



U.S. Embassy Addis Ababa, Ethiopia

Please follow the steps below **before** your immigrant visa interview at the U.S. Embassy Addis Ababa, Ethiopia:

Step 1: Register

Register your appointment online. This allows us to collect the information needed to return your passport after your interview. Registration is free. Click the “Register” button below or call 0800861983 (a free local number) or [Contact Here](#) to complete your registration.

After you register, you can cancel or reschedule your appointment if needed.

[Register](#)

Step 2: Schedule a medical exam in Ethiopia

Schedule your medical exam in Ethiopia as soon as you receive your appointment date. Plan your exam at least three weeks before your appointment date to allow time for case prescreening at the Embassy. After you complete your medical exam the clinic will assign your prescreening appointment, which takes place Monday through Thursday at 1:30 p.m.

Diversity Visa applicants must arrive at the Embassy by 1:00 p.m. to pay the application fee before their case prescreening. **The Embassy will provide payment instructions when you arrive for your prescreening appointment.**

Click the “Medical Exam Instructions” button below for a list of designated doctor’s offices in Ethiopia.

[Medical Exam Instructions](#)

Step 3: Complete your pre-interview checklist

It is important that you bring all required original documents to your case prescreening and interview. We’ve created a checklist that will tell you what to bring. Please print the checklist below and bring it to your interview along with the listed documents.

[Pre-Interview Checklist](#)

Step 4: Attend your case prescreening appointment

Go to the U.S. Embassy for case prescreening on the date the clinic scheduled for you. Pre-screening appointments are scheduled by the clinic after your medical exam. Pre-screening appointments are conducted Monday through Thursday at 1:30 p.m. Diversity Visa applicants must arrive at 1:00 p.m. to pay the application fee before their case prescreening. **For the DV applicants, the Embassy will provide payment instructions when you arrive for your prescreening appointment.**

Contact information

U.S. Embassy Addis Ababa
Algeria St
Addis Ababa, Ethiopia

Telephone:
+251 11 558 2424
From U.S.: +1-703-543-9339

Email:
AddisIV@state.gov

Website:
et.usembassy.gov

Reschedule:
ais.usvisa-info.com

Map:



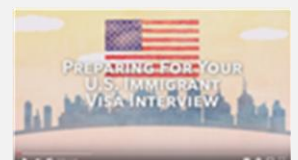
Other links

- [Diversity visa instructions](#)
- [After your interview](#)
- [Frequently asked questions](#)
- [Where to get civil documents](#)
- [Fiancé\(e\) visa instructions](#)

Social media



Interview Preparation Video



Updated October 23, 2026

You cannot attend your scheduled interview if you do not complete case prescreening at the Embassy beforehand. Missing your prescreening appointment will delay the processing of your case.

What to Expect on the Day of Your Prescreening Appointment

ARRIVAL

Timely Arrival is Required. Please arrive promptly at 1:30 p.m. for regular visa applicants and 1:00 p.m. for Diversity Visa (DV) applicants.

SECURITY SCREENING

When you arrive, security will screen you. You cannot bring personal items into the Consular waiting area. Bring only the documents needed for your interview, such as your passport, appointment packet, and supporting documentation.

INTAKE

After security screening, staff will direct you to the consular waiting area. At the intake window, present your medical exam completion form, passport, two photos, and civil documents.

Once prescreening is complete, staff will give you a sealed envelope containing your documents. ***Do not open this envelope and bring it to your scheduled interview.*** If you are missing any required items, staff will attach a checklist of the missing items to the sealed envelope.

You will not be allowed to interview on your scheduled date if you do not bring the missing items along with the sealed envelope.

Step 5: Review interview guidelines

Read our interview guidelines to learn about any special actions that you need to take before your visa interview.

Interview Guidelines

Medical Exam Instructions



All immigrant visa applicants, regardless of age, require a medical examination prior to the issuance of a visa. Only a physician accredited by the U.S. Embassy can perform this exam. **It is your responsibility to schedule a medical exam with one of the offices listed below at least three weeks before the interview** at the U.S. Embassy. Medical examination results from other physicians are **not** accepted.

Approved Physicians:

American Medical Centre (AMC)

- Dr. Akeza Teame
- Dr. Tereffe Assefa
- Dr. Anteneh Tiruse
- Dr. Kalkidan Birru
- Dr. Sarah Girma
- Dr. Miftahdin Hassen
- Dr. Wuhib Zenebe
- Dr. Genet Tsegaye

Address:

Lemi Kura Sub City Woreda 13 (Inside the Sunshine Real Estate Compound (Meri Luke)

Tel: +251 116 67 8020/21

Email: ethiopiaamc@gmail.com

International Office for Migration (IOM)

Migration Health Assessment Center (MHAC)

- Dr. Kalkidan Girma
- Dr. Seifu Shewalatek
- Dr. Ayub Mohammedata
- Dr. Niyat Tadesse
- Dr. Kaleab Dereje
- Dr. Betelhem Shewalem Zerga
- Dr. Meron Mesfin
- Dr. Sara Tesfaye Teferi
- Dr. Ahmed Abdikadir Hussein
- Dr. Hellina Desalegn Demisse
- Dr. Abdikadir Gedi

Address:

Bole Kefle Ketema, Woreda 01, Bole Road, near Medhane Alem Church and Edna Mall,
Behind Robel Plaza, Infront of Moyee Coffee

Tel: +251 116 68 0852, +251 111 30 1030

Alternative: +251 914 31 6731, +251 903 00 4920

Email:

iometmedicalappointment@iom.int

Online appointment system:

https://mymedical.iom.int/apps/omas/#_frmHome

Items to bring to your medical examination

Bring to the doctor the following items to complete the medical exam forms:

- Your visa interview appointment letter,
- Your passport,

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Medical Exam Instructions



- Six (6) recently taken passport-sized color photographs, and
- A copy of your immunization records.

Allow **at least one week** to complete the medical examination process. Schedule your medical exam no earlier than three (3) months before your scheduled immigrant visa interview at the Embassy. You are responsible for all medical examination fees, including x-rays and blood tests. Pay these fees directly to the examining physician or clinic.

During the medical exam

The medical examination includes a review of your medical history, a physical exam, a chest X-ray, a gonorrhea test, and a blood test (for applicants aged 15 and older). Applicants aged two and older must also undergo tuberculosis (TB) testing. Be ready to discuss your medical history, medications you take, and current treatments. Visit [Centers for Disease Control and Prevention Website](https://www.cdc.gov). (CDC) for more information on general medical requirements for U.S. immigrants. U.S. immigration law requires immigrant visa applicants to receive certain vaccinations before a visa can be issued. You can find the current vaccination requirements on the [Centers for Disease Control website](https://www.cdc.gov) and review [Frequently Asked Questions](#) about medical examination requirements online.

After the medical exam

IMPORTANT NOTICE - Please be advised that all applicants are required to appear at the Embassy for case prescreening after their medical exam, on the date the clinic scheduled for them. Prescreening appointments are scheduled Monday-Thursday at 1:30 p.m. Diversity Visa applicants should arrive at 1:00 p.m. on their scheduled date to allow enough time to pay the NON-REFUNDABLE application fee of \$330 (or equivalent in birr) per applicant. DV applicants will be provided with payment instructions when they arrive at the embassy for their prescreening appointment. Please read [Requirements for Diversity Visa Applicants.docx](#) carefully before paying.

Applicants will not be able to attend their scheduled interview if they have not gone to the Embassy for case prescreening prior to their scheduled interview. Failure to attend the prescreening appointment will delay the processing of your case.

The physician uploads your medical results to the eMedical system or sends hard copies directly to the Embassy, allowing the consular officer to review them.

The physician will give you any x-rays taken during the exam. You **DO NOT** need to bring the x-rays to your visa interview unless you have tuberculosis (TB). However, you must carry the x-rays with you when you travel to the United States for the first time.

Ensure your medical report is less than six months old when you enter the United States as an immigrant.

Pre-Interview Checklist ☒



Please use the list below to determine the items that the applicant must bring to the case prescreening and the immigrant visa interview:

- ☐ A copy of your NVC interview letter (does not apply to Diversity Visa, fiancé(e), adoptive, or asylee/refugee applicants).
- ☐ Unexpired passport valid for six months beyond your intended date of entry to the United States **and** a photocopy of the biographic page (where your name and photo are located).
- ☐ Two (2) color photographs of each person applying for a visa (5 cm x 5 cm, or 2 inch x 2 inch). Please review our [online photo requirements](#).
- ☐ Confirmation page from the Form DS-260 Application for an Immigrant Visa you submitted online at ceac.state.gov/iv.
- ☐ Your **original** birth certificate, English translation, **and** a photocopy.
- ☐ Medical examination results in a sealed envelope (*if the physician gives you these results*) or *accomplishing slip*.
- ☐ Original or certified copies of birth certificates for all children of the principal applicant (*even if he or she is not accompanying*).

Applicants who fall into any category below should bring these additional documents to the case prescreening and the immigrant visa interview:

For family-based visa applications:

- ☐ The appropriate Form I-864 Affidavit of Support for **each** financial sponsor along with a photocopy of the sponsor's IRS transcript or most recent U.S. federal income tax return, and any relevant W-2s.

Please note: To prevent unnecessary delays, additional evidence of the petitioner's finances is often useful: petitioner tax records for the last three years, job letters specifying salary and length of employment, W-2 forms, and/or payment stubs. Please bring recent financial information to your interview to show that the Petitioner meets the minimum Poverty Income Guidelines.
- ☐ Proof of your U.S. petitioner's status and [domicile](#) in the United States (photocopy of a U.S. passport, naturalization certificate, or lawful permanent resident card).
- ☐ Evidence of the relationship between the petitioner and visa applicant. Evidence may include historical photographs, communications such as letters/e-mails or phone records before and after marriage, social media (Facebook, Viber, SMS, etc.), bank records, money receipt orders, joint property, and joint management of finance, etc. The evidence must be authentic. If you do not have sufficient evidence of a family relationship, we may not be able to process your visa.
- ☐ Copy of J1 visa: If you have ever traveled to the United States on a J1 Non-Immigrant Visa, please provide a copy of that visa when you arrive at the embassy for interview. You may be subject to the 212(e) requirement of the Immigration and Nationality Act, which states that you must physically reside outside the United States for two years before you are eligible for an immigration benefit.
- ☐ *If you are married:* Your **original** marriage certificate, English translation, **and** a photocopy.
- ☐ *If you were previously married:* Your **original** divorce or spouse's death certificate, English translation, **and** a photocopy.

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Pre-Interview Checklist ☒



- ☐ *If you are older than 16 years of age:* The **original** police certificate from your country of current residence and countries of previous residence. If these three items are **all** true, you must bring a more recent police certificate to the interview:

1. You are older than 16 years of age;
2. You obtained a police certificate and submitted it to NVC more than two years ago; and
3. You still live in the country that issued the police certificate.

- ☐ *For employment-based visa applications:* A letter from your U.S. employer dated less than one month ago.

Please note: If you are immigrating to the United States through employment (such as EB1), the I-864 Affidavit of Support (AOS) is generally not required. The AOS is required only if your relative filed the IV petition on your behalf or has at least a 5% ownership interest in the business that filed the petition. The letter from your U.S. employer should also confirm that the employment officer is still valid and available as of the time of the interview. *This statement must be on employer stationary and be notarized.*

- ☐ *If you have ever been convicted of a crime:* Court and criminal records, English translation, **and** a photocopy.

- ☐ *If you have served in any country's military:* Military records, English translation, **and** a photocopy.

- ☐ *If you are adopted:* Adoption papers or custody documents, English translation, **and** a photocopy.

- ☐ *If you are the petitioner's stepchild:* The **original** marriage certificate of the petitioner and your biological parent, English translation, **and** a photocopy along with divorce records for any previous marriages of either parent.

Interview Guidelines



Follow these instructions to prepare for your case prescreening and Immigrant or Diversity Visa appointment at the U.S. Embassy in Addis Ababa. Read all instructions carefully.

U.S. law, specifically the Immigration and Nationality Act (INA), requires every applicant to prove they qualify for a U.S. visa. As the petition's beneficiary, you must show a valid relationship, verify your age and identity, and meet all requirements, such as education or work experience.

A consular officer will decide on your visa application only after reviewing your formal application and conducting your interview. **Receiving a visa is not guaranteed.** Do not make travel plans, quit your job, or sell property until you have a valid U.S. visa.

Sending documents to the U.S. Embassy Ethiopia

If you need to send documents, do not mail them directly to the Embassy. Instead, visit ais.usvisa-info.com to request information about courier services. Send only photocopies, not original documents, through courier or mail. Bring original documents **and** a photocopy for the Embassy's files to your visa interview.

Rescheduling or cancelling your interview

If you cannot attend your appointment, go to ais.usvisa-info.com to select a new date. However, try to attend your assigned appointment, as **there may be a long wait for the next available date**. For some family-based and employment preference visa categories, a visa became available during the month NVC scheduled your appointment. Diversity Visa (DV) applicants should note that visas are numerically limited and must be issued by September 30 of the program year. **Rescheduling your interview does not guarantee a visa will still be available.** Review the [Visa Bulletin](#) carefully before requesting a new date.

Reschedule your appointment using the "Missed My Appointment" option in your online account at ais.usvisa-info.com or by calling +251 011 558 2424. If you fail to attend your interview within one year, your petition may be canceled.

Note: You need to register your original NVC/KCC appointment online before you can reschedule it. Rescheduling is only possible on a date after your assigned appointment.

Security screening procedures

Follow all security procedures when visiting the U.S. Embassy in Addis Ababa, Ethiopia. Security personnel will not allow you to enter the Embassy if you refuse screening. To avoid delays for yourself and others, bring only the items required for your interview. If you leave items in your car, store them in the trunk and lock your vehicle. Do not leave personal items visible in the passenger compartment.

Arrive at least 30 minutes before your appointment to complete security screening. Applicants will not be allowed to enter after 10:00 a.m. on the day of their interview, regardless of the circumstances.

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Interview Guidelines



Items Prohibited in the Consular Section

Security regulations **prohibit the following items inside the Consular Section:**

- Weapons or explosive materials of any kind
- Sharp objects, such as scissors, pen knives, or nail files
- Laptops or larger electronic devices
- Personal electronic devices, including mobile phones, tablets, portable music players, smart watches, and other smaller electronic devices.
- Cameras or video recorders
- Software and media, including remote controls, flash drives, CDs, DVDs, or Bluetooth-enabled devices.
- Any bags, backpacks, briefcases, suitcases, leather bags, cloth bags, or shoulder bags.
- Food and beverage items, including bottled water (*baby formula/food may be excepted)
- Cigarettes (including electronic cigarettes), cigars, match boxes, and lighters
- Sealed packages

This list is not exhaustive. Other items may be prohibited at the discretion of the security staff.

Medical devices and medication are allowed in the waiting room.

Security will not allow you to enter the building with prohibited items. Arrange to store these items before entering the consular section. If you fail to follow these guidelines, you may face significant delays or the cancellation of your appointment.

Accompanying persons

Attorneys are **not** permitted to accompany clients into the waiting room or to their interview.

Access to the Consular Section waiting area is limited to the following:

- Applicants
- Parents (1) or legal guardians (1) of applicants under 18 years old
- Aides of disabled applicants
- Translators for applicants who do not speak English, Amharic, or other common Ethiopian languages

What to Expect on the Day of Your Prescreening Appointment and Visa Interview at the US Embassy Addis Ababa

Visa appointment holders must bring their appointment confirmation page and cannot enter more than 30 minutes before their appointment. Applicants attending case prescreening must show their medical exam completion slip to be admitted.

ARRIVAL

Arrive on time for your appointment. No more than 30 minutes before your appointment. You will not be allowed to enter after 10:00 a.m. on the day of your interview, regardless of the circumstances.

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Interview Guidelines



SECURITY SCREENING

When you arrive you will be required to go through a security screening. No personal items are allowed into the Consular waiting area. Bring only the documents necessary for your interview, including your passport, appointment packet, and other supporting documentation.

INTAKE

After security screening, staff will direct you to the consular waiting area. Then at the intake window present your appointment letter, passport, two photos, and civil documents.

INTERVIEW

When instructed, proceed to the window for your interview. The officer may ask for proof of relationship, financial documents and other relevant documentation.

DECISION:

At the end of the interview, the officer will decide your visa eligibility. Generally, the officer will decide in one of three ways:

1. The applicant is eligible for the visa.
2. The case must undergo further administrative processing prior to a final decision
3. The applicant is refused the visa.

The officer will explain the next steps. After that, your appointment will be complete, and you should leave the Embassy.

Immigrant visa fees

If you have not paid all required fees to either the National Visa Center or via the appointment website, be prepared to pay these fees on the day of your interview.

Note: The fee for an Immigrant Visa (IV) is USD 325.00 per person or the equivalent in local currency. IV applicants must pay this fee on the day of your prescreening if the petitioner (your sponsor) did not pay this fee in advance. The fee for a Diversity Visa (DV) is USD 330.00 per person or the equivalent in local currency. DV applicants **must** pay this fee at the U.S. Embassy at 1:00 pm on the day of your case prescreening.

If you are not eligible to receive a visa, the application fee cannot be refunded. You can find a complete list of fees on our [Fees for Visa Services webpage](#).

Do not make travel plans outside of Ethiopia

If your visa is approved, we will keep your passport at the embassy while we prepare your immigration packet and print a visa for your passport. We will return your passport to you later via courier services only. If you have to travel within Ethiopia while your passport is still with us, make sure you have a valid picture ID other than your passport.

After Your Visa Interview



If more information is needed

A consular officer may not immediately decide on your visa application if additional documents are needed or if the case requires further administrative processing. If the officer requests more documents, they will give you a refusal letter with instructions on how to submit the documents to the Embassy or upload them to the system.

Administrative processing requires extra time after the interview. Most cases are resolved within 60 days, but the timeline depends on the specific circumstances of your case. Wait **at least** 60 days after your interview before inquiring about the status of administrative processing.

What happens after visa approval?

Passport, Visa, and Sealed Immigrant Packet – We will place your immigrant visa on a page in your passport. Check your visa carefully to ensure there are no spelling errors and that your name matches exactly as it appears in your passport. If you find an error, return to the Embassy at 2:00 p.m. on any Wednesday and inform consular staff.

We will also give you a sealed envelope containing documents that you must present to U.S. immigration authorities when you arrive in the United States for the first time. If you received X-rays during your medical examination, carry them with you and give them to U.S. immigration authorities.

Do not open the sealed envelope. You must carry it with you; **do not** put it in your checked luggage. If you open the envelope you may be denied entry to the United States.

If your visa category requires you to be single (e.g. IR2, F2B, F2A child) you must remain unmarried until you travel to the United States and obtain Lawful Permanent Resident (LPR) status.

If you change your intended U.S. address after obtaining your visa, notify the immigration officer at the port of entry.

USCIS Immigrant Fee – All individuals who are issued immigrant visas overseas must **pay an [Immigrant Fee](#)** to U.S. Citizenship and Immigration Services (USCIS) **prior to traveling** to the United States. This fee is for processing your residency status and printing your Permanent Resident Card. The only people exempt from paying this fee are: children entering the United States under the Hague Process, returning residents, and people traveling on a K visa.

When You Should Travel – You must enter the United States *before* the expiration date on your visa, which is usually six months from the date of printing. If the visa category on your passport is F11, F21, FX1, F24, F31, F41, E11, E21, SE1 or DV1 the principal applicant must enter **before or at the same time** as other family members with visas. **The period of your immigrant visa validity is printed on the visa.** It may be less than six months if other documents in your case, such as your medical exam, expire within that time. Your visa is single-entry and not renewable except in exceptional circumstances.

Getting a Green Card – Your Form I-551 Permanent Resident Card, also known as a green card, will be automatically mailed to the address in the United States that you write in your visa application form. This is a very important document that proves you have permission to reside in the United States. *If you plan to travel outside the U.S. before your green card arrives:* Consult [USCIS's](#) and [CBP's](#) websites for rules about what documents you need to re-enter the country. We also recommend you check with the airline to ensure you are following their rules. *After receiving your card, do not stay outside the United States for more than one year. If you do, you will lose your status as a Lawful Permanent Resident.*

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After Your Visa Interview



Children's Issues – In the United States, children are required to have certain vaccinations before they can enroll in school. We recommend that you bring your child's complete vaccination records with you to the United States. If your child is adopted, you have full custody because of a divorce, or you share custody with another parent, you should bring a copy of all applicable adoption or custodial papers from the authoritative court in your home country. You will need these papers (translated into English) for issues such as school enrollment, medical care, and eventual citizenship.

Information for New Immigrants – Please visit the USCIS web page for helpful information on moving to the United States. You can read their publication "[Welcome to the United States: A Guide for New Immigrants](#)" online.

Diversity Visa Applicants – Additional Information



If you are interviewing for a Diversity Visa (DV), all the above instructions apply to you. Please schedule and attend a medical examination prior to your visa interview; gather the required documents; complete your prescreening; and enroll in the required courier service.

*Below are additional instructions that apply **only** to DV applicants. **For instructions including Amharic, read [Requirements for Diversity Visa Applicants](#).***

Bring to your interview

In addition to the documents listed on the Pre-Interview Checklist in this package, DV applicants should also bring the following items to your case prescreening and visa interview:

- ☐ Appointment information printed from the “Entrant Status Check” on the [E-DV website](#).
- ☐ Documents showing that you have either a qualifying high school education **OR** have two (2) years of qualifying work experience in the last five (5) years immediately prior to application (for the principal applicant only; more information is available on our [Diversity Visa Process webpage](#)).
- ☐ \$330 cash payment for the Diversity Visa Application Fee for each visa applicant. *This fee is non-refundable and must be paid prior to your case prescreening.* Payment instructions will be provided on their prescreening date.
- ☐ Educational qualifications: You must possess **one** of the following as evidence of your educational qualifications. You must submit official copies of school transcripts along with your educational certificates. These requirements are determined by U.S. immigration law, and are not determined by the embassy:
 - Proof of graduation from 12th grade (including an Ethiopian Leaving Certificate Examination, a University Entrance Exam, or a Higher Education Qualification Exam) showing at least 5 passing grades, **or**
 - A 12th grade ESLCE and a Teacher Training certificate, **or**
 - Proof of graduation from a four-year university.
 - *Note: TVET 10+3 or 10+4 certificates are no longer acceptable.*

If you do not meet the educational requirements, you may provide evidence of qualifying work experience. Qualifying work experience means at least two years of full-time employment in the past five years in a job that requires at least two years of college training or experience. Meeting the educational requirements through work experience is very challenging.

Qualifying occupations must have a Specific Vocational Preparation (SVP) rating of 7 or higher and fall under job zone 4 or 5 on the U.S. Department of Labor’s Occupational Skills List at onetonline.org. We strongly recommend researching your work experience on this website before going ahead with your Diversity Visa (DV) application if you plan to qualify based on work experience.

Somali citizens: The U.S. Embassy in Addis Ababa cannot verify educational or work experiences that occurred in Somalia. Without such verification, understand that it may not be possible to complete processing your case.

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Diversity Visa Applicants – Additional Information



If you submit fraudulent documents with your application, you will become ineligible for a visa. Trained professionals independently verify all documents. Do not risk presenting false documents. Marrying someone solely to gain immigration benefits through the Diversity Visa program will result in permanent ineligibility for both you and your spouse.

Review your DV Lottery entry

Prior to your visa interview, we recommend that you review the data on your initial E-DV entry. On your initial E-DV application, you must have correctly entered your marital status. If you are legally married you must have listed your spouse, even if you are currently separated from him/her (unless your spouse is a U.S. citizen or Lawful Permanent Resident). This includes children who are your spouse's from a previous marriage, and children who have been formally adopted. The only exceptions are:

- If your child is already a U.S. citizen or a U.S. Legal Permanent Resident, **or**
- If you were legally divorced before the DV entry.

Additionally, you must have listed ALL of your living children who are unmarried and under 21 years old. This includes your natural children, your spouse's children, or children you have formally adopted in accordance with the laws of your country.

Failure to have listed an existing spouse or children at the time of your entry in the Diversity Visa lottery will result in the denial of your visa and visas for your family. Any fees paid to the U.S. government in support of your visa application(s) are nonrefundable. If you failed to include a child who had already been born, or a spouse to whom you were married when you entered the lottery, you should not proceed with the visa application. You can review the eligibility requirements on our [Diversity Visa Process webpage](#).

Please be advised that there is no guarantee that Diversity Visas will be available after the month of your scheduled appointment.

Under no circumstance can a visa be issued after September 30.

K1/K3 Visas – Special Instructions



K-1 (Fiancé) / K-3 (Spouse) Visa Appointment Checklist

Please gather all the required documents **before your interview date**. Missing documents will delay your application.

Step 1: Complete the DS-160 Form

- a) Complete Form DS-160 online at: <https://ceac.state.gov/genniv/>
- After you submit it, the system will generate a **confirmation number** automatically.
- **Print the DS-160 Confirmation Page** for every family member applying for a visa and **bring all the printed forms to your interview**.

Step 2: Register, Pay the Fee, and Schedule Your Interview

- **Register:** Visit <http://ais.usvisa-info.com>, click **Register** and follow the on-screen instructions.
- **Pay Fee:** All K-1 and K-3 applicants must pay the \$265 visa application fee at any Bank of Abyssinia branch in Addis Ababa before they schedule an appointment.
 - Print the payment instructions from the website and take them to the bank.
 - You will be given a **Bank of Abyssinia payment receipt**.
 - Bring it to your interview as proof of payment.
- **Schedule Interview:** After you make your payment, schedule your interview by selecting a K visa appointment slot.
 - **Print the appointment confirmation page and bring it to your interview.**

Step 3: Complete Your Medical Examination

- Schedule your medical exam with one of our **approved panel physicians**. ***Make sure to schedule it at least 10 days before your interview date.***
- Please review the Medical Exam instructions at the beginning of this document for details about completing your examination.

Step 4: Gather Required Documents

In addition to your DS-160 Confirmation Page, bring all the following documents to your interview. Any missing items will delay processing.

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K1/K3 Visas – Special Instructions



- ☐ **Passport** - Must be valid for at least 6 months after the date your visa was issued.
- ☐ **Photograph** - One (1) color photo, 2" x 2", taken within the last 6 months. See photo requirements at travel.state.gov.
- ☐ **Birth Certificate** - Original and copy. Name and date of birth must match your passport.
- ☐ **Marriage Certificate(s)** - Original and copy, for all previous marriages.
- ☐ **Death Certificate(s) or Divorce Decree(s)** - Original and copy, for all previous marriages.
- ☐ **Police Certificate** - Required for all applicants ages 16 and older, from:
 - Your country of citizenship
 - The country you live in now (if you have lived there for 6 months or more)
 - Every country where you lived for 1 year or more.

Note: Police certificates are only valid for 1 year from date they were issued. If the certificates you have are older than that, you must get new ones to submit. There is guidance for each country at: travel.state.gov
- ☐ **Court Records** - Required if you were convicted of a crime or offense. Provide a certified court record for each offense.
- ☐ **Military Records** - Required if you served in the military of any country.
- ☐ **Medical Examination Results** - Required for all K visa applicants and children that will come to the U.S. with her or him. The exams must be conducted by an approved panel physician. Note: Medical exam results are only valid for 6 months from the date they were issued. Make sure your medical report is less than six months old when you enter the United States as an immigrant.
- ☐ **Application Fee Receipt** - A payment receipt from the Bank of Abyssinia as proof that you paid the \$265 visa fee.
- ☐ **Appointment Confirmation Page** - Printed copy of your scheduled interview confirmation.