

IMMIGRANT VISA SECTION
5010 Warsaw Place
U.S. Department of State
Washington, D.C. 20521-5010

AMBASADA AMERYKAŃSKA
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Dear Mr./Ms. _____,

All administrative processing in connection with your immigrant visa application has been completed. On the basis of the notification that you have all the documents needed, we have scheduled your formal visa interview on

_____ at _____. You will not be advantaged by showing up earlier. Please promptly come to your scheduled time as we have other appointments scheduled. All members of your family immigrating with you, except children under 14, must appear with you on the above appointment date. However all children under 14 who are the beneficiaries of their own petition must appear at the Embassy for their interview. If you cannot keep the appointment, please notify this office in advance.

Read carefully the attached *Application for Immigrant Visa and Alien Registration: Part I – Biographic data and Part II – Sworn statement (DS-230 I and II) or DS-156* together with *DS-156K Supplement*. Fill this form out completely, **in English**, using a typewriter or printing in block letters. Do not sign the form DS-230 Part II, you will do this in the presence of a consular officer. Every numbered part must be completed thoroughly. Do not use dashes or the letters “N/A” or abbreviations. On form DS-230 II, question 33a should be answered “YES” if a SSN number has been ever assigned. If the answer is “NO” and you want an SSN number to be assigned or a new card issued, you should answer “NO” in the first part and “YES” in the second part. Question 33b should be answered “YES”. One form DS-230 Part I and II must be completed for each member of your family who plans to immigrate with you. Two copies of form DS-156 and one copy of the DS-156K supplement must be presented by each fiancé(e) (K-1) visa applicant. K-2 applicants (children of K-1 applicants), K-3 applicants and K-4 (children of K-3) complete only two copies of form DS-156.

Bring all documents pertaining to your case with you on your appointment date. You must present your original documents in this order when you appear for your visa interview.

1. This appointment letter.
2. Passport with at least 6 months' validity beyond the issuance date of the visa.
3. Original of the full birth certificate for each applicant.
4. Original of the full marriage certificate (one copy for every spouse), if applicable.
5. Divorce decree/death certificate of the spouse, if applicable.
6. One (1) photograph signed on back for each immigrant and two (2) photographs for K-1, K-2, K-3 and K-4 applicants. (See back of this form for details about photographs.)
7. Police certificate.
8. Court and prison records, if applicable (with a translation into English).
9. Affidavit of Support: For family-based petitions - original signed I-864 and I-864A form (if needed) and one complete set of the supporting documents. For fiancé(e) visas - signed and notarized I-134 form, bank statement and job letter on business stationery of the person signing the Affidavit of Support).
10. *Form DS-230 Part I and II (Application for Immigrant Visa and Alien Registration) or DS-156 form* (2 copies) and *DS-156K Supplement* (for fiancé(e) visas), completed in English.
11. Beneficiaries of family-sponsored petitions should bring with them all original documents used to establish the relationship between the petitioner and the beneficiary for presentation to the consular officer. Beneficiaries of employment-based petitions should bring a recent letter from the prospective employer confirming the essential information about the job offer.
12. The fee for an immigrant visa is \$400; the fee for a fiancé(e) visa application is \$131. The fees can be paid in cash only. Each applicant is charged in U.S. dollars or the equivalent in Polish zlotys according to the current Embassy exchange rate.
13. Proof of your relationship with your fiancé(e) (letters, telephone bills, photographs, airline tickets, etc.).
14. Results of the medical examination.

ADDITIONAL INFORMATION

MEDICAL EXAMINATIONS: All applicants, regardless of age, must undergo medical examinations by an Embassy-designated panel physician. Complete instructions for these examinations are contained in the attached instruction sheet.

PHOTOGRAPHS: Each **immigrant visa applicant** must submit **one full-face photo** with his/her first name and surname on the back of the picture. **K visa applicants** must submit **two full-face photos**. Photographs must be unretouched and color with white or off-white background that is not patterned or busy. Applicant's face must face camera directly and not be looking down or to either side. Both ears should be exposed; the applicant cannot wear sunglasses, head coverings or hats, except for religious reasons. Even then, they cannot obscure any part of the applicant's face. Dimensions - 5 cm square. There may be a small (one quarter inch) white border on one side of the photograph; face must measure 3 cm from the top of the head to the chin. Photograph must be taken within the last six months. The image must be sharp and correctly exposed.

TRANSLATIONS: All documents not in English or in the official language of the country in which application for a visa is being made, must be translated into English by a sworn translator.

All documents are valid 12 months from the date of issuance. Maximum validity of medical examinations is one year (with at least six months' validity required on the day of visa issuance). If the exam has less than 6 months' validity, the visa is limited to the life of the exam. If you wish to retain an original birth certificate and/or marriage certificate, you may submit a photocopy but you must bring the original for inspection by the consular officer. **We advise you to keep a duplicate copy of all documents submitted in connection with your visa application.** The Embassy does not keep copies of your documents that are included in the visa packet, which you take with you to the U.S. for submission to the U.S. Citizenship and Immigration Services office.

Children may be included on the parent's passport, but if over the age of 16, they must have their photograph attached to the passport. Alternatively, they must obtain their own separate passport. Each applicant, regardless of age, receives a separate visa. If a person is found ineligible for a visa, the visa application processing fee is not refunded.

THE EMBASSY CANNOT GUARANTEE VISA ISSUANCE AHEAD OF TIME.

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after you have signed your formal application, been personally interviewed by that officer and your documents and the results of your medical examination reviewed. Due to enhanced security regulations, **visas will not be issued the same day**. All applicants coming from outside of Poland will need to make appropriate travel arrangements. **All applicants who reside in Poland will receive their visas via DHL** (the service fee is 23.00 Polish zlotys per person payable the time of visa delivery).

We advise you not to make any travel arrangements for departure to the United States, not to dispose of your property or give up your job until the visa has been issued to you. An immigrant visa is valid for up to six months from the date of issuance. You must enter the United States within this six-month period.

The American Embassy makes every effort to expedite your visa application, but the process can take several hours. It is probable that you will have to spend the entire day in the Embassy before final action is taken on your application. Should complications arise, you will have to return to the Embassy another time.

VISA PROCESSING MUST OCCUR WITHIN ONE YEAR FROM THE DATE OF THE ATTACHED LETTER.

Section 203(g) of the Immigration and Nationality Act requires that an intending immigrant pursue his/her visa application within one year from the date the Embassy informs him or her that all the necessary documents have been received. This is our notice to you that it is now possible for you to pursue your application for a visa. If you fail to do so within one year from the date of the attached letter, your application and any visa petition approved for you will be cancelled.

ENCLOSURES: 1. Form DS-230 Part I and II - Application for Immigrant Visa and Alien Registration or Form DS-156 form (2 copies) and *DS-156K Supplement* - for fiancé(e) visas.

2. Instructions for Medical Examinations.