

## IV Instruction Packet



### Immigrant Visa Section U. S. Consulate General, Guangzhou

**Mailing Address:** No. 1 South Shamian Street, Guangzhou, China 510133  
**Consular Office Location:** 5<sup>th</sup> floor, 2<sup>nd</sup> annex of Tianyu Garden,  
136-142, Linhe Zhong Rd., Guangzhou  
**Website:** <http://guangzhou.usembassy-china.org.cn/>  
**Fax:** (86)(20) 3884-4412

#### INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

Guangzhou has received your application information and is ready to proceed to the next phase of processing your visa. While the Consulate cannot assure you will receive your visa on the date of your visa interview appointment, you should now prepare for that appointment by taking the following steps.

**Complete and send** the enclosed form DS-230, Application for Immigrant Visa and Alien Registration as well as this document (Form 169). Obtain the following documents on this checklist that pertain to you. As you obtain each document, check the box before each item. Do NOT send the actual documents to the Consular office, as we will have to destroy them. You will not be scheduled for an appointment until you submit these forms.

**MAILING ADDRESS LABEL:**

Please get an EMS label from the China Post office and fill in the information required on the label (note: please write "Immigrant Visa Unit, American Consulate Guangzhou" in the sender's *Company Name* box, and write "No. 1, South Shamian Street, Guangzhou 510133" in the *Address* box). Then return the label, together with the forms DS-230 and OF-169, to the Consulate. This address label will be used to send you the appointment packet.

**PASSPORTS:**

Each applicant must have a passport that will be valid for travel to the United States for at least 8 months beyond the visa issuance date. Also, if you have an expired or cancelled passport, please bring it to the interview.

**FOUR PHOTOGRAPHS:**

Four unmounted full-face color photographs with white background on glossy paper. The photograph should measure 2 inches square (roughly 50 mm square) with the head centered in the frame. The head (measured from the top of the hair to the bottom of the chin) should measure between 1 inch to 1 $\frac{3}{8}$  inches (25 mm to 35 mm) with the eye level between 1 $\frac{1}{8}$  inches to 1 $\frac{3}{8}$  inches (28 mm and 35 mm) from the bottom of the photo. Applicants must not wear earrings, head coverings or dark glasses. Color Polaroid photos are acceptable. All applicants must submit photos, regardless of age.

**TRANSLATIONS:**

All documents not in English must be accompanied by certified English translations. A competent translator must certify the translation and swear to the accuracy of the document before a notary public.

BIRTH CERTIFICATES:

Each applicant must have one certified copy of his/her birth certificate. Applicants born in the People's Republic of China must have a birth certificate issued by a local notary public office. The certificate must state the date, place of birth and names of both parents (if deceased, so state). The certificate must also indicate that the public office extracted the information from official records. If someone adopted any of the applicants, that applicant must submit a certified copy of the final adoption decree. Photocopies are acceptable provided the applicant provides the original for inspection by the consular officer.

UNOBTAINABLE BIRTH CERTIFICATES:

In rare cases, a birth certificate may be unobtainable because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided the certificate contains the date and place of the applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. An officer may also consider a notarized statement, by a close relative, preferably the applicant's parent, giving the place and date of the applicant's birth, the names of both parents and the maiden name of the mother. An official authorized to administer oaths of affirmations must execute the statement. In such cases, bring all possible evidence concerning the birth.

POLICE CERTIFICATES:

The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. Police certificates are valid for one year. If specific questions arise regarding police certificates, please consult the consular office. Each applicant aged 16 years or older must submit a police certificate from (1) the police authorities of each locality of the country of the applicant's nationality, (2) current residence where the applicant had resided for at least six months since attaining the age of sixteen, (3) from all countries where the applicant has resided for at least one year, and (4) from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. (Some applicants will submit multiple certificates and some only one depending on his or her situation.) Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where applicants now reside must be of recent date when presented to the consular officer.

COURT AND PRISON RECORDS:

Applicants who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of the fact they may have benefited subsequently from an amnesty, pardon, or other act of clemency.

MILITARY RECORDS:

The Consulate requires a certified copy of any military record, if applicable and obtainable.

EVIDENCE OF SUPPORT:

The Consulate requires evidence that demonstrates you and the members of your family who will accompany you are not likely to become public charges while in the United States. Immigrant visa applicants will have to submit form I-864. K visa applicants will need to submit form I-134.

**MARITAL STATUS CERTIFICATES:**

The Consulate requires married persons to present a certified copy of their marriage certificate. Applicants who have married in the People's Republic of China must have a marriage certificate issue by a local notary public office. Unmarried persons, at marriageable age, must submit a certified copy of their unmarried certificate (with one year validity). The Consulate also requires proof of termination of any marriages (e.g. death certificate of spouse, final decree of divorce or annulment).

**ORIGINAL DOCUMENTS:**

If you are the beneficiary of a family-based immigrant visa petition, you must be prepared to present the originals of all civil documents that establish your claimed relationship to the petitioner. If your sibling, child or parent filed your petition, you must present the birth certificate of the petitioner. If a stepparent is petitioning you, present evidence of your relationship with the stepparent or evidence of the current relationship between your stepparent and birth parent. Additional evidence of a relationship typically includes, but is not limited to, family photographs and household registration. Bring with you photographs that establish your relationship to the petitioner before the petitioner immigrated to the United States.

**CUSTODY DOCUMENTS**

If the petitioner is not the birth parent of a child (under 18) on a petition, you must bring evidence that either (1) the petitioner's spouse has legal custody of the child, or (2) a notarized statement from the birth parent who has legal custody of the child, giving permission for the child to immigrate.

**RESUMES:**

In cases, where an applicant's profession requires a large and complex array of skills and/or education, the Consulate will require a detailed resume (in both Chinese and English) including all professional and educational history. Include a complete list of all of your employers, all specific job responsibilities and projects, and any publications you have written. Note titles, descriptions and dates of all publications. Be as comprehensive as possible.

**VISA EXTENSION NOTICE:**

Applicants who have traveled to the United States and received a visa extension should bring their approval notice(s). A photocopy is acceptable.

**Read the following carefully:**

Only submit one copy of each document when you are interviewed (However, multiple photographs are usually expected and welcome). You are advised, however, to obtain the necessary documents in duplicate, as this will enable you to provide identical copies in the event the first set is lost or damaged.

As soon as you have obtained all of the documents that apply to your case, read the statement at the bottom of this form, add your signature and date, and send the form to the consular office processing your case. You will not be scheduled for an appointment until you sign and return this checklist.

After you have sent this form to the consular office, the office will schedule you for a visa interview at the earliest possible date. It is not possible to predict when this will be since it depends upon when the priority date for your visa category and country becomes current. You will receive an appointment letter along with instructions for a medical examination one month before your scheduled interview with a consular officer. You will not normally receive any further correspondence from your consular office until the office has scheduled your appointment.

The total application fee for an immigrant visa is \$400 (or the equivalent in RMB), including a \$45 surcharge fee. Each applicant must pay this fee on the appointment date. IV applicants who have previously paid both the application and surcharge fees to the National Visa Center will not have to pay an additional fee at the interview. Payment in RMB is accepted. For K visa applicants, see attached “K Nonimmigrant Visa Application Fee”.

You need not check with the consular office unless you have to report a change of address or change in your situation such as marriage, death of petitioner, or birth of children. Do not send any documents to the consular office unless you are specifically requested to do so.

Enclosures:

1. Form DS-230: Application for Immigrant Visa and Alien Registration
2. Form I-864, Affidavit of Support

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### APPLICANT’S STATEMENT

I have in my possession and am prepared to present all the documents previously listed which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that I should not give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me.

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Date

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Case number

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Signature

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Print Name

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Current address

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***The consular office will not schedule you for an appointment until you submit this form and form DS-230. Do not send any other documents to this office.***

**Further Inquiries:** The U.S. Consulate General Guangzhou Immigrant Visa Section seeks to answer your questions and process your case as quickly as possible. To help accomplish this goal, the Immigrant Visa Section asks that inquiries about cases that have not yet been interviewed be directed to the U.S. Visa Information Center. The U.S. Visa Information Center will be able to provide immediate answers to your questions while allowing the Immigrant Visa section to devote its resources to the processing of pending cases. The U.S. Visa Information Center currently can assist callers in Mandarin, Cantonese and English.

Please call the U.S. Visa Information Center at 4008-872-333 within China, or 86-21-3881-4611 from other countries, from 7 AM to 7 PM (China Time) Monday-Friday and 8 AM to 5 PM on Saturday. Be prepared to provide the primary applicant’s name in pin yin and the case number. There is a charge for the phone call: prices are 54 RMB for 12 minutes or 36 RMB for 8 minutes. The Visa Information Center charge may be paid at any CITIC Bank office or on the Internet at <https://www.usavisainformation.com.cn/eng/index.aspx>. Once the charge is paid, you will be given a PIN number that must be given to the Visa Information Center when you call to verify the payment.

Additionally, the most commonly asked general questions are answered on our website : <http://guangzhou.usembassy-china.org.cn/>

**WARNING:** The U.S. Consulate General does not endorse or have a “special relationship” with any individual or business that offers advice or assistance with the visa process. No one can guarantee the issuance of a visa to you. The only U.S. consular office is located on the 5<sup>th</sup> floor at Tianyu. All U.S. government forms are free. **Beware:** Many visa applicants lose money or are permanently barred from the United States as a result of misleading information and fraudulent applications provided by visa consultants. Information regarding the visa process is available at: <http://guangzhou.usembassy-china.org.cn/> .

(Rev: 5/09)



## 美国驻广州总领事馆移民签证部

通讯地址：广州市沙面南街1号 510133

领事部办公地点：广州市林和中路 136-142 号天誉花园二期 5 楼

网址：<http://guangzhou.usembassy-china.org.cn/>

传真：(86)(20) 3884-4412

### 移民签证申请说明

广州领事馆已收到你的移民申请档案并准备好对你的签证进行下一阶段的处理。虽然本馆不能确保你在面谈当日能拿到签证，你应该从现在开始为面谈作如下准备。

填写随信寄给你的 DS-230 表，即“移民入境签证及外籍人士登记申请表”和此表(169 表)，并寄回本馆。准备下述与你有关的文件。当你取得一份文件时，请在该项前面方格内用“X”号标出。切勿把这些资料寄到本馆，因为我们将不得不将其销毁。在你交回这些表格之前，你将不会被安排签证面谈。

#### 通讯地址详情单

请从中国邮政局获取一份 EMS 邮件详情单，并填写要求的信息（注意：请在寄件人单位名称一栏写上“美国驻广州总领事馆移民签证部”，地址一栏写上“广州市沙面南街一号 邮编 510133”。然后将此详情单连同 DS-230 表和 OF-169 表一起寄回本馆。该详情单将被用以邮寄约见邮包给你。

#### 护照：

每位申请人都必须持有一本有效的可前往美国的护照，且自签证签发之日起至少有八个月的有效期。另外，如你有已过期或作废的护照，请面谈时带上。

#### 4 张签证照片：

4 张白底彩色照片。照片必须光洁，未经裱褙。照片的尺寸为 2x2 英寸（大约为 50 毫米 x 50 毫米）正方形，头像居于正中。头部（从头顶至下巴）在 1 英寸至 1 $\frac{3}{8}$  英寸之间（即 25 毫米至 35 毫米），眼睛到照片底部的距离为 1 $\frac{1}{8}$  英寸至 1 $\frac{3}{8}$  英寸（即 28 毫米至 35 毫米）。免冠，不可戴耳环和墨镜。一次成相“宝丽来”照片亦可。申请人无论年龄大小，均须提供照片。

#### 译文：

所有非英文文本文件都必须附上经审查核实的英文译本。英文译本须经合格的翻译审核并由该翻译在公证员面前宣誓其内容与原文相符。

#### 出生公证书：

每位申请人都必须有一份经审查核实的出生公证书。在中华人民共和国出生的申请人必须提交一份由出生地或住地公证处出具的出生公证书。出生公证书必须列明出生日期、出生地点及父母的姓名（如已故，则应注明）。此外，还应表明其内容源于正式出生记录。如果申请人是被收养的，该申请人必须提供经审查核实的收养公证书。复印件必须连同原件面谈时一并呈交美国领事官员审查。

无法取得的出生公证书:

在极少情况下, 由于档案被销毁或者有关部门政府不发证件, 出生公证书可能无法取得。在这种情况下, 你应该从民政登记机关取得一份说明, 并取得一份辅助的出生证据。如果申请人在出生不久后就接受了洗礼, 则可以提交洗礼证书作参考; 但此类证书必须包括申请人的出生日期、出生地点及其父母的情况等。领事官员也会考虑由申请人的近亲, 最好是申请人的父母提供的一份经公证的说明书, 列明申请人的出生日期、出生地点及父母的姓名和曾用名等。此类说明必须在有权监理宣誓或证词的官员面前填写。在这种情况下, 请将有关你出生的任何辅助证据都一并带上。

警方证明:

本段所提及的“警方证明”是指由有关警方当局根据有关申请人的档案记录所签发的证明, 包括申请人是否被捕过、被捕的次数和原因以及记录在案的每个案件的处理情况。警方证明有效期为一年。如就警方证明还有具体问题, 请与本馆联系。凡年满 16 岁或以上的申请人必须提供一份警方证明。该证明必须是由 (1) 申请人国籍所在国的警方当局出具的, (2) 自申请人年满 16 岁起居住超过六个月的目前居住地的警方当局出具的, (3) 申请人居住一年以上的所有国家的警方当局出具的, 或者 (4) 申请人曾被捕的任何地方的警方当局出具的警方证明, 无论申请人是因何事被捕, 且不论居住时间的长短 (根据个人情况的不同, 有些申请人需提交多份警方证明, 而有些则只需提交一份警方证明)。警方证明必须包括申请人在所有地方整个居住期间的情况。由申请人现在居住的地方警方当局出具的证明必须是近期签发的。

法院及监狱记录:

曾被判刑的申请人, 不论其以后是否受到特赦或其他宽大处理, 必须提供一份经审查核实的相关审判记录及监禁记录。

服役记录:

如有经过审核的服役记录并且能够提供, 请准备一份。

经济担保材料:

本馆要求你提供证据证明你及随行家属在美国不会成为公众负担。移民签证申请人须提交 I-864 表。K 类申请人需提交 I-134 表。

婚姻状况公证书:

已婚人士必须提交一份结婚公证书。在中华人民共和国登记结婚的申请人必须提交住地公证处出具的结婚公证书。到达结婚年龄的未婚人士须提交一份有效期为一年的未婚公证书。如有既往婚史, 则应提供有关证据 (例如: 配偶死亡公证书, 离婚公证书或婚约废止证明)。

证件原本:

如果你是家庭类移民签证申请的受益人, 你必须准备所有能证实你与美国申请人所述关系的证件原本。如果为你办理申请的是你的兄弟、姐妹、子女或父母, 你必须提供其出生公证书。如果为你办理申请的是你的继父/母, 提供你与继父/母或你的继父/母与生父/母的现时关系证据。典型的关系证据包括, 但不限于, 家庭合照和户口本。请带上证明你和美国申请人关系的在其移民美国之前照的合照。

监护权文件

如果美国申请人不是受益人 (18 岁以下) 的亲生父/母, 你须出示 (1) 美国申请人的配偶拥有受益人的合法监护权的证据, 或 (2) 拥有受益人合法监护权的亲生父/母出具的经过公证的允许受益人移民的声明。

□ 简历:

在某些情况下,如申请人的工作要求高学历和复杂的技术,本馆可能会要求其提供一份详细的包含所有工作和教育经历的中英文简历。简历须列出你的历任雇主;详细的工作职责和工作项目;以及所撰写的出版物。出版物的题目、内容描述和出版时间须标明。请提供尽可能全面的资料。

□ 签证延期许可证明

曾经去过美国并且获准签证延期的申请人必须出示签证延期许可通知或复印件。

□ 请仔细阅读以下内容:

面谈时提供的文件一式一份即可,但本馆建议你准备双份的文件。这样万一文件遗失或损毁,你有新的可以补上。

一旦你获得与你的申请有关的所有的文件,阅读此表底部的声明,署名和日期并将其寄回本馆。在你寄回此表之前,本馆不会安排你的签证面谈。

在你将此表寄回本馆之后,我们将尽早安排你的签证面谈。由于签证面谈日期取决于你的签证类别和国家的优先日期,因此很难预计面谈的具体日期。你会在面谈前约一个月收到预约信和体检说明。在预约面谈之前,一般情况下,本馆不会再与你联系。

移民签证申请费总额是 400 美元,其中包括 45 美元的附加费。每个申请人都必须在面谈当日支付此项费用。已在美国签证中心缴交移民签证申请费及附加费的申请人,面谈当日无需另交费。费用可以用人民币付款。K 签证申请人的缴费请参看“关于 K 签证手续费的说明”。

除非你想要更改地址或更新你的有关情况,如婚姻状况,美国申请人亡故,子女出生等,否则你不必再与本馆联系。除非本馆有特别要求,请勿向本馆寄送任何文件资料。

附件:

1. DS-230 表,移民入境签证及外籍人士登记申请表
2. I-864 表,经济担保书

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**在你寄还此表和 Form DS-230 表之前,本馆将不会为你预约签证面谈日期。请勿向本馆寄送任何证件资料。**

**咨询:** 美国驻广州总领事馆移民签证部希望能够尽快地回答您的问题及办理您的申请。为达成这一目标,本移民部要求所有有关面谈之前的问题都直接向美国签证信息中心咨询。美国签证信息中心可以马上解答您的问题,让移民签证部投入更多资源处理申请档案,申请人及受益人也同样受惠。美国签证信息中心现时可对讲普通话、广州话和英文的咨询者提供服务。中国境内的请拨打 4008-872-333,中国境外的请拨打 86-21-3881-4611。该中心工作时间为周一到周五早上7点至晚上7点(中国时间),周六早上8点至下午5点。申请人须提供:中文姓名及其拼音、档案号码、身份证号码、护照号码、电话号码及出生日期。进入该签证信息中心系统需支付一定费用,费用为每12分钟人民币54元或每8分钟人民币36元,该费用可在各中信实业银行或在网上预付,网址为 <https://www.usavisainformation.com.cn/eng/index.aspx>。预付后您会得到一个预付密码,拨打签证信息中心时需提供该预付密码以证实您已缴款。

另外, 最常见的问题在我们的网站<http://guangzhou.usembassy-china.org.cn/> 上有作答。

**郑重声明:** 美国领事馆不认同并且不与任何个人或签证咨询机构存在“特殊关系”。没有人能够保证您的签证获得批准。美国领事部唯一的办事处位于天誉花园二期五楼, 所有美国政府提供的表格均是免费的。**请注意,** 许多申请人由于使用了咨询机构提供的错误指引和虚假文件而导致金钱的损失或被永久地拒绝进入美国。您可以登录以下网站了解相关的签证程序:

<http://guangzhou.usembassy-china.org.cn/>

### 申请人声明

我已获得以上所列用“X”号标记的所有与我的申请有关的资料, 随时可以呈交。我深知, 事先无法确定何时或能否得到签证; 在得到签证之前, 我不应辞职, 处理财产, 或确定旅行安排。

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日期:

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档案号码:

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签名:

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姓名(正楷):

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目前地址:

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