



## U.S. Embassy Manila, Philippines

Please follow the steps below **before** your immigrant visa interview at the U.S. Embassy in Manila, Philippines.

After you receive your visa interview appointment, complete each of these steps below.

**If you do not complete each step *before* your visa interview appointment the consular section may require you to reschedule for a later date.**

All applicants must follow the instructions below before going to the U.S. Embassy or Consulate.

### Step 1: Register online and schedule a Visa Application Center (VAC) appointment

Before your visa interview appointment, you must register online [here](#).

Your registration ensures we have the correct information to return your passport and documents after your visa interview. Registration also allows you to cancel or reschedule your interview if necessary.

After receiving your interview appointment letter, create an online profile at [www.ustraveldocs.com/ph/en](http://www.ustraveldocs.com/ph/en), register your visa delivery address, and schedule an appointment for your photo and fingerprints to be taken at the Visa Application Center (VAC).

The date of your VAC appointment needs to be **before** your interview.

VAC registration is required and free, [register here](#).

**Note:** *Failure to schedule your VAC appointment **before** your Embassy appointment will result in the cancellation of your visa interview.*

#### Visa Application Center (VAC)

Parqal Building 8, Level 3,  
Diosdado Macapagal Blvd, Tambo,  
Parañaque, Metro Manila

#### **Hours of Operation:**

Monday to Friday: 7:00 AM to 4:00 PM

Saturday: 7:00 AM to 11:00 AM

#### **IMPORTANT NOTES:**

- ✓ First time users must register and create a profile online by selecting "Visa Login" and click "SIGN UP NOW"
- ✓ Applicants who have scheduled appointments before must register again and must use the same email address as before.

### Contact information

**U.S. Embassy Manila**  
1201 Roxas Boulevard  
Manila, Philippines 1000

**Telephone:**  
(02) 85488223  
(02) 77928988

**Email:**  
[supportphilippines@usvisascheduling.com](mailto:supportphilippines@usvisascheduling.com)

**Website:**  
[ph.usembassy.gov/visas](http://ph.usembassy.gov/visas)

**Cancel and Reschedule:**  
[www.ustraveldocs.com](http://www.ustraveldocs.com)

**Map:**



### Other links

- [After your interview](#)
- [Frequently asked questions](#)
- [Civil document types](#)

### Social media



### Interview Preparation Video



- ✓ Applicants who need to schedule or re-schedule an appointment must secure TWO appointments: (1) initial appointment at the VAC, and (2) visa interview at the Embassy.
- ✓ Applicants must have a completed DS-260 with the correct and accurate information. Any discrepancy of information may cause delay during your VAC appointment.
- ✓ Bring your VAC appointment letter, interview appointment notification, DS-260 confirmation and valid passport at the time of VAC appointment.

### VAC Information

## Step 2: Complete your pre-interview checklist

It is important that you bring **all** required original documents to your interview.

Print the checklist below and bring it along with the listed documents. In most cases, you will also need to upload your original documents into our systems.

### Pre-Interview Checklist

## Step 3: Schedule a medical exam

Schedule a medical exam at our Panel Physician, St. Luke's Medical Center Extension Clinic, two weeks before your interview date. Click the "Medical Exam" link below for instructions.

### Medical Exam

## Step 4: Review interview guidelines

Read our interview guidelines to understand what to expect during the interview. Check [here](#) to confirm if your original documents were properly uploaded and submitted into the system.

### Interview Guidelines

## Pre-Interview Checklist ☒



Everyone applying for a visa must bring the following documents to the immigrant visa interview. In most cases, applicants must also upload and submit all required and updated documents through the [CEAC portal](#) before the interview.

- ☐ **Appointment Letter:** A copy of your interview appointment letter
- ☐ **Passport:** Unexpired passport valid for six months beyond your intended date of entry to the United States.
- ☐ **Photograph:** One (1) photograph for applicants under the age of 14. For visa photo requirements, visit our [website](#).
- ☐ **DS-260 Confirmation Page:** Confirmation page of the Form DS-260 Application for an Immigrant Visa you submitted online at [ceac.state.gov/iv](https://ceac.state.gov/iv).
- ☐ **Birth Certificate:** The original birth certificate and an English translation (if applicable). For Philippine born applicants, you can get this from the [Philippine Statistics Authority \(PSA\)](#). If born outside of the Philippines, bring the birth certificate from your country of birth. See [travel.state.gov](https://travel.state.gov) for [country-specific information](#) on how to secure foreign police certificates.
- ☐ **Police Certificate:** If you are over the age of 16, bring the original police certificate from every country you have lived in for six months. If you are under 16, you don't have to bring any police certificates. See [travel.state.gov](https://travel.state.gov) for [country-specific information](#) on how to get foreign police certificates.
  - The Embassy requires a valid Philippine Police Certificate known as **National Bureau of Investigation (NBI) Clearance**. You should get a **Record Clearance** (for travel purposes) from the National Bureau of Investigation at [clearance.nbi.gov.ph](https://clearance.nbi.gov.ph).
  - Applicants should request an **NBI Clearance with an AKA** including the applicant's maiden name, birth certificate name, and any aliases or nicknames used, including different spellings that may appear on your other documents (birth certificate, marriage certificate, etc.) even if the applicant has never used those names or spellings in regular life.
- ☐ **Military Records:** If you served in the military of any country, a military record with English translation (if applicable).
- ☐ **Court and Criminal Records:** If you have any court and criminal records, bring them along with an English translation (if applicable).

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## Pre-Interview Checklist ☒



Applicants who fall into any category listed in italics below should bring these additional documents:

*For all family-based visa applications:*

- ☐ **Affidavit of Support (AOS):** The appropriate [Form I-864 Affidavit of Support](#) (AOS) for each financial sponsor.
- ☐ **IRS Transcript or Tax Return/ W-2:** A photocopy of the sponsor's most recent IRS transcript (or tax return AND W-2 forms if a transcript is not available) as well as a transcript (or tax return and W-2 forms) from when the AOS was submitted.  
[Form I-864W](#) has been discontinued, and no AOS or similar form is required for the biological or adopted children (under the age of 18) of U.S. citizens
- ☐ **Proof of Status:** 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 Relationship:** Evidence of the relationship between the petitioner and visa applicant (such as photographs, letters, and chat logs).
- ☐ **Marriage Certificate:** If you are married, bring your original marriage certificate and an English translation Visit the [PSA website](#) to request this document.
- ☐ **Divorce Certificate:** If you or the petitioner were previously married, bring proof of termination of your previous marriage(s). This could be the original divorce or annulment, death court records, or death certificate from the country where it took place. Include an English translation (if necessary).

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## Pre-Interview Checklist ☒



### ***For IR5 and F4 petitions:***

- ☐ An original birth certificate from PSA for your petitioner to verify the parent/child (IR5) or sibling (F4) relationship. If your petitioner was born outside the Philippines, you must bring the original birth certificate from their country of birth and its translation (if applicable).

### ***If you are the petitioner's stepchild:***

- ☐ The marriage certificate of the petitioner and your biological parent, with English translation. If the marriage was celebrated in the Philippines, bring an original copy of the marriage certificate from PSA.

### ***If you are adopted:***

- ☐ Adoption papers or custody documents including a declaration of finality, with English translation.

### ***For all employment-based visa applications (E2, E3, EW):***

- ☐ A job offer letter stating a salary that meets the local prevailing wage from your U.S. employer dated less than one (1) year ago and a photocopy.

### ***For E2, E3 applicant nurses:***

- ☐ Original valid visa screen and a photocopy.
- ☐ Original CGFNS Certificate *or* Registered Nurse (RN) License *or* proof of passage of the National Council Licensure Examination (NCLEX-RN) exam. NCLEX passers should include certification of which state they are registered in and a photocopy.

### ***For E2, E3 applicant physical therapists:***

- ☐ An original of your Foreign Credentialing Commission on Physical Therapy (FCCPT) and a photocopy.
- ☐ Applicants who have already passed their National Physical Therapy Exam (NPTE) should include an original of their results and a photocopy.

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## Pre-Interview Checklist ☒



### Diversity Visa Applicants - Additional Information

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If you are an applicant for a Diversity Visa (DV), all the above instructions apply to you. Schedule and attend a medical examination before your visa interview; create a profile and schedule a biometrics appointment; and gather the required documents.

*Below are additional instructions that apply **only** to DV applicants.*

#### Bring to your interview

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In addition to the documents listed on the [Pre-Interview Checklist](#) in this package, DV applicants should also bring the following items to your 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** two (2) years of qualifying work experience in the five (5) years immediately prior to application (for the principal applicant only; more information is available via [travel.state.gov](#)).
- Payment in cash or credit card of the \$330 Diversity Visa Application Fee for **each** visa applicant.

#### Review your DV Lottery entry

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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 name, date of birth, country of birth and 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).

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 your 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 as you will be disqualified. You can review the eligibility requirements [online](#).*



## Medical Exam Instructions

Everyone applying for an immigrant visa, no matter how old they are, must have a medical exam before they get their visa. **It is your responsibility to schedule a medical exam with St. Luke's Medical Center Extension Clinic (SLEC) two weeks before your visa interview** at the U.S. Embassy. Medical examination results from other physicians will not be accepted. You may [register online](#) with SLEC before your exam to save time at check-in.

### St. Luke's Medical Center Extension Clinic

1177 J. Bocobo St.  
Ermita, Manila  
Tel: (+632) 8521-0020

### Items to bring to your medical examination

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The doctor will need the following items to complete the medical examination process:

- Medical examination appointment confirmation from SLEC
- Visa interview letter
- Valid passport and a copy of the page with your picture and information (do not reduce or enlarge).
- A copy of your immunization records
- DS-260 confirmation page

All medical examination fees, including x-ray and blood test fees, must be paid directly to SLEC. Refer to the [SLEC website](#) for information regarding the medical examination fees.

### During the medical exam

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The medical exam will include:

- A medical history review,
- A physical exam,
- A Chest X-ray,
- Blood tests (for applicants 15 years of age or older),
- Gonorrhea testing (for applicants 18–24 years of age, or as needed)
- Tuberculosis testing (for applicants two years of age and older).

Your physician may request other tests as needed. Be prepared to discuss your medical history, the medications you are taking, and the current treatments you are receiving. More information on general medical requirements for U.S. immigrants is available on the [Centers for Disease Control and Prevention's website](#).

U.S. immigration law requires immigrant visa applicants to get certain vaccinations prior to the issuance of a visa. Current immigrant visa vaccination requirements are available on [CDC.Gov](#). There you can find information on [what vaccines you need](#) based on your age. You can also read the Frequently Asked Questions (FAQs) about our medical exam requirements at [Travel.State.Gov](#).

### After the medical exam

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After completing your medical exam, the doctor will either give you with the exam results in a sealed envelope or send them directly to the U.S. Consulate. **IF GIVEN AN ENVELOPE TO CARRY TO YOUR INTERVIEW, DO NOT OPEN THE ENVELOPE.** Bring it to your visa interview. Any x-ray images taken will be given to you. You **must** carry your x-rays with you when you travel to the United States for the first time. The medical report must be less than six months old when you enter the United States as an immigrant. You do not need to bring your x-rays to your interview appointment.

# Interview Guidelines



## Rescheduling or cancelling your interview

**There's no guarantee that a visa will still be available if you reschedule your appointment.** If you cannot attend your appointment, you must reschedule your interview at [www.ustraveldocs.com](http://www.ustraveldocs.com). There may be a significant wait before the next available appointment.

For family preference and employment visa categories, carefully review the [Visa Bulletin](#) before you decide to reschedule your interview. There is no guarantee that a visa number will still be available on the date of your rescheduled interview.

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

## Security screening procedures

For the safety and security of all applicants and employees, **you can't bring cell phones or other electronic devices inside the embassy.** To avoid delays for yourself and others, only bring what you need for your appointment.

The Embassy has nowhere to hold your items and is not affiliated with individuals who offer these services. To ensure the safety of your items, we encourage you to leave them at home and not rely on third parties who charge to keep these items.

## Accompanying persons

Anyone whose name is not listed on the visa appointment letter will not be allowed to enter the embassy. Petitioners are not required to attend the applicants' immigrant visa interview. Due to limited space in the visa waiting room, we cannot accommodate petitioners or attorneys in the waiting room or at visa interviews. Only the following people may accompany a visa applicant to their interview:

- **Interpreter:** Applicants may bring ONE interpreter if they do not speak English or Filipino well enough for an interview.
- **Special Needs:** Applicants may bring ONE person to help if they are elderly or have special needs.
- **Minor children:** Must be accompanied by a parent or legal guardian. The accompanying adult must provide a valid government photo identification or a notarized and signed affidavit of legal guardianship.

## Immigrant visa fees

The Embassy has no mechanism or location to hold or safeguard items and therefore is not affiliated with individuals who offer these services. All fees must be paid in either U.S. dollars or the Philippine peso equivalent. We accept cash and credit cards only. *If you are found ineligible to receive a visa, the application fee cannot be refunded.* A complete list of fees can be found [here](#).

## Do not make travel arrangements before receiving a visa

A consular officer can decide on a visa application only after reviewing the formal application and interviewing the applicant. **There is no guarantee that you will receive a visa.** Do not quit your job, sell your property, or make non-refundable travel arrangements until you have received your immigrant visa.

If your visa is approved, we will keep your passport at the embassy while we prepare your immigration packet (if applicable) and print a visa for your passport. We will return your documents to you via an authorized courier service. If you must travel within the Philippines 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

Sometimes a consular officer refuses a visa application to review **additional documents** or for **administrative processing**.

#### For additional documents:

- The consular officer will give you a refusal letter that asks you to submit additional documents.
- The letter will include instructions on how to submit those documents to the embassy.

#### For administrative processing:

- This means the consulate needs more time to review your case.
- How long this takes depends on your specific situation.

Wait **at least** 60 days after your interview before asking about your application status.

### What happens after visa approval?

**Passport, Visa, and Sealed Immigrant Packet** – We will place your immigrant visa on an empty page in your passport. Review your visa for any spelling errors as soon as you receive it. In some cases, we will also provide a sealed envelope containing documents that you must give to U.S. immigration authorities upon your first arrival in the United States. ***Do not open this envelope. You must carry it with you; do not place it in your checked luggage.*** If you receive X-rays during your medical examination, carry them with you and present them to the U.S. immigration authorities.

**USCIS Immigrant Fee** – All individuals who are issued immigrant visas overseas must **pay an [Immigrant Fee](#)** to U.S. Citizenship and Immigration Services (USCIS) ***before traveling*** to the United States. This fee covers the processing of your residency status and printing of your Permanent Resident Card. Exemption from this fee include children entering the United States under the Hague adoption programs, Afghan special immigrants, returning lawful permanent residents, and individuals 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 based on the expiration date of your medical report. Your visa cannot be extended, and all fees are nonrefundable. The principal applicant must enter ***before or at the same time*** as other family members with visas. Unless they are eligible for benefits under the Child Status Protection Act, children who are issued a visa before turning 21 years of age must enter the United States ***before*** their 21<sup>st</sup> birthday to avoid losing their eligibility.

**Getting a Green Card** – Your Form I-551 Permanent Resident Card, also known as a green card, will automatically be mailed to the address in the United States that you indicated 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:*** Please 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 in compliance with their rules and regulations. ***Once your card is issued, you should not stay outside of the United States for more than one year. If you do, you may lose your status as a Lawful Permanent Resident.***

**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 as a result 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.