



**U.S. DEPARTMENT OF STATE
U.S. EMBASSY SEOUL, CONSULAR SECTION, IMMIGRANT VISAS (IV)
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INSTRUCTIONS FOR IMMIGRANT, FIANCÉ/E, LIFE ACT VISA APPLICANTS

We have received an approved petition for you. Please follow these instructions in a timely manner if you wish to apply for an immigrant, fiancé/e or Life Act visa. Many forms can be downloaded and information obtained from Global Support Strategy (GSS) website at <http://www.ustraveldocs.com> 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.

PASSPORT: A signed passport should be valid for at least **8 months** at the time of visa issuance.

POLICE CERTIFICATE: See http://travel.state.gov/visa/fees/fees_3272.html 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.**

Korean National Police Certificate (KNPC: Crime-Investigation History Report 범죄경력·수사경력 회보서) is available to all visa applicants of any nationality who are physically present in South Korea by applying directly at any Korean national police (KNP) station for his/her **whole criminal and investigation history including expunged records**. 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 주민등록증) or a Korean passport. There is no fee for KNPC processing and it takes less than 24 hours. It is issued in Korean only and applicants must attach a complete English translation. KNPC is unavailable to applicants outside of Korea.

KOREAN FAMILY REGISTER CERTIFICATES (가족관계등록부): Effective January 1, 2008, new 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 Identification certificate shows only the individual's date of birth, place of birth, name changes, death and parental right. The Family relation certificate shows the names of spouse, parents (including adoptive parents), children (including adopted children) based on current family relationship. The Marriage relation certificate provides information on the individual's marital status only.

The former Family Census Register (FCR) is still available as an archived family relation register (체적등본: Jejeok Deungbon) 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 members. This document contains information concerning birth, marriage, divorce, adoption, death, and other family history reported before January 1, 2008. It might still be required for some family-based IV cases or derivative family members if a family relationship is not shown on the new FRR.

Each Korean applicant (including derivative family members) should provide his/her Identification certificate and Family relation certificate at the interview. If the applicant is over 18, a Marriage relation certificate should be provided. For Koreans to meet the requirement for a birth certificate, they must provide both an identification certificate and a family relation certificate.

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

- Immediate relative (CR/IR) and family preference (F) cases: I-864 (or I-864EZ, if applicable) 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 petitioner's income does not meet the poverty guidelines (<http://www.uscis.gov/files/form/i-864p.pdf>), 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 evidence attached to it 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. If the petitioner did not have to file a tax return, attach a written explanation and a copy of the instructions from the Internal Revenue Service (IRS) publication (<http://www.irs.gov/pub/irs-pdf/p17.pdf>) that shows you were not obligated to file.
- Fiancé/e (K1), LIFE Act (K3) and Returning Resident (SB1) 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 (E) cases: No affidavit of support is needed for the principal applicant. However, following-to-join applicants must submit an I-134 with evidence.
- Child of U.S. citizen (IR2, except step-child) and widow(er) of the U.S. citizen (IW) cases: Exempt from the I-864 requirement. I-864W must be filed instead of I-864 or I-864EZ.

VISA APPOINTMENT: All immediate relative (IR/CR/IB/IW), returning resident (SB1), fiancé/e (K1), and Life Act (K3) visa applicants must schedule their interview at <http://www.ustraveldocs.com/kr> or through the Global Support Strategy (GSS) call center at 1666-2297 (in South Korea), or at 646-259-0526 (in the U.S.).

All appointment requests for family preference (F) and employment preference (E) visas must be made online at http://www.asktheconsul.org/iv_appt.html. If an applicant's priority date is current, we request visa numbers from the Department of State for F and E cases after you request an appointment. Applicants without internet access may mail a photocopy of the passport identity page for each applicant

together with a completed OF-169. 6-10 weeks after you submit your appointment request, you will be notified if you are eligible to schedule an interview appointment. After being notified, you can schedule your appointment either online at <http://www.ustraveldocs.com/kr> or through the Global Support Strategy (GSS) call center at 1666-2297 (in South Korea), or at (679) 995-9643 (in the U.S.).

PAYMENT: Each immediate relative, family preference and employment preference IV applicant must pay the statutory IV application processing fee. Please bring to your appointment sufficient funds in cash (US\$ or KRW), money order or credit cards. Personal checks cannot be used to pay IV fees. A separate visa and fee is required of each person emigrating, regardless of age. If the IV fee was already paid to the NVC (National Visa Center), you do not need to pay it again on the day of your appointment. If the visa is denied, the fee **CANNOT** be refunded.

K1/K2 and K3/K4 applicants must pay a non-refundable, non-transferable Machine Readable Visa (MRV) application fee in cash at any [Citibank branch in South Korea](#). Before going to Citibank, you must print the applicable U.S. visa fee [deposit slip](#). Take the printed fee collection slip with you to pay your fee. Citibank will issue you a receipt upon payment. Save your receipt. It cannot be replaced if it is lost. You will need to submit this receipt to the Embassy at the interview.

Please refer to the Department of State's schedule of immigrant visa fees http://travel.state.gov/visa/temp/types/types_1263.html for details.

The medical examination fee is W170,000 for adults and W110,000 for applicants under 15 year old. Fees for any required vaccinations are additional. 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
- Yonsei Severance Hospital; phone 02-2228-5808/9, 134 Shinchon-Dong, Seodaemun-Ku, Seoul
- Haeundae Paik Hospital: phone 051-797-0369, 1435 Jwa-Dong Haeundae-Gu, Pusan

You must arrange your own examination. Please give the examiner your passport and three passport size photographs which were taken within the last six months. The examiner will give you the sealed medical report and chest x-ray. **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. K1 and K3 applicants are not legally required to receive vaccinations.

YOUR APPOINTMENT: All IV applicants are seen by prior appointment only. It is your responsibility to come fully prepared with all necessary 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. If you are found eligible for a visa at the time of your interview, your visa will be delivered by courier. Visa issuance is not guaranteed. **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. Your visa category is listed on your Packet 3 notification.

Documents and completed forms	K1/2	K3/4	CR/IR	F	E	SB/IW	DV
Passport valid for x months	6	6	8	8	8	8	8
DS-230, part 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DS-230, part 2	No	No	Yes	Yes	Yes	Yes	Yes
Electronic NIV application DS-156	2 copies	2 copies	No	No	No	No	No
Supplemental application	DS-156K	No	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
Medical exam and chest x-ray	Yes	Yes	Yes	Yes	Yes	Yes	Yes
I-864/I-864EZ/I-864A/I-864W 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	Yes	Yes	No	*I-864W (IW)	No
I-134 with proof of signer's current, sustained income	Yes	Yes	No	No	No	Yes (SB1)	No
2 front view photos	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Police certificates	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	Yes	No	No
Previous passports	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Military discharge (not applicable for Korean); arrest, prison, court records; U.S. immigration documents (if available)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Education or training proof	No	No	No	No	No	No	Yes
English translations	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Immigrant visa fee	No	No	Yes	Yes	Yes	Yes	Yes
K visa fee receipt	Yes	Yes	No	No	No	No	No
Diversity visa fee	No	No	No	No	No	No	Yes

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.