prospective employer in the United States a notarized written statement confirming that the employment originally offered remains available to you.
- The notarized statement should be on the stationery of the employer's business organization and it must have been executed less than one year prior to your visa application.
- An original copy of this statement should be presented to the consular officer at the time of your visa interview.
- If the employer no longer intends to employ you, contact the Embassy immediately for instructions on how to proceed with your application.
- You should inform the Embassy immediately of a material change in plans, for example, a change of employer or type of work to be performed. You should also notify us if the petitioning employer (a) has been bought out by, or merged into, another corporation, (b) has experienced a major organizational change, or (c) has changed its name.
- On the date of your visa interview, you will be required to sign a statement before a consular officer that you intend to proceed to the specific employment promptly after your arrival in the United States.
- You should send a copy of these notice and instructions to your petitioning employer in the United States.

## **OTHER USEFUL INFORMATION**

### **EMBASSY'S VISA CALL CENTER**

**If you know beforehand that you are unable to keep your scheduled appointment, or if you miss your scheduled appointment, you can reschedule the appointment by calling the Embassy's Visa Call Center in Manila at 1-909-101-7878.** This number is for subscribers of PLDT and Smart telephone touchtone landlines with national or international distance dialing features (NDD or IDD access). Callers in the USA can contact the Call Center at 1-888-877-9888. The Call Center is open Monday through Friday, from 8:00 a.m. to 6:00 p.m. (Manila time). There is a fee assessed to callers by the Call Center for its services.

Call Center customer service representatives are able to provide basic information regarding the status of immigrant and "K" visa applications on file with the Embassy. They are unable to provide advice or make determinations about legal aspects of cases.

### **COURIER DELIVERY OF ISSUED IMMIGRANT VISA**

The Immigrant Visa Branch uses a guaranteed courier service to deliver issued visas. Applicants may pay for this service and need not return to the Embassy to pick up their visas. Visas are delivered directly to the applicant's designated address.

### **INCOME TAX RETURN REQUIREMENT**

The sponsor is required to submit with the Form I-864 Affidavit of Support only one (1) year's U.S. federal income tax return (Form 1040) and wage statements (Form W-2's). This is a change from the previous requirement of submitting tax returns from the three (3) most recent years. The sponsor's income at the time the I-864 was signed will be considered on the basis of the poverty guidelines that were in effect when the I-864 was submitted (to the Embassy or NVC) in support of an immigrant visa application.

The I-864 is valid indefinitely starting from the date the sponsor signs it. It does not need to be notarized since the sponsor is signing under penalty of perjury.

**\*\*IF THERE ARE INCONSISTENCIES AND/OR DISPUTES REGARDING THE ENGLISH AND TAGALOG TRANSLATIONS, THE ENGLISH VERSION SHALL PREVAIL\*\***