



K-3 Instructional Packet

Below are the required forms and instructions for further processing your K3 visa. You are instructed to follow and complete the following:

- Fill out Form DS-160 go to http://travel.state.gov/visa/forms/forms_4230.html
- Obtain beneficiary's original Birth Certificate plus a copy.
- Obtain Marriage Certificate between Beneficiary and Petitioner plus a copy.
- Termination of prior marriages if applicable plus a copy.
- Evidence of financial support (Form [I-134](#) Affidavit of Support, may be requested).
- Police Clearances. Please see enclosed instructions.
- Valid Passport(s).
- Deportation papers, if applicable.
- Court and prison records, if applicable.
- Military records, if applicable.
- Provide proof of relationship between Beneficiary and Petitioner.
- MRV fee receipt of \$265/ SR 1, 007. This must be paid by going to www.ustraveldocs.com and clicking on [265.00 USD Visa Classes – K](#). A visa application fee deposit slip should appear. This deposit slip should be taken to a SAMBA bank for payment of your fees.
- 2 Photographs (2”X2”). See enclosed photo requirements.
- Medical Report. See enclosed instructions.
- **Certified Translations of any original documents not in English must be provided.**

When you have obtained **all of the items** which apply to you as noted above, you must mail in the DS-160 confirmation page(s) (and any eligible children applying for K-4 visas) and 2 photographs (5cmX5cm with background) page with a copy of your passport to:

Our Mailing Address: (Recommend SMSA Courier Express mail)
Immigrant Visa Unit
American Embassy
P O Box 94309
Riyadh 11693
Diplomatic Quarter, Kingdom of Saudi Arabia

For any further assistance or inquiries you can contact us at: RiyadhIV@state.gov

Instructions for completing DS 160 Part 1

Background

You can access the DS-160 at:
<http://travel.state.gov/content/visas/english/forms/ds-160--online-nonimmigrant-visa-application.html>

Who completes the form

Each family member that is eligible to travel to the United States with you under this visa classification is required to complete the DS-260.

Completing the form

Please fill out the DS-160. For details please visit
<http://travel.state.gov/content/visas/english/forms/ds-160--online-nonimmigrant-visa-application.html>

When complete

When you have obtained all of the items that apply to you mentioned in the cover sheet, with all applicants passport biographic pages.

Translation Requirements

All documents not written in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified translations and submitted to the NVC. The translation must include a statement signed by the translator stating that the:

- Translation is accurate, and
 - Translator is competent to translate.
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Evidence of financial support

During the visa interview, applicants will be required to present evidence to the consular officer that they will not become a public charge in the United States. You may present evidence that you are able to financially support yourself or that your U.S. citizen fiancé (e) is able to provide support. The Consular Officer may request that a Form I-134, Affidavit of Support be submitted by the U.S. citizen fiancé(e).

The U.S. citizen fiancé(e) will need to submit Form I-864 to USCIS with the application for adjustment of status to that of legal permanent resident following the marriage.

Documents You Need to Obtain

Document requirements

Please obtain the *original documents* or *certified copies* from an appropriate authority (the issuing entity) for yourself and each family member who will accompany you to the United States. All documents that pertain to your petition are required, even if they were previously submitted to the CIS with your petition.

Note: Do not send any of the documents in this section to the National Visa Center. You must submit them at the time of your immigrant visa interview.

Birth certificates

Obtain the original, or certified copy, of the birth record of each family member (yourself, your spouse, and all unmarried children under the age of 21).

The certificate must contain the:

- Person's date of birth
 - Person's place of birth
 - Names of *both* parents, and
 - Annotation by the appropriate authority indicating that it is an extract from the official records
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Unobtainable birth certificates

Your birth record may not be obtainable. Some reasons are listed below.

- Your birth was never officially recorded.
- Your birth records have been destroyed.
- The appropriate government authority will not issue one.

Please obtain a certified statement from the appropriate government authority stating the reason your birth record is not available. With the certified statement you *must* submit secondary evidence. For example:

- A baptismal certificate that contains the date and place of birth and both parent's names providing the baptism took place shortly after birth
- An adoption decree for an adopted child, or
- An affidavit from a close relative, preferably the applicant's mother, stating the date and place of birth, both parent's names, and the mother's maiden name.

Note: An affidavit must be executed before an official authorized to take oaths or affirmations. Information regarding the procedures for obtaining birth certificates is usually available from the embassy or consulate of the country concerned.

Police certificates

Police certificates are required for each visa applicant aged 16 years or older. The table below shows how many police certificates are required based on where each applicant lives and has lived previously. Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

IF the applicant...	AND...	THEN the applicant needs a police certificate from...
is living in their country of nationality at their current residence for more than 6 months	is 16 years old or older	the police authorities of that locality.
lived in a different part of their country of nationality for more than 6 months	was 16 years or older at that time	the police authorities of that locality.
lived in a different country for more than 12 months	was 16 years or older at that time	the police authorities of that locality.
was arrested for any reason, regardless of how long they lived there	was any age at that time	the police authorities of that locality.

The police certificate must cover the entire period of the applicant’s residence in that area, and the appropriate police authority’s records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record.

Note: Police certificates from certain countries are unavailable. More specific information is available from NVC or the nearest United States immigrant visa processing post, or online at:

http://www.travel.state.gov/visa/fees/fees_3272.html

Saudi Police Clearance Letter

A Saudi Police Certificate is required for all applicants over 16 years of age. In order to obtain the police certificate for immigration purposes, applicants will need to obtain a letter addressed to the Saudi authorities from the U.S. Embassy in Riyadh or U.S. Consulates General in Dhahran or Jeddah .

Applicants will need to bring their Saudi resident permits and the notice from NVC or KCC (for Diversity Visa applicants) or from the US Embassy requesting the police clearance. The notice should include the case number and the applicant's name.

Upon receipt of the requested police letter, applicants should go to the Ministry of Foreign Affairs Office for authentication and then to the police station in your district for processing.

Police certificates are valid for one year only.

Applicants may request letter from the appropriate U.S. Mission office as follows:

U.S. Embassy Riyadh: Applicants may send an e-mail to RiyadhIV@state.gov to request an appointment.

U.S. Consulate General Dhahran: Applicants may make an appointment for notarial service at: <https://evisaforms.state.gov/acs/default.asp?postcode=dhr&appcode=1/>

U.S. Consulate General Jeddah: Applicants may make an appointment for notarial service at: <https://evisaforms.state.gov/acs/default.asp?postcode=JDD&appcode=1>

Passports A Passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included on a parent's passport, but if over the age of 16, they must have their photographs attached to the passport.

Deportation Applicants who have previously been deported or removed at government expense from the United States must obtain Form I-212, Permission to Reapply after Deportation, from the U.S. Citizenship and Immigration Service, or from a U.S. Embassy or Consulate, and follow the instructions included on that form.

Court and Prison Records Persons who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency.

Court records should include:

- Complete information regarding the circumstance surrounding the crime of which the applicant was convicted, and
 - The disposition of the case, including sentence or other penalty or fine imposed.
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Military records Persons who have served in the military forces of any country must obtain one copy of their military record.

Note: Military records from certain countries are unavailable. More specific information is available from NVC or the nearest United States immigrant visa processing post.

Marriage certificates Married applicants must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

Termination of prior marriages Applicants who have been previously married must obtain evidence of the termination of **EACH** prior marriage. Evidence must be in the form of original documents issued by a competent authority, or certified copies bearing the appropriate seal or stamp of the issuing authority.

Acceptable evidence is a:

- **FINAL** divorce decree
- Death certificate, or
- Annulment.

Translations

Applicants must obtain English language translations of any documents that are written in another language.

The translation must include a statement signed by the translator that states that the:

- Translation is accurate, and
 - Translator is competent to translate.
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Children who are about to Reach 21 Years of Age

Important Information

If you have children who intend to immigrate with you to the United States, or to join you in the United States at a later date, please read this important information.

In order to immigrate with you to the United States, or to follow you at a later date, your children **must** be:

- Unmarried
- Eligible to be listed under your visa classification, and
- Under the age of 21 at the time they enter the United States.

Note: Children of mothers, fathers or spouses of United States citizens, must have separate immigrant visa petitions filed on their behalf.

Notify by Email

If any of your children will turn 21 within 60 days, please notify the U.S. Embassy Immigration Unit at RiyadhIV@state.gov

Note: If visas will be available in your category prior to your son or daughter's birthday, we will expedite processing of your case in order to ensure that your son or daughter will be able to immigrate with you. Unfortunately, we cannot assist you if visas are not available in your category prior to your son or daughter's birthday.

Notify Immigration Unit by mail

If you want to notify the Immigration Unit handling your case in writing then our mailing address is:

**Immigrant Visa Unit
American Embassy
PO Box 94309
Riyadh 11693
Kingdom of Saudi Arabia**

Failure to notify Immigration Unit Failure to notify NVC that you have a child who will turn 21, could result in that child being above the legal age at the time your visa is issued. In that event, you will be required to file a separate petition for your child after you immigrate, and your son or daughter will face a waiting period before he or she will be eligible for visa processing.

Bringing your documents You should bring the originals of all required civil documents to your interview. All original civil documents will be returned to after your interview.

When to write The Immigration Unit cannot guarantee how long it may be before you are scheduled for an appointment for a visa interview. Please write to us if the circumstances of your application have changed. For example:

- Change of address
 - Change of marital status
 - Death of petitioner
 - Birth or adoption of additional children
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Medical Examinations

In order to complete the Immigrant Visa application process, all applicants must receive a medical examination from one of the US Embassy-approved panel physicians. Applicants must present their appointment letter found below to the physician.



Riyadh, Saudi Arabia

Date:

To: Physician-in-charge

Riyadh:

Olaya Medical Center, Tel: 464-5501

Al Warood Medical Center, Tel: 470-3355

Jeddah:

Abu Zinadah Hospital, Tel: 651 0652 or 651 5939

Al Khobar:

As Salama Hospital, Tel, 864 1011 or 864 1232

Present this instruction sheet along with your passport to the Physician in Charge

At the time of examination, the hospital will provide Medical Forms: DS 2054 or DS 3030 or DS 3025 or DS 3026.

The individual(s) accompanying this letter is (are) making application(s) for an immigrant or fiancée visa(s) to the United States. The United States Public Health Regulations currently in force require that each applicant present a current physical and medical examination for syphilis and stool examination for presence of parasites.

The Panel Physician must make careful comparison of the identity of the visa applicant to the photograph attached to the alien's passport or to other documents of identity.

Medical Forms – DS 2054, DS 3030, DS 3025 and DS 3026, as appropriate – should be completed, endorsed by the Panel Physician, and returned to the American Embassy together with X-ray and copies of the laboratory reports. It should be clearly understood that all costs would be borne by the applicant(s).

AT THE TIME OF MEDICAL EXAMINATION YOU MUST PRESENT YOUR FAMILY MEMBER'S PASSPORTS AND YOURS TO THE PHYSICIAN IN-CHARGE.