



**EMBASSY OF THE UNITED STATES OF AMERICA  
Nairobi, Kenya**

The Immigrant Visa unit conducts visa interviews by appointment only. You should have been notified of your appointment date by the National Visa Center (NVC) or Kentucky Consular Center (KCC), unless you are a K1 (Fiancé) visa applicant or expedited case. For K1 visa and expedited cases, the Immigrant Visa unit will contact you directly with instructions on the visa process as soon as we receive your file from the National Visa Center.

**\*\*\*Register Your Appointment\*\*\***

You are required to visit <https://ais.usvisa-info.com/en-KE/iv> to register your appointment at least 7 business days before attending your interview. You should print the confirmation page showing the registration of your appointment and bring it to the Embassy with you on the day of your interview. Instructions for registering your appointment are at the end of this document.

All applicants are expected to interview on the initial appointment date scheduled by NVC or KCC. Applicants should arrive at least 30 minutes prior to their appointment to ensure they are able to clear security in time for their interviews. Please come prepared to spend several hours at the embassy.

Applicants must show official picture identification to gain access to the Embassy. Visit the Embassy website at <http://nairobi.usembassy.gov/about-us/> to learn what items cannot be brought inside the Embassy compound. Unless expressly requested, petitioners should not attend the interview.

Appointment dates are restricted to Monday, Tuesday, Wednesday and Thursday between 6:30 AM and 07:45AM. The embassy is closed all U.S. and Kenyan holidays.

If you are unable to attend your initial NVC/KCC scheduled appointment, you may reschedule your interview by going to <https://ais.usvisa-info.com/en-KE/iv> or by calling +254 020 619-0600 (in Kenya) or +1 703 988 7112 (in the United States).

Please be aware that if you choose to reschedule your initial NVC/KCC appointment time, it may result in additional wait time for your visa interview. You should NOT reschedule an appointment unless you have already been given an initial appointment date by NVC/KCC. If you reschedule an appointment through the website without having received an initial appointment time by NVC/KCC, you will be turned away.

## **Preparing for your Interview at the Embassy**

**PAYMENT** - The total fee for an Immigrant Visa (IV) is USD \$325.00 per person or the local currency equivalent. The total fee for a Diversity Visa (DV) is USD \$330.00 per person. Each applicant must be prepared to pay this fee on the appointment date if the petitioner (your sponsor) did not pay at NVC prior to your interview date.

**TRANSLATIONS** - All documents not in English must be accompanied by certified English translations. Translations must be certified by a competent translator and sworn to before a Notary Public.

### **Documents required for all interviewing applicants:**

Compile the documents listed below which pertain to you and your case. **Do not** send any documents to the embassy. Please bring them with you when you come for your interview. If you already sent any of the original documents listed below to NVC, the Embassy may already have them. If the Embassy has any of your documents, you will be informed upon arrival on the date of your interview.

- **PASSPORT:** A passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but if over the age of 16, they must have their photograph attached to the passport or their own passport. *(May be exempted for refugee applicants.)*
- **MEDICAL EXAMINATION:** All applicants, regardless of age, must undergo a medical examination prior to attending the visa interview. Arrange for a medical examination with IOM. Please see the link [http://nairobi.usembassy.gov/immigrant\\_visas/medical-instructions.html](http://nairobi.usembassy.gov/immigrant_visas/medical-instructions.html) for information. You are responsible for the cost of the examination. A medical examination is also required for each child who will accompany you.
- **BIRTH CERTIFICATE:** The original and a copy of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they are not applying for a visa at this time. The certificate must state the date and place of birth and names of both parents. *(May be exempted for refugee applicants.)*
- **POLICE CERTIFICATES:** Each applicant aged 16 years or over is required to submit a police certificate from the police authorities of the country of the applicant's nationality. A police certificate is also required from the country of current residence if the applicant has resided there for six months or more since attaining the age of sixteen. Additionally, police certificates are required from all other countries where the applicant has resided for one year or more. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of the length of residence. Police certificates from certain countries are considered unobtainable. The consular office will advise you about any particular country.
- **COURT AND PRISON RECORDS:** Persons convicted of a crime must obtain a certified copy of each court record and any prison record, regardless that they may have benefited from amnesty or pardon.
- **MILITARY RECORDS:** A certified copy of any military record including discharge letter, if applicable, is required.
- **PHOTOGRAPHS:** Three (3) photographs are required. The photographs must have been taken within 6 months, 2 by 2 inches in size, unmounted, with no head covering and showing a full, front-face view against a light background. Either color or black and white photographs are acceptable. The applicant must sign (full name) the reverse side of each photograph.

## Documents that may only be required for certain applicants:

- **EVIDENCE OF RELATIONSHIP:** All immigrant visa applicants applying for a K1 (fiancé) visa or a family-based immigration benefit must produce secondary evidence of your relationship to the petitioner (the person in the US who filed the petition) during the visa interview. Please note that a birth certificate is not sufficient evidence to establish a parent-child relationship. Bring secondary evidence of the relationship to include any of the following:
  - Photographs of the petitioner and beneficiary together, on different occasions, over a period of time (please indicate who is in each photo).
  - Emails, Facebook chats, Whatsapp chats, SMS text message history
  - School, hospital, or baptismal records
  - *If a stepchild case:* You must show the relationship between the petitioner and the beneficiary's biological parent AND between the biological parent and the beneficiary. To prove joint residency between a stepparent and the beneficiary's parent, you can submit copies of driver's licenses for both, joint bank documents, and/or rent, lease or mortgage documents to show that both share a common residence. If applicable, submit birth certificates for any common children between the stepparent and beneficiary's parent.
- **\*Note:** All photos must be printed. Photos on compact disc or cell phone will not be accepted.
- **MARRIAGE AND DIVORCE CERTIFICATES:** If your petition is based on a marriage, please provide the original marriage certificate. If you were married previously, obtain one certified copy of the divorce decree or death certificate to prove the dissolution of each such prior marriage.
- **EVIDENCE OF FINANCIAL SUPPORT:** Evidence that will show that any and all applicants are not likely to become public charges in the United States must be presented. The petitioner and the cosponsor, if needed, should submit an affidavit of support I-864 or an I-134 (for K1 visa applicants). IRS tax transcripts of the petitioner and any cosponsors should accompany the I-864 and I-134. IRS tax transcripts can be downloaded at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)
- **REFUGEE DOCUMENTS:** If an applicant has refugee status in another country, please submit original and copies of refugee or asylee documents. Examples include: 1) Government of Kenya Refugee Certificate or Alien Card, 2) United Nations High Commissioner for Refugees (UNHCR) identification (often called the "UNHCR Mandate"), 3) Government of Kenya/UNHCR Proof of Registration for refugees, 4) Ugandan Asylum Seeker/Family Attestation Certificate or Ugandan Refugee Identity Card.
- **AFFIDAVIT OF BIRTH:** If a government-issued birth certificate is not obtainable, or if the birth certificate was issued in Somalia, an affidavit of birth must be submitted in place of a birth certificate. The affidavit of birth must be notarized, sworn to by two individuals (not the applicant), and should state the full names of the applicant's parents, place of birth, and date of birth. This affidavit must be submitted along with the secondary evidence. It does not replace the need for secondary evidence proving a bona fide relationship.
- **DV 2015:** If you have been selected for DV2015, you will be given a set of instructions and an appointment from the Kentucky Consular Center. For more information regarding your interview please see: [http://nairobi.usembassy.gov/immigrant\\_visas2.html](http://nairobi.usembassy.gov/immigrant_visas2.html)

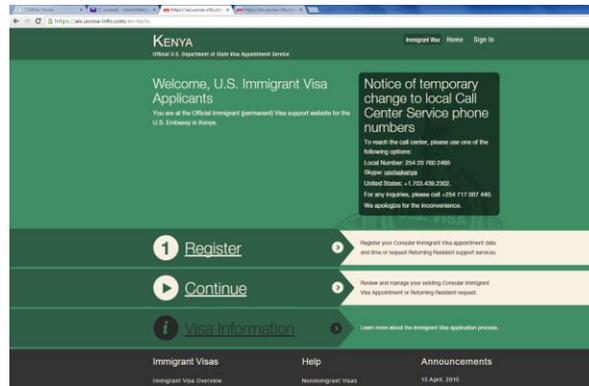
**\*\*UNOBTAINABLE DOCUMENTS:** Refugee applicants may find it difficult to compile all of the documents requested for the visa interview. Secondary evidence of such documents may be acceptable. When secondary evidence is submitted in lieu of original documents, the adjudicating officer at the interview will decide if such documentation is sufficient.

If your visa is approved, you will be given instructions on how to collect it using DHL. For security reasons, we do not allow applicants to collect their visas at the embassy. All immigrant visa applicants must register their appointment and select a DHL delivery location within Kenya, prior to the visa interview. This service is free of charge. Instructions on how to register for DHL are found below. Assistance with registration can be found at <https://ais.usvisa-info.com/en-KE/iv> or by calling +254 020 619-0600 (in Kenya) or +1 703 988 7112 (in the United States).

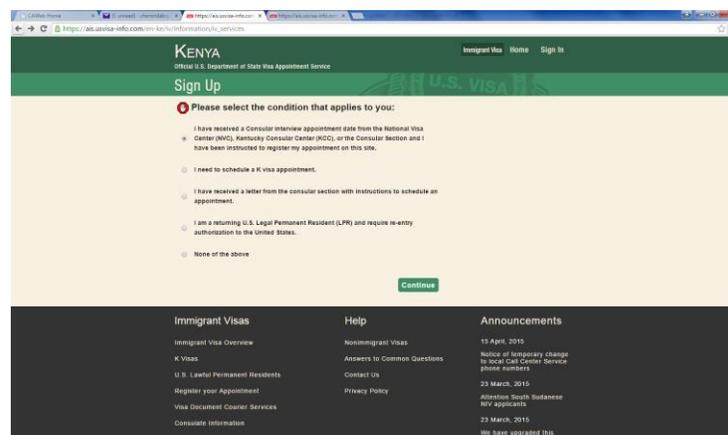
# Registering your Appointment and Choosing a DHL Location

In order to attend your visa interview, you must first register your appointment at least 7 days before your scheduled interview date. You need to register for each individual applicant who is applying for a visa. Following are the instructions to register for each applicant applying for an immigrant/diversity visa. Go to <https://ais.usvisa-info.com/en-ke/iv>. You will need to access your DS-260 form as well as your case number during registration.

1. If it is your first time to visit the site, click on the “Register” button to create an account and to choose which DHL location is convenient for you. See the screenshot below.



2. After clicking “Register,” you will be taken to the **Sign Up** page. Click the option that is most applicable to you. If you are the beneficiary of a family member or work-sponsored petition, please choose the first (1<sup>st</sup>) option. If you won the Diversity Visa “green card” lottery, choose the fourth (4<sup>th</sup>) option. Click “Continue.”

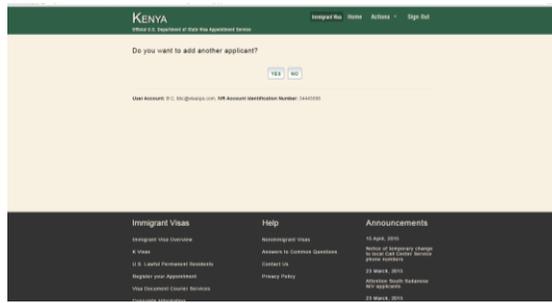


3. Enter your name and a valid e-mail address. Then choose a password that you can remember and enter it twice. **Note: It is very important to enter a valid e-mail address as DHL will use it to communicate with you about when to pick up your visa.** Review the terms of agreement, enter the security code, and click “Create Account.” Move to the next page and again select the service from the dropdown menu that pertains to you.

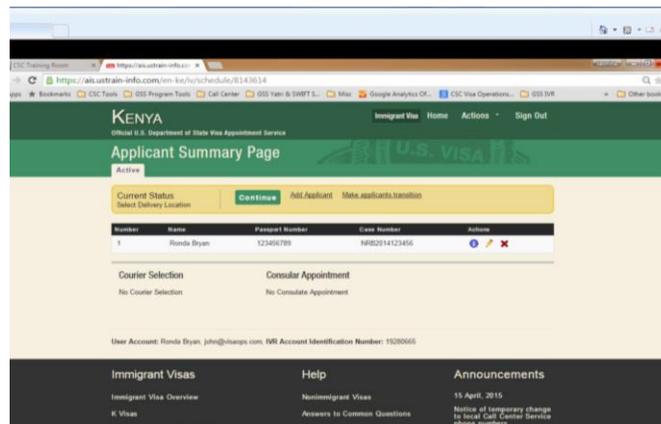
- You will then be taken to the **New Applicant** page. Enter the required information and click “Create Applicant.” **Note:** the DS-260 number is located at the top of your online DS-260 form which every applicant must complete before the interview. This number is labeled as “Barcode Number” and begins with A0.

*NOTICE FOR SOMALI AND REFUGEE APPLICANTS: When you register, you will be asked for your passport number. If you do not have a passport, or you hold a Somali passport, please do not enter a passport number. Instead enter your immigrant visa case number, for example: NRB2013999999.*

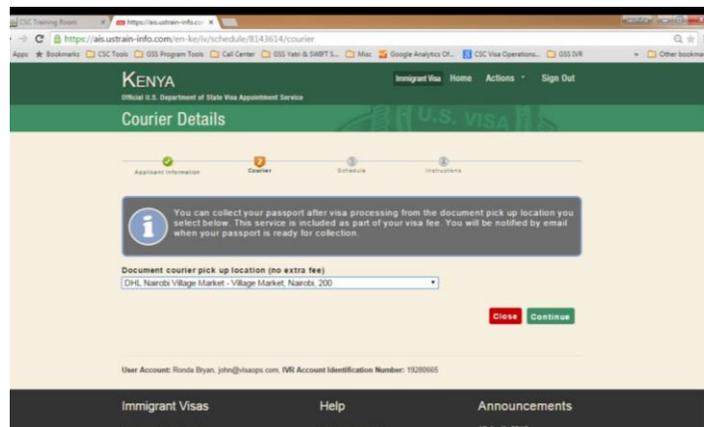
- On the next page you will be asked whether you need to add another applicant. You should only select “yes” if there are other derivative applicants (a spouse or child) on your same case number. If other family members have a different case number, choose “no.”



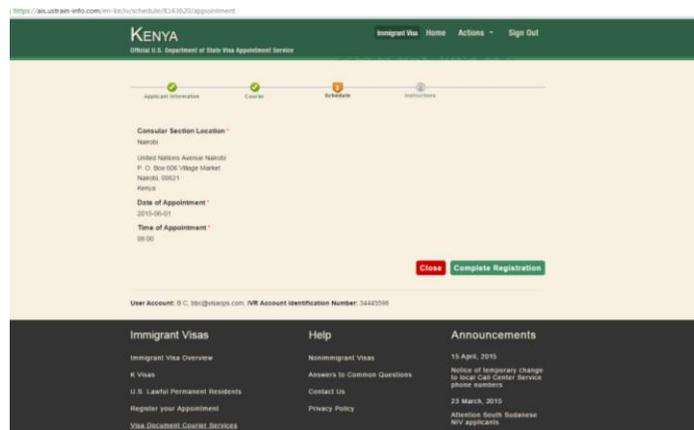
- Once you are on the “Applicant Summary Page,” you will need to click the green “Continue” button in order to choose the DHL location that is most convenient for you.



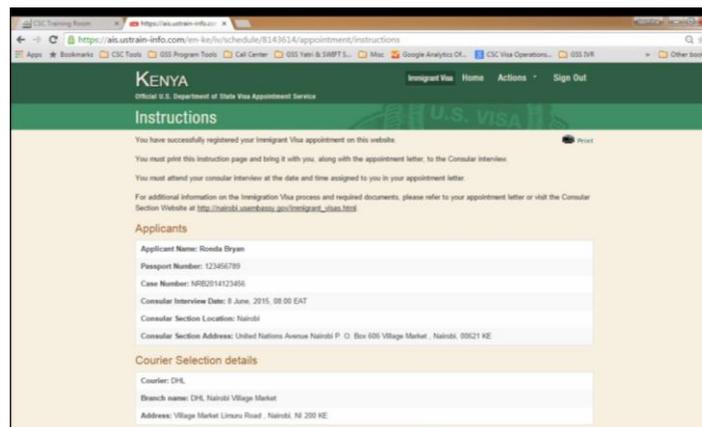
- From the dropdown menu on the “Courier Details” page, choose the DHL location that is most convenient for you. **Note: All DHL locations are within Kenya. The U.S. Embassy cannot send passports or visas across country borders.** After choosing the location, click “Continue.”



- Your registration is not complete until you click the green button marked “Complete Registration.”



9. You will know that your registration is complete once you reach the “Instructions” page. Print this confirmation page and carry it with you to the Embassy on your interview date.



## **DHL LOCATIONS AND HOURS OF OPERATION**

City	Address	Hours of Operation <b>Note:</b> Passport and Visa pick-up service is only available Monday to Friday
Nairobi	Yaya Centre Ground Floor, Arwings Kodhek Road	Monday - Friday 09:00 - 17:00
Nairobi	Village Market, Limuru Road, Gigiri	Monday - Friday 09:00 - 17:00
Nairobi	DHL House, Nyayo Stadium Roundabout Corner Lusaka Road and Witu Road	Monday - Friday 09:00 - 17:00
Nairobi	International House Ground Floor, Mama Ngina Street	Monday - Friday 09:00 - 17:00
Nairobi	Sarit Centre, Lower Floor, Westlands	Monday - Friday 09:00 - 17:00
Mombasa	Ukumbusho House Treasury Square	Monday - Friday 09:00 - 17:00

Malindi	Vera Cruz Complex, Lamu Road	Monday - Friday 09:00 - 17:00
Kisumu	West End Mall, Next to Kisumu Hotel along Achieng Oneko Street	Monday - Friday 09:00 - 17:00
Nakuru	West End Mall, Kenyatta Avenue	Monday - Friday 09:00 - 17:00

If you encounter any problems during the registration process, contact the Call Center on tel. 020-619-0600 (within Kenya) or +1 703 988 7112 (in the United States)  
Monday through Friday from 8 a.m. to 6 p.m.