



How to File for U.S. Immigrant Visa

There are two parts involved in applying for U.S. immigration. The first one is the filing of the petition by your sponsor for family-based or employment-based immigration. The second part covers the steps you will take after you receive notice from the National Visa Center (NVC) that the United States Citizenship and Immigration Services (USCIS) has approved your petition.

PART 1. STEPS TO TAKE IN FILING THE PETITION

The process of getting a U.S. immigrant visa seems quite simple, if you look at its overview. It only has four major steps and a few sub-processes underneath, like this:

1. **Submit a petition.** Your sponsor or your relative submits a petition to bring you to the United States.
2. **After the petition has been approved**
 - Check the priority date. This is the waiting period until an immigrant visa becomes available based on the annual quota.
 - Begin (NVC) processing. This starts after the U.S. Citizenship and Immigration Services or USCIS sends you confirmation of the approval of the petition.

3. Submit documents to NVC

- Payment of processing fee
- Establishment of financial support
- Submission of visa application and supporting documents

4. Interview

- Prepare for the interview
- Visa application interview
- After the interview, you still have to wait for the confirmation if your visa is approved or denied.

The process looks quite easy. However, the preparation for each step takes time. The documents to be submitted are many. If the documents of the person being petitioned are not in English, these will have to be translated. The translation of documents must be done by a professional translator. Some documents need to be certified. The rules for the submission of the required documents are very strict. Even if you or your relatives speak English, you are not qualified to do the translation. A single error in the translation can cause the denial of the petition. Click [here](#) to request a free quote for document translation.

PART 2. STEPS TO TAKE AFTER THE APPROVAL OF PETITION

Once the USCIS has approved your petition, it will be forwarded to the NVC; however, there could be a delay between your receipt of the notice from the USCIS regarding the petition approval and the NVC's receipt of the actual approved copy of the petition. Upon receipt of the approval from the USCIS, the NVC creates a case number for your petition, usually within 24 hours. The case will remain with the NVC until it becomes current, which can take several months or years, depending on the immigration category.

Check Priority Date

The PRIORITY DATE shows the amount of time that the sponsor and the applicant need to wait before the immigrant visa becomes available. The availability of the immigrant visa depends on three factors:

- The annual limit on visa categories set by the U.S. immigration laws (Immigrations and Nationality Act or INA)
- The date the petition was filed
- The number of immigrant visa applicants

Important points to remember:

- Immigrant visas for “immediate relatives” of U.S. citizens are always available and are unlimited in number. To qualify for this category, you must be: a parent/parents of a U.S. citizen; the spouse of a U.S. citizen; or an unmarried child of a U.S. citizen who is still under 21 years of age.
- The number of immigrant visas is limited if you are an individual under a “preference category.” The visa numbers are distributed by the U.S. Department of State. For the family sponsored preference categories, the annual limit is 226,000. In the employment-based preference categories, 140,000 visas are available each year. The allocation of visas also depends on the limits that are set for each country.

At **Day Translations, Inc.**, we are highly skilled in [immigration translation services](#) and knowledgeable about the immigration process. As a professional translation agency, we can help you to understand how the entire immigration process works, including priority dates, visa allocations and what you need to do after the approval of the immigrant petition (Form I-130 – Petition for Alien Relative or Form I-140 – Immigrant Petition for Alien Worker).

Begin National Visa Center Processing

The National Visa Center (NVC) is the agency that completes the pre-processing of immigrant visas, and also collects the forms, documents and visa fees from the petitioners (sponsors) and the visa applicant (you).

Day Translations, Inc. can begin assisting you as soon as you receive notice from the NVC, informing you that your visa application is approved. The NVC will also provide you with instructions, which we can translate into your language, so that you know the next steps to take; when to pay the required fees; the total cost; and which documents to submit and when they are needed. We can make this stage of the process much easier by providing you with certified translations of all your documents, from any foreign language into English.

What will be required of you?

After you receive notice from the NVC, you need to establish several things before your visa application can be processed.

First, you need to establish a communication option, so that the NVC can easily contact you throughout the entire process. Email is the preferred option, as it is the fastest and most secure way for the NVC to communicate with you.

You need to enroll your case for the NVC email system by sending an email to nvcinquiry@state.gov

In your first email, you must include the following:

- Your primary email address (you can include more than one).

If your petition is family-based, include the following:

- Applicant's full name
 - Email address
 - Date of birth
- Petitioner's full name
 - Email address
 - Date of birth
- Name, email address, postal address of an attorney of record (if applicable)
 - Email address
 - Date of birth

If the petition is employment-based,

- Name and address of the employer sponsoring your petition

Once this information is registered, the NVC will stop sending you letters by post and will send all correspondence to your email address/es.

Choice of contact for all NVC correspondence

You need to notify the NVC about your preference for handling the correspondence you send and receive as part of the application process. All messages can be sent directly to you, so that you are then responsible for translating any of the English-language information that you do not understand. You can also register a friend or family member, your petitioner, an attorney, or a professional immigration assistant as your agent to handle all correspondence between you and the NVC. Complete and submit Form DS-261 Choice of Address and Agent to register your agent's details.

Submission of documents to the NVC

When the NVC informs you that the processing of your petition can begin, you (as the visa applicant), your petitioner or your designated agent will need to gather all of the required documents and submit them to the NVC. You will need to follow the step-by-step process:

- Pay the fees for both the immigrant visa application and the affidavit of support review.

- Submit the visa application and supporting documents (from you as the applicant).
- After you complete the first three items and your priority date becomes current, the NVC will schedule your interview at a U.S. Embassy or Consulate that is near your location.

Note: Before an immigrant visa interview is scheduled for you, the NVC ensures that all immigrant visa application forms and Affidavit of Support forms have been submitted, and all fees have been paid.

The NVC will send the invoices at the appropriate time:

- The invoice for the Affidavit of Support fee will be sent to the petitioner.
- The invoice for the Immigrant Visa Processing fee will be sent to the applicant or the designated agent that the applicant has chosen.
- If an attorney represents the applicant, both invoices will be sent to the attorney.

The preferred payment option is Online Payment, but payment by mail is also accepted. Only specific agencies can handle the payments, so payments should never be sent to the NVC.

What to expect after the payment of fees

When your case is nearly current, the NVC will send you a notice and start processing your case. The first notice will consist of the payment details for the Affidavit of Support (Form I-864) fee and the Form DS-3032 Choice of Address and Agent. You must respond to the first notice within one year, or the NVC will terminate your case.

After payment of the Affidavit of Support fee, you will be asked to download the I-864 form and instructions from the NVC website for completion. Send the completed form and the required documents to the NVC. After the NVC has received these, it will send you the invoice for the Immigrant Visa Processing fee.

Upon payment of the Immigrant Visa Processing fee, you will be sent the Instructions Package for Immigrant Visa Applicants. The Instructions Package contains detailed instructions on how to download the Internet forms, scan the completed forms and then send them as email attachments.

Submission of the immigrant visa application and supporting documents

After payment of the required fees, the next step is to follow the instructions that you receive from the NVC. You need to complete Form DS-260 Immigrant Visa and Alien Registration, which is available on the Consular Electronic Application Center (CEAC) website. To complete the online form, you need to log in to the CEAC website by using the following numbers that are sent to you by the NVC:

- NVC-assigned case number
- Beneficiary ID number
- NVC invoice ID number

After you submit Form DS-260, make sure that you print out the confirmation page, as you must present it at your visa interview.

Now you need to prepare all of your civil and personal documents and photographs. This is when **Day Translations, Inc.** can make the process easier for you again. Not only can we professionally translate your documents into English, but we also make sure that all translations are [certified and notarized](#), and will be submitted together with the original copies. It is a good idea to prepare two identical sets of your documents.

Typically, you will need to gather the following documents:

- A clear copy of your birth certificate, together with the original certificate
- Court and prison records (if applicable)
- Deportation records (if applicable)
- Marriage certificate
- Prior marriage termination document (final divorce decree, annulment, death certificate)
- Military records (if any)
- Police certificates
- Original or certified true copies of the petitioner's documents (birth certificate, marriage certificate)
- Photocopy of the biographic data page of your valid passport
- Custody documentation (if applicable)
- Photographs

Notes: It is critical that you only submit the documents that are required, no more, no less. It is also a good idea to get duplicate copies of all your documents, in case of loss of the first set.

All the documents should be sent to the NVC, where they will be reviewed for completeness. If everything is in order and you have qualified for an interview, your documents will be sent to the appropriate U.S. Embassy or Consulate. The embassy or consulate will then send you, your agent and your petitioner an interview appointment letter that shows the date, time and location of your interview. You will also be given a list of the documents that you need to present at the interview.

Make sure you review and understand all of the instructions that are sent by the embassy. If you have any difficulty understanding the English instructions, **Day Translations, Inc.** can translate them into your language.

About a month before your scheduled interview, the embassy or consulate will send you the details of the authorized medical facility where you will be required to undergo a medical examination.

Preparing for the Interview

If you reach this stage, then you are close to obtaining your U.S. visa, but first, you must pass the interview. A lot of preparation is required for the interview, so make sure that you understand all of the instructions and always ask a professional translator for help, as the instructions are written in English.

In regard to the documents that you need to present at your interview, you may be required to submit the original or certified copies, as well as one photocopy of each of the documents requested by the NVC. If you sent the NVC scanned copies by email, you need to present the original and photocopies of each document. You must also present your medical examination results in a sealed envelope (if provided), unless your results were sent directly to the embassy or consulate.

Attending the interview

A consular officer will conduct the interview. Digital fingerprint scans are taken as part of the interview process. You need to present your appointment letter, sent to you by the NVC, together with your valid passport and all other required documents. Two identical color photographs that meet the photo requirements should also be presented, along with your medical examination results.

Note: An interview for a U.S. immigrant visa does not guarantee your entry into the United States. Do not make permanent commitments, such as selling your property, resigning from your job or finalizing travel arrangements, until you have officially received the immigrant visa.

It is very important that you contact the U.S. Embassy or Consulate before your interview date if there is a valid reason that you cannot attend your scheduled interview. Failure to contact the embassy or consulate within one year after you receive your interview appointment notice will result in the termination of your case and the cancellation of your immigrant visa petition. Any fees that you paid are not refundable.

After the visa interview

You will be informed about the consular officer's decision immediately after your interview. If your visa is approved, an officer will request that you leave your passport with the embassy. You will be informed when you can obtain your passport and visa.

If a visa is denied, the consular officer will also explain why you were ineligible.

After receipt of the visa

After you receive your passport with the visa attached, review all of the information printed on the visa to ensure there are no errors. If you see any errors, immediately inform the consulate or embassy. You will also receive a sealed packet with your passport and visa, but you must not open it. You must present the sealed packet to the U.S. Customs and Border Protection office at your point of entry into the United States.

Usually a U.S. visa is valid for six months from the date it is issued, so you should make arrangements to travel to the United States within the allocated time period. However, if your medical examination expires ahead of your visa expiration date, then you will need to travel earlier.

You will also need to pay the USCIS Immigrant Fee to the USCIS office, as instructed, once you receive your immigrant visa. This is an online payment. The USCIS will not issue Form I-551 or the Permanent Resident Card (Green Card) unless this fee has been paid.

Day Translations, Inc. understands the difficulties an applicant must go through before an immigrant visa is secured, and this is why we want to make the process easier by supporting you from beginning to end. Our team of professional translators is always ready to assist you and answer your questions if you encounter any type of problem.

The gathering of all personal and civil documents for translation, certification and notarization, in accordance with the requirements and instructions of U.S. immigration laws, is a crucial part of any immigrant visa application. Our professionals will firstly help you to fully understand the process, and will then provide you with friendly and knowledgeable assistance until you finally step on American soil as a Lawful Permanent Resident.

Get in touch with us by sending us an email at contact@daytranslations.com or giving us a call at 1-800-969-6853. Our offices are open 24 hours a day, every day of the week. We will be able to assist you wherever you are, whenever you need us.



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