



PACKET 4
IMMIGRANT VISA APPOINTMENT - BOGOTA, COLOMBIA

We have received notification that you have all the documents needed in connection with your application for an immigrant visa. You and the members of your family who are listed in the attached appointment letter should appear at the Embassy of the United States of America, Consular Section, Immigrant Visas, Calle 22 D Bis No. 47-51 in Bogotá on the day and time specified in the attached appointment letter. If you or one of the members of your family cannot come to the appointment, **please inform this office by mail** as soon as possible.

If your documents are not in the order listed on the attachment, you will experience delays. Help us to help you by carefully examining the order of documents and presenting them at the Embassy in the prescribed order.

The appointment letter must be shown at the Embassy gate the day of your appointment so that you can be admitted.

Section 203(g) of the Immigration and Nationality Act requires that an intending immigrant pursue his or her visa application within one year from the date he or she is informed that it is possible to do so. Your application for an immigrant visa and any petition approved on your behalf will be canceled one year after your scheduled appointment, **IF YOU FAIL TO KEEP YOUR APPOINTMENT.**

Children under 14 years of age who are the beneficiaries of an individual petition filed in their behalf by their father, mother, or step-parent **MUST** come to the interview (for example, a 10 year old child who is the son/daughter of U.S. citizen **MUST** appear for an interview).

EXCEPTION: Children under 14 years of age who are not the beneficiaries of individual petitions do not have to come to the interview (for example, a child listed on the parent's appointment letter is not required to appear for the interview). The parents or their representative must present the children's documents. If you are to receive a visa for a minor and are not the mother or the father of the child, you must bring a **notarized letter** from the father, mother or legal representative authorizing you to be his/her representative.

Before coming to the appointment you must follow the steps listed below:

- I. Undergo certain **medical examinations**. Instructions for these examinations are found on the attached sheet. (Attachment D).
- II. Fill out the attached "Application for Immigrant Visa and Alien Registration" (Form DS-230) Parts I and II (Attachment B).
 1. Complete **one (1) copy** for **each applicant** regardless of age.
 2. Use a typewriter or print in black ink in block letters.
 3. Answer every question. Do not use dashes or abbreviations. If a section does not apply to your case, write "**NOT APPLICABLE**".
 4. **DO NOT SIGN THE APPLICATION.** This will be done in front of the Consular Officer during your interview.
 5. Please check all your answers, especially if someone assisted you in filling out the application. **YOU ARE RESPONSIBLE FOR ALL THE INFORMATION GIVEN IN YOUR APPLICATION.**
- III. Verify once more that you and all the eligible members of your family have all the documents necessary for the day of your appointment. **Arrange your documents in the exact order given in Attachment B.** All the documents that are not written in Spanish or in English must be translated to English and must be duly authenticated. If you bring a photocopy accompanied by the original, we shall return the original of some of the documents.

If you do not bring all the required documents, arrive late to your appointment or do not complete the application form DS-230 correctly, you will have to request another appointment which will delay your case significantly.

- IV. The day of your appointment, please bring **380** U.S. dollars in cash or the equivalent in pesos for each person applying for a visa (for the formal application and for the visa). The total fee should be paid in U.S. dollars, in Colombian pesos or an acceptable credit card – Visa, MasterCard, American Express, Novus/Discover, Diners, and debit cards displaying the Visa or MasterCard logo. Please note that the credit card will be charged one time for the entire fee. **The Embassy DOES NOT accept U.S. \$100.00 bills (one hundred dollar bills)**. You must pay with bills of other denominations or in Colombian pesos. The bills must be in excellent condition. Imperfect bills will not be accepted by the embassy. **WE DO NOT ACCEPT CHECKS**. If you are found ineligible to receive a visa, the 380 U.S. dollars for the application will not be reimbursed.

The process of checking your documents and having the consular interview will take almost all day. If your documentation is insufficient or the Consul needs to investigate some aspect of your case, you will have to return at a later date. If the visa is approved, you will have to return the following day at 4:00 pm. or send someone else with a notarized note.

No assurance can be given in advance that a visa will be issued. Your case will be carefully reviewed by a Consular Officer to determine your eligibility based on the immigration laws of the United States. You are advised not to make any travel arrangements, such as giving up your job, selling your property or buying your tickets, until after your visa has been issued. The visa has a validity of six (6) months after the date of issuance, in which time you may make your travel plans.

REMEMBER that your interview for an immigrant visa will be UNDER OATH before a Consular Officer. Because of this, it is absolutely necessary that what you say, as well as the information contained in the documents you present, is true and exact. If this is not so, it can be determined that you are permanently ineligible for the visa.

The following documents are only valid for **one year**: Medical Certificates, Economic Proof, and the Application for an Immigrant Visa (DS-230). If any one of these documents has been issued more than one year ago, new ones must be obtained.

WARNING: Remember that Bogota is a very cold city and our waiting room is located outdoors.

Enclosures:

- A. - APPOINTMENT LETTER
- B. - Order of Documents
- C. - Application for Immigrant Visa and Alien Registration, Part I and Part II (DS-230)
- D. - Medical Instructions
- E. – Please read carefully, biographic data in passport

Pckt 4 English(BGT) (MARCH2007)

ATTACHMENT B

ORDER OF DOCUMENTS

On the day of the appointment, place the documents of each applicant in the exact order indicated below. If you lack certain documents you must request a new appointment. (With the exception of item 13 (required Affidavit of Support) the documents listed from No. 6 through 16, in parentheses, are not necessary in all cases).

The order of the documents is as follows:

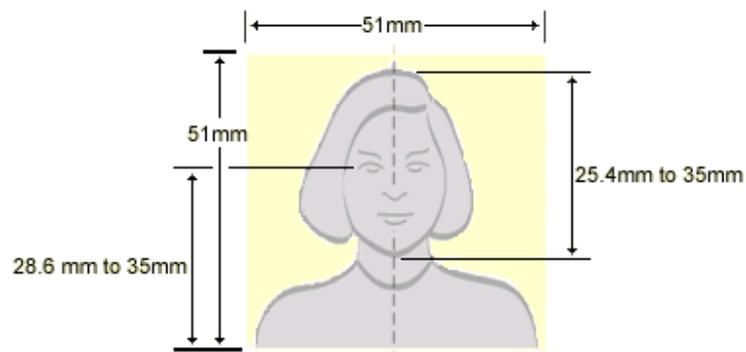
1. **Valid passport** and all the passports that you have used to travel to the United States.
2. **Four photographs.** They must be in color, with white background on glossy paper, untouched. No head covering, earrings or glasses should be worn. You must take one photograph to the laboratory and one to the Doctor when you have your medical appointment and bring the other two the day of your immigrant visa appointment. (Please see item number 18)
3. **Form DS-230** "Application for Immigrant Visa and Alien Registration", Part I and Part II duly filled out. **YOU MUST ANSWER ALL THE QUESTIONS.**
4. **Baptismal certificate** - originals or certified copies
5. **Birth certificate**-originals or certified copies(if you were born after 1939)
 - (6) Sworn statement of birth (if necessary)
 - (7) Birth certificate of your United States Citizen son or daughter (Original)
 - (8) Birth certificate of your United States Citizen brother or sister (Original)
 - (9) Marriage certificate (Original)
 - (10) Divorce certificate or annulment of previous marriages (original or certified copy)
 - (11) Death certificate of previous spouses (originals or certified copies)
 - (12) Your parents' marriage certificate (originals or certified copies)
 - (13) **Affidavit of Support (Form I-864).**(Not necessary for work visas (Ews,E1,etc)
Typewritten or filled out and signed by petitioner (sponsor)
Important: If petitioner includes income from a household member, the **household member MUST** complete **form I-864A** (petitioner must also sign the I-864A). The **petitioner MUST** complete **form I-864** even if petitioner does not qualify financially as a sponsor. In such case, a **co-sponsor** must also complete form I-864. (For more information, refer to instructions on Form I-864.
Sponsors, household members, and co-sponsors must also provide:
A) Complete income tax forms for the last year, this includes 1040's and W2's.
B) Original letter from sponsor's employer, including salary and length of employment.
- (14) Police Certificates of all the places where you have lived for a period of six months or more after the age of 16. The certificates must cover the entire period of the applicant's residence in the area. **A POLICE CERTIFICATE FROM COLOMBIA (DAS) IS NECESSARY FOR APPLICANTS OVER 18 YEARS OF AGE. IT MUST BE VALID FOR ONE YEAR AND CAN BE OBTAINED IN ANY DAS OFFICE IN THE COUNTRY. DO NOT BRING POLICE CERTIFICATES FROM THE UNITED STATES.** No police certificate is available for VENEZUELA.
- (15) DAS Letter showing departures and arrivals from and to Colombia.
- (16) Court and Prison Records. Only if you were been detained or arrested for a crime or an offense.
- (17) If you have been deported or have been granted "voluntary departure", bring the documents issued by the former Immigration and Naturalization Service (now Citizenship and Immigration Services).
- (18). **Medical Examination** (You must take two pictures, form DS-230 dully filled out and police certificate).

WE WILL NOT ACCEPT PHOTOCOPIES OR TRANSLATIONS OF DOCUMENTS.

FEB2007

PHOTOGRAPH INSTRUCTIONS FOR THE IMMIGRANT VISA APPLICATION

- Size of photo must be 5 cm x 5 cm.
- Color preferred, but black and white is acceptable.
- Photo must be recent (taken no more that six months ago).
- White or off-white background.
- The person must be looking straight ahead (cannot be looking to the left, to the right, up or down), and the face must cover approximately 50% of the area of the photo.
- Both ears must be visible.
- No head covering.
- No earrings.
- No digital photos.
- No eyeglasses.



ATTACHMENT D

INSTRUCTIONS FOR MEDICAL EXAMINATIONS

You and the members of your family listed in the attached appointment letter need the following exams:

- I. **LABORATORY EXAMINATION:** Blood test which includes serology and blood test for antibody to the human immunodeficiency virus "HIV" and chest X-ray. These exams are necessary only for applicants over 15 years of age. They must be taken before the general physical examination. You should **complete your medical exam BEFORE your visa interview** at the following address:

BOGOTA: **Instituto y Laboratorio Clínico**
Calle 38 No. 8-28, Local No. 1
Tel. 232-7272

A blood test for antibody to the human immunodeficiency virus (HIV) is required as part of your medical examination if you are fifteen (15) or older.

HIV is the virus that is the cause of the acquired immune deficiency syndrome (AIDS). AIDS is the name given to a group of illnesses which may occur in persons infected with HIV. Infection with HIV causes a defect in a person's natural immunity against disease. This defect leaves infected people vulnerable to serious illnesses that would not usually be a threat to anyone whose immune system was intact. This test is not to diagnose AIDS, but to detect antibodies to the virus.

The results of your test will be provided to a consular officer. Also, it may be necessary to report results to the health authorities in this country.

A positive test result will mean that you will not be eligible to receive a visa. A positive test result could also have other local consequences on your day-to-day activities in this country.

Continues....

II. **GENERAL PHYSICAL EXAM:** This exam is required of all applicants regardless of age. You must indicate at the laboratory the name of the doctor you have chosen for the physical examination so they can send him the results of the exams. **Please do not change doctors once you have chosen one, as this could cause delays.** You must schedule an appointment for any afternoon after you have had your blood test and chest X-Rays and **before** your appointment at the Embassy. Many applicants are able to complete their laboratory tests and physical exams the same day.

The doctors work from Monday through Friday at the following addresses:

Dra. Maria Consuelo Gonzalez
Cra. 8 No. 49-25, Cons. 302
Tels. 288-7629, 245-9290
BOGOTA

Dr. Jairo H. Roa
Centro Medico La Sabana
Cra. 7 No. 119-14 , Cons 325
Bogota D.C.
Tels. 2151763, 6589366

For every exam, you must show **the appointment letter and your passport.** You must also take with you **TWO photographs** following the instructions given in packet 3 and/or on the order of documents attached. Otherwise, you will not be examined and your laboratory tests will not be done. Exams taken in laboratories performed by doctors not included in the above list, will not be accepted. You must turn in one photograph at the laboratory and one at the Doctor's office.

As of JANUARY 1, 2007, the exams will have a MAXIMUM price of **\$ 285.000** (pesos) per person:

\$135.000 (pesos) for the general physical examination;
\$150.000 (pesos) for blood tests (Serology and HIV) and X-rays.

The fees for the laboratory exams and medical examinations must be paid in cash by the applicants. **CHECKS ARE NOT ACCEPTABLE.** Any additional exam (different from the ones mentioned above) ordered by the doctor, must be paid by the applicant. You may pick up the results of your exams at the doctor's office. On the day of your visa appointment, please bring to the Embassy the results of the exams in a sealed envelope.

JAN 2007

IMPORTANT NOTICE TO IMMIGRANT VISA APPLICANTS CONCERNING VACCINATION REQUIREMENTS:

Recent changes to United States immigration law now require immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa.

Instructions and procedural guidance:

Panel physicians who conduct medical examinations on behalf of immigrant visa applicants are now required to verify that immigrant visa applicants have met the new vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations:

Mumps, measles, rubella, polio, tetanus and diphtheria toxoids, pertussis, influenzae type B (HIB), Hepatitis B, Varicella, pneumococcal, and influenza.

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician.

Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

ALL VACCINATION COSTS MUST BE PAID BY THE VISA APPLICANT, THEY ARE NOT INCLUDED IN THE MEDICAL FEE.

ATTACHMENT E

PLEASE READ CAREFULLY

All biographic data included in your passport should match exactly the information you are providing in all the documents that you present and all the forms that you complete.

If any changes are required, please make sure that these are corrected with the corresponding authorities prior to the date of the interview.

Thank you