



U.S. DEPARTMENT OF STATE
U.S. EMBASSY SEOUL, CONSULAR SECTION, IMMIGRANT VISAS
32 Sejong-ro, Jongro-ku, SEOUL 110-710 KOREA or
Unit 15550, APO AP 96205-5550

INSTRUCTIONS FOR IMMIGRANT, FIANCE, LIFE ACT VISA (IV) APPLICANTS

IV has received an approved petition for you. Please follow these instructions in a timely manner if you wish to apply for an immigrant, fiance or Life Act visa. Many forms can be downloaded and information obtained from www.asktheconsul.org or www.travel.state.gov. Please remember that a consular official may need further information or documents, in order to determine your eligibility, at any time.

BIOGRAPHIC INFORMATION. Please complete, sign and mail or fax to IV the enclosed Biographic Data (DS-230 part 1), now, one for each family member so that we can begin internal checks, which take at least 2 weeks.

PASSPORT. A signed passport should be valid for at least 8 months at the time of visa issuance. Korean citizens must contact the Ministry of Foreign Affairs and Trade, www.mofat.go.kr, for Korean passport information.

POLICE CERTIFICATE. See www.travel.state.gov/visa/reciprocity/index.htm for police certificate and other documentary requirements for various countries. If deemed to be available, as a minimum you must obtain a police certificate from your country of nationality and your country of current residence if your presence there occurred after age 16 and was 6 months or more. Police certificates are required from other countries for all stays of 12 months or more after age 16. If you have ever been arrested in any jurisdiction please bring arrest, court or prison records.

The Korean National Police Certificate (Crime-Investigation History Report: 범죄(수사)경력 회보서) is available to all visa applicants of any nationality who are physically present in South Korea by applying directly at any KNP station for his/her whole criminal and investigation history. The KNP checks non-Koreans according to the requestor's Korean alien registration card or passport. Korean citizens must show a Korean identity card (Jumindeungnokjeung) or a Korean passport. KNPC processing is no fee and takes less than 24 hours. The new KNPC bears a red ink half inch square stamp on the bottom containing the Korean characters for National Police. It is issued in Korean only and applicants must attach a complete English translation, certified as true and correct by anyone competent in Korean and English. KNPC is unavailable to applicants outside of Korea. IV no longer processes requests for KNPCs.

Korean Family Register Certificates. Effective January 1, 2008, new forms of family register certificates are issued by the competent government offices, Ward offices, City halls, Myun offices, Eup offices, and Dong offices, throughout the country when the individual and his/her immediate family members (parents, children, or spouse) apply for the issuance of these certificates.

The new Family Relation Register (FRR) has been organized for each individual member of a family to protect personal information. According to the purpose of issuance, the certificates of family relation registers can be classified into five categories:

- (1) Identification certificate (기본 증명서: Gibon jeungmyongseo)
- (2) Family relation certificate (가족관계 증명서: Gajokkwankye jeungmyongseo)
- (3) Marriage relation certificate (혼인관계 증명서: Honinkwankye jeungmyongseo)
- (4) Adoption relation certificate (입양관계 증명서: Ipyangkwankye jeungmyongseo)
- (5) Special adoption relation certificate (친양자입양관계 증명서: Chinyangja ipyangkwankye jeungmyongseo)

Please note that the Family Relation Register certificate of family relation shows names of spouse, parents (including adoptive parents), children (including adopted children) based on current family relationship. The Identification certificate shows only the individual's date of birth, place of birth, changed names, and death. The Marriage Relation certificate provides the information on the individual's marital status only.

The former Family Census Register (FCR) is still available as an archived family relation register (제적등본: Jejeok Deung-Bon) which was organized under the name of the "Head of Family." The former FCR records personal information for the "Head of Family" and all family. This document contains information concerning birth, marriage, divorce, adoption, death, and other family history reported before January 1, 2008. It is still fundamental to family cases and any other IV case in which the principal applicant has derivative family members.

If the individual's birth, adoption, marriage, divorce, or death was reported after January 1, 2008, the certificate issued for that purpose should be accompanied with identification certificate (기본 증명서: Gibon jeungmyongseo), Family relation certificate (가족관계 증명서: Gajokkwankye jeungmyongseo), and Marriage relation certificate (혼인관계 증명서: Honinkwankye jeungmyongseo) for applicants over 18.

AFFIDAVIT OF SUPPORT (I-864EZ/I-864W/I-864/I-864A or I-134): Please be sure to carefully read and completely follow all instructions.

- Immediate relative and family preference cases: I-864 must be properly signed by the petitioner, who is the sponsor and I-864A by adult household members whose income will be considered with the sponsor. If the sponsor's income is insufficient submit a separate, properly signed I-864 and I-864A from joint sponsors and their household members. Each I-864 and I-864A must have attached to it evidence of each signer's and household member's U.S. citizenship or legal permanent resident status, and a copy of the most recent Federal income tax return which is current as of the date of execution of the I-864.
- Fiance and LIFE Act cases: I-134 must be properly signed by the petitioner and any joint sponsors, and must have attached to it only evidence of current, sustained income/assets.
- Employment preference cases: No affidavit of support is needed for the principal applicant. However, following-to-join applicants must submit an I-134 with evidence.

VISA APPOINTMENT. All immigrant, fiancé, Life Act visa appointment requests must be made on the internet at http://www.asktheconsul.org/iv_appt.html. We will post appointment dates for all IR/CR/IW, K1, K3/V and SB cases by case number within four weeks at http://korea.usembassy.gov/appointment_dates2.html. We will not entertain follow-ups on your appointment request until at least four weeks have passed.

We request visa numbers from Washington for F and E IVs, if an applicant's priority date is current, after you request an appointment from us on the internet. Once all internal procedures are complete, we will notify F and E applicants of their appointment within ten weeks by postal mail or email if we have the

applicant's email address. F and E applicants may also check the status of their appointment by case number at http://korea.usembassy.gov/appointment_dates2.html.

We cannot accept appointment requests, even in emergencies, by telephone. Applicants without internet access may fax or mail a clear photocopy of the passport identity page for each applicant (showing the applicant's name, date of birth, nationality, passport number, passport issue date and passport expiry date) together with a completed OF-169 (attached).

PAYMENT. Each immediate relative, family preference and employment preference IV applicant must pay the statutory IV fee of \$400 (\$355 IV fee + \$45 IV surcharge). Please bring to your appointment sufficient funds in cash (US\$ or KRW), money order or credit cards. Personal checks cannot be used to pay visa fees. A separate visa and fee is required of each person emigrating, regardless of age. If the visa is denied, the fee CANNOT be refunded. Fiance and Life Act applicants must pay a \$131 fee at Shinhan Bank and bring the receipt to your appointment.

Other IV related fees are: Korean passports: W55,000 for 10 years and W47,000 for 5 years; medical examination: W150,000 for adults and W90,000 for under 15 year olds; any required vaccinations: settled separately with each medical examiner. All fees are subject to change without notice.

MEDICAL EXAMINATION. All applicants must complete a medical exam at one of these authorized hospitals:

- Saint Mary's Hospital; phone 02-3779-1521; 62 Yeouido-Dong, Youngdeungpo-Ku, Seoul
- Sahmyook Medical Center; phone 02-2210-3511; 29-1 Hwikyoung-Dong, Dongdaemun-Ku, Seoul
- Yonsei Severance Hospital; phone 02-2228-5808/9; 134 Shinchon-Dong, Seodaemun-Ku, Seoul
- Maryknoll Hospital; phone 051-461-2290; 12, 4-Ga, Daecheung-Dong, Jung-Ku, Pusan
- Ajou University Hospital; phone 031-219-5644/4255; San5 Wonchon-Dong, Yeongtong-Ku, Suwon

You must arrange your own examination. Please give to the examiner your passport and three passport size photographs which were taken within the last six months. The examiner will give the medical report and chest x-ray to you in a large sealed envelope. **DO NOT OPEN THE ENVELOPE.** The medical exam is valid for 6 months, if a Class A or B TB condition exists it is valid for 3 months from the time the evaluation is complete. The immigrant visa validity is limited to the validity of the medical examination. K and V applicants do not need vaccinations.

If you have had a single arrest or conviction for driving under influence of alcohol (DUI) within the past three years, or have had two or more DUI arrests or convictions at any time in the past, the panel physician has to complete a psychiatric evaluation. This evaluation may take place during your medical examination if you report your conviction to the panel physician. Otherwise, you will be required to return to the panel physician for this evaluation after the initial interview before a visa can be issued.

YOUR APPOINTMENT. All IV applicants are seen by prior appointment only. It is your responsibility to come fully prepared with all needed documents in hand. Do not bring electronic or hazardous items. You and your belongings are subject to an airport style security screening. At your interview you will be sworn in as to the truth of your application. Please be patient as this is the first time we see your case in its entirety. If you are found eligible for a visa at the time of your interview, your visa will be delivered by courier. No one can guarantee visa issuance. **DO NOT make travel arrangements until you have your visa in hand.**

Bring the following documents with you for your interview, for each applicant. **Although only one copy of these documents is required, you may wish to obtain duplicates in case the originals are lost or damaged.** Please contact us by fax or email if you cannot download any needed any blank forms. Your visa category is listed on your notification.

<i>Documents and completed forms</i>	<i>K1/2</i>	<i>K3/4</i>	<i>V1/2</i>	<i>CR/IR</i>	<i>F</i>	<i>E</i>	<i>SB/IW</i>	<i>DV</i>
Passport valid for x months	6	6	6	8	8	8	8	8
DS-230, part 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DS-230, part 2	No	No	No	Yes	Yes	Yes	Yes	Yes
Electronic NIV application DS-156	Yes(2)	Yes(2)	Yes	No	No	No	No	No
Supplemental application	DS-156K	No	DS-3052	No	No	No	No	No
Birth, death, adoption, marriage, divorce or Family Relation Register for Korean (under 1yr old)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Medical exam and chest x-ray	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Vaccination report	No	No	No	Yes	Yes	Yes	Yes	Yes
I-864EZ/I-864/I-864A with proof of signers' U.S. citizen or resident status; the most recent Federal income tax return filed prior to the time of the I-864 signing	No	No	No	Yes	Yes	No	No	No
I-134 with proof of signer's current, sustained income	Yes	Yes	Yes	No	No	No	Yes	No
Front view photos	2	2	2	1	1	1	1	1
Police certificates	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Notarized Job Offer from the prospective employer with evidence of its ongoing existence and financial bonafides	No	No	No	No	No	Yes	No	No
Previous passports	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Military discharge (if available); arrest, prison, court records; U.S. immigration documents	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Education or training proof	No	No	No	No	No	No	No	Yes
English translations	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
\$400 in US\$ or KRW equivalent	No	No	No	Yes	Yes	Yes	Yes	Yes
\$131 MRV fee receipt	Yes	Yes	Yes	No	No	No	No	No
\$375 Diversity visa fee	No	No	No	No	No	No	No	Yes
Courier service receipt	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

A courier service receipt from a U.S. Embassy-approved courier company within Korea: either DHL Ilyang, phone 1588-0002, or Hanjin, phone 1588-0011.

WARNING

FAILURE TO APPLY FOR YOUR IV WITHIN TWO YEARS (K WITHIN ONE YEAR AND SB/SE WITHIN SIX MONTHS) OF BEING TOLD THAT YOU MAY APPLY WILL RESULT IN THE PERMANENT TERMINATION OF YOUR CASE PURSUANT TO SECTION 203(g) OF THE IMMIGRATION AND NATIONALITY ACT. REPORT ANY CHANGE IN YOUR ADDRESS PROMPTLY TO IV. DO NOT MAKE ARRANGEMENTS TO DEPART KOREA, DISPOSE OF YOUR PROPERTY, GIVE UP YOUR JOB OR SELL YOUR BUSINESS UNTIL AFTER YOU RECEIVE A VISA.