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***PACKET 4 Managua, Nicaragua\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of People**: \_\_\_\_\_\_\_\_\_\_ **Preferential Category**: Visa K-\_\_\_\_\_\_\_\_\_\_\_\_\_

These instructions indicate the steps you must take before programming your appointment for an immigrant visa. **Please read and follow all instructions carefully.**  Make sure to mark an **X** when you have finished each step in the corresponding box.

**Do not purchase airline tickets until you have your visa in hand.**

* **MEDICAL EXAM:**

All applicants must undergo a medical exam at one of the clinics authorized by the Embassy (See Below.)

When ready to go do the medical exam, chose one of the below doctors, make an appointment, and on the day of your medical appointment, bring with you: 1) your passport, 2) this letter from the Embassy, 3) vaccination records, and 4) **four photos, 2 x 2 inches on a white background**.

The total cost of the exams varies in price depending on your own medical history. Currently the cost can run anywhere between $200-$440 dollars. Again please note that this is only an estimate and the actual cost will depend on your medical history. The doctors below appear in no particular order and which on you chose is up to you.

 **PHYSICIANS AUTHORIZED BY THE U.S. EMBASSY FOR MEDICAL EXAM**

|  |  |  |
| --- | --- | --- |
| Dr. Gilberto MartinezClinica Plaza España,De la Rotonda El Guegüense,1 ½ block to the east.ManaguaTel: 2266-7284 y 2266-7447Cell: 8882-4371 8810-3188E-mail address:gilfranc@iclaro.com.ni cirugiacuello@gmail.com Schedule: Mon-Fri: 8 am – 5 pmPrevious Appointment | Dr. Rolando EsparzaAltamira D’EsteClinica EsparzaAltamira Vicky 2 blocks north and ½ block east ManaguaTel: 2252-5848/2277-0209/2277-0180 Cell: 8883-7240E-mail address: rrjjesparza@yahoo.es Schedule:Mon-Fri: 8 am – 6 pmSat: 8 a 1 pm | Dr. Matilde ReyesHospital MetropolitanoVivian PellasKm 9 ¾ Carretera a Masaya,250 mts west , ManaguaTel: 2255-6900 ext. 4310 o 4300Cell: 8883-0007E-mail address:dramreyes@gmail.comSchedule: Mon-Fri: 8 am a 4 pm Except Thu  Sat: 8 am – 1 pm |

#### STEP 2 - LIST OF DOCUMENTS:

Once you have all documents, you can program your appointment. Do not program your appointment if you do not have all of your documentation ready. (Mark an X in each box when you have document with you)

 **ALL OF THE APPLICANTS SHOULD HAVE:**

**[ ]**  Valid passport (at least six months validity)

 Each applicant should have a passport, please bring all of your previous passports.

**[ ]** 2 recent photographs (color photos 2 X 2 inches, white background, taken in the past 30 days. **This does not include the ones for the medical exam)**

**Accessories that can cover part of your face, including your ears and/or any type of veil, are not acceptable.**

**[ ]** Form DS-160 for all K-1, K-2, K-3, K-4 visas applicants <https://ceac.state.gov/GenNIV/Default.aspx>

Each applicant will have to fill out this form online. It must be filled out in English and print the confirmation barcode page.

**[ ]** Birth Certificate in original **for Petitioner (if born in Nicaragua) and Beneficiary from the Central Registry of Nicaragua** or Authorized Institution of Country of Birth**.** **Note**: It is not necessary to authenticate this document neither with the Foreign Ministry nor with the American Consulate.

**[ ]** If your birth certificate has a rectification, or recognition made to it (this information may be found at the bottom part of the certificate) please also request a **Literal Certificate from the Central Registry of Nicaragua.**

**[ ]** If your birth certificate has a reposition made to it (this information may be found in the upper left part of the certificate) please also request a **Onlyness Certificate (Certificado Unico de Nacimiento) from the Central Registry of Nicaragua.**

**[ ]** Medical Exam See instructions on Step 1

**Dirección del Registro Central de Nicaragua:** Colonial Los Robles, de la entrada principal de Funeraria Monte de los Olivos 300 metros al noroeste, Managua, Nicaragua.

<http://www.cse.gob.ni/index.php/servicios/regcentral>

**[ ]** Form I-134, Affidavit of Support, completed and signed by the petitioner. **If you have already submitted it to the National Visa Center, it is not necessary to present it. You can find this form at** [**www.uscis.gov**](http://www.uscis.gov)**.**

 Usually, the relative (petitioner) in the United States who submits the petition is the sponsor. The sponsor must be an American citizen. This person must have enough income to support any/all family member(s) that already lives with him/her and also for the person/people applying for a visa. You must present a copy of the I-134 for each additional applicant.

The beneficiary must have the Affidavit of Support (I-134) and the file income tax returns of the sponsor for the recent year, even if the sponsor does not meet the poverty guidelines. If the sponsor does not have or has not filed his/her incomes taxes, he/she will have to present a copy of the law excluding the sponsor from filing any taxes or a letter explaining why he/she has not filed the required tax returns.

If the sponsor does not meet the minimum required to support the immigrants and members of his household, he/she will need to obtain a second sponsor; the second sponsor will have to fill out an Affidavit of Support (I-134), include a copy of his/her U.S. passport, and income tax return of recent year.

**[ ]** Filed income tax return of the person who is petitioning you (and of second sponsor, if applicable) of the most recent year.

**[ ]** Proof of US citizenship it only applies to second sponsors. (Copy U.S. passport or copy of naturalization certificate)

**[ ]  Proof of the relationship between Petitioner and Beneficiary: photos (loose, not in an album), letters, remittances, cards, e-mails, etc.**

**Only necessary for some applicants (please read carefully)**

**[ ]** Are you between the ages of 16-80 years old?

 If so, then you must present a **Police Record from the Nicaraguan National Police** from your local district (**we do not accept Records from Plaza EL Sol**). If the applicant has resided in another country for more than 6 months and was at least 16 years old, the applicant will need to obtain a police record from the local authorities of that country, including birth place.

 **Note:** In some countries, a police record is not issued. If you need more specific information, please ask the National Visa Center (NVC), telephone (603)334-0700, fax (603)334-0791.

**[ ]** If you are eighteen years or older and your visa category is K-1, K-2, and K-4?

 If so, you will have to present a **Singleness Certificate from the Central Registry of Nicaragua**. (It is not necessary to authenticate this document with neither Chancery nor the American Consulate.

**[ ]** Have you been married before?

 If so, you will have to present an original **Marriage Certificate from the Central Registry of Nicaragua**

**[ ]** Have you ever been divorced before?

If so, you will have to present the original **Divorce Certificate(s) from the Central Registry of Nicaragua**

**[ ] Death Certificate from the Central Registry of Nicaragua**, if the Petitioner and/or Beneficiary have widowed previously.

**[ ]** Have you been arrested before?

 If so, you will have to present all criminal records. The people who have been convicted of a crime will need to present a copy of the judicial sentence issued by the competent judicial authority; even though the person who was convicted of a crime was granted an amnesty, pardon, or any other act of clemency.

**[ ]** Have you ever been deported?

 If so, you will have to present all the paperwork regarding the deportation. Even though if the applicant was removed, deported, or excluded from the United States and has an approved I-212, you will have to present it on the day of your interview.

**[ ]** Have you ever lived in the U.S.?

 If so, you will have to present a migratory movement (movimiento migratorio) – it is a document indicating all entries and exists to and from Nicaragua. You may request this document with the Nicaraguan immigration authorities.

**[ ]**  Have you ever been a member of the armed forces?

 If so, you will have to provide all the paperwork needed to prove this. If you have served in the armed forces of another country, you will be required to provide proof from the competent authorities stating that you have been discharged or in active duty.

 **Note:** In some countries you may not obtain proof of military service. If you need more specific information, please contact the National Visa Center (NVC), to telephone (603)334-0700 or fax (603)334-0791.

 Once you have marked the boxes regarding your case, please continue with step 3.

* **STEP 3: VISA FEE AND APPOINTMENT SCHEDULING**

*People with K visa categories:*

You must pay US$ 265.00 (TWO HUNDRED AND SIXTY FIVE DOLLARS) for each applicant either online or at FICOHSA. Instructions are at - <http://www.ustraveldocs.com/ni/ni-niv-paymentinfo.asp> . One day after you have paid your fee, you may schedule your appointment by phone by calling; Nicaragua: 7877-7600, U.S.:  (703) 745-5479 (select the following options 1, 3, 1, and then 1) or online at <http://www.ustraveldocs.com/ni/ni-niv-appointmentschedule.asp> .

* **STEP 4: THE INTERVIEW:**

On the day of the interview you must be present at the Consulate’s entrance ½ hour prior to your appointment time. Your name will be on a list so you will be allowed to enter. **You will have to bring all the documents that we have requested for the interview.**

We cannot assure that your visa will be approved. The Consular Officer will make the final decision according to the US immigration laws. In most cases, a visa is valid for 6 months as of the issue date, which means that you have 6 months to enter the United States.

Everyone who comes to their residency interview and has their visa applications approved will be able to pick-up their visa packet and passport from a designated pick up location. All applicants will need to select a document pickup location for the return of their passport after the interview.  Before the day of your interview, please go to <http://www.ustraveldocs.com/ni/ni-loc-passportcollection.asp> to log in (if you haven’t created an account yet, click the “New User” link above the login boxes to create your account).  Once logged in, please select the IV Address Register on the left hand menu and follow the steps.  By registering in the system, you will have the passports returned to one of the pickup locations free of charge to you.   Failure to do so can lead to delays in the return of your passport.

All your family members who are applying for US residency that are mentioned in this letter will have to be present at day and time specified. If you are not physically present at the Consulate on the day of the interview, it will not be possible to process your immigrant visa application. If you cannot come to this appointment, please contact us via email at the following address: support-nicaragua@ustraveldocs.com.

If you need additional documents, your visa will not be approved on the day of your interview, however we will explain on how and when to submit the pending documents. **You are strongly advised not to make any final travel arrangement to the US until you have the visa packet and Passport with visa in hand. You must not open your visa package and must travel with it at hand in order to provide it to the immigration officer at the airport.**