



NATIONAL VISA CENTER (NVC) General Instructions

If you are accessing this document, most likely you filed or will file a family petition application with USCIS to petition your family member who is abroad. Once your application is submitted, there are still a few more steps.

Once your application is approved, USCIS will send your application to the Department of State-National Visa Center (NVC). The NVC will finalize the process for your family member.

Please find below general instructions that need to be followed with the NVC in order to ensure proper processing of your family members application. There may be specific issues that pertain to your application and if so, please reach out to a member of our team or your attorney.

How do I properly fill out my family member's petition who is abroad?

Petitioning a Family Member:

- File an I-130 application with USCIS. When filing the I-130 application, you need to request the immigrant visa to be processed abroad and you need to leave the Adjustment of Status portion blank! (*See below.*)
 - Form I-130 Edition 07/20/21 – Page 8, Beneficiary Information, Part 4, Lines 62.

What Country and Consulate should I choose for my family member?

- The country will always be where the beneficiary *holds citizenship* or is *currently residing*.
 - To find the town of the Consular office go to:
<https://www.usembassy.gov/> and select the country.
 - The city the embassy is in will appear along with the U.S. phone number. Save this phone number for future reference.
 - *For example:*
 - Afghanistan – Kabul – Phone Number: 606-260-4379
 - México – Ciudad Juárez – Phone Number: 656-227-3000



The beneficiary will not apply for adjustment of status in the United States, but he or she will apply for an immigrant visa abroad at the U.S. Embassy or U.S. Consulate in:

62.a. City or Town

62.b. Province

62.c. Country

NOTE: Choosing a U.S. Embassy or U.S. Consulate outside the country of the beneficiary's last residence does not guarantee that it will accept the beneficiary's case for processing. In these situations, the designated U.S. Embassy or U.S. Consulate has discretion over whether or not to accept the beneficiary's case.

My case was approved, what is next?

- USCIS automatically transfers your family member's information to the National Visa Center. The NVC will mail/email your family member a fee schedule which contains information on the next steps. Including in the Fee schedule will be log-in information for their case account with the NVC. The website to log-in your case information is the following:
 - Login: <https://ceac.state.gov/IV/Login.aspx> .
- You will be able to pay the fees with the NVC so that your case gets processed correctly.
 - Important Documents:
 - I-130 Receipt Notice and I-130 Approval.
 - NVC Fee Schedule

What do I do with the fee schedule? Do I need to pay fees?

- Payments must be made online – and can only be made with a personal check or the account number and routing number.
- Fees: \$445 – paid as two separate payments of \$325 and \$120.
- Print and save your receipts.

What happens after I pay the fees? Am I done?

- The date on the NVC Fee Schedule letter states the date the case has been opened with NVC.
- **There must be contact and communication with NVC every year, prior to hitting the one-year mark of last communication.**



- For example: The Fee Schedule is received on May 1, 2013. However, a waiver will be filed, thus putting the NVC portion of the case on pause (DS-260, I-864, etc.)
- To keep the case open: Beneficiary, Petitioner, or legal representative **MUST** file an inquiry form.
 - **Public Inquiry Form:** <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/ask-nvc.html>
 - Inquiry Box Should read as follows: “Please extend the case for another year. I am obtaining necessary documents/fees to send to you.”
 - An email of receipt will be sent. Make a reminder, prior to the one year mark of sending the inquiry to keep send another inquiry and keep case open.

This will be three letters, followed by ten numbers. For example: ABC2014123456

NVC Case Number or USCIS Receipt Number: (required)

This is the person who is going to immigrate to the United States. Please enter the name as it appears on his or her passport.

Principal Applicant's Full Name: (required)

Date of birth must be entered following the (dd/Month/yyyy) format. For example: 01/June/1990.
Please enter the date of birth as it appears on the Principal Applicant's passport. If the passport does not show a day, choose the first of the month.
If the passport does not show a month, choose January.

Principal Applicant's Date of Birth: (required)

This is the person who is sponsoring the Principal Applicant. Please enter the name as it appears on his or her passport.

Petitioner's Full Name: (required)

Who are you? (required)

Your Email Address: (required)

Important! Please double-check your email address. We can't write back to you without it!

Enter Your Inquiry Below: (required)

Attachments: (Max. 5)

No file chosen

My case is taking too long, how can I expedite my case?

- NVC is currently processing thousands of applicants. There are a limited number of visas. NVC Backlog is currently reporting over 300,000 applicants who are waiting.
- A visa may be expedited for “life-or-death medical emergenc[y/ies]” only. A letter from a physician must be submitted to the National Visa Center.



- To request an expedite, Applicant must submit a letter from a physician declaring the life-or-death medical emergency via email: **NVCExpedite@state.gov**
 - All correspondence to NVC shall include Applicant's Full Name and Date of Birth; Petitioner's Name and Date of Birth; and NVC Case Number.
 - A request to expedite is not guaranteed and is granted on rare occasions.
- In special cases, an applicant may submit a request for assistance from the State governor. In CA, an online request via Agency Assistance – Senator Alex Padilla may be made.

How can I transfer my case to another embassy?

- The U.S. embassy selected for a case is based on the actual physical residence of the applicant. Applicant must live and hold status in that country for at least a period of 6 months.
- If your case is processing with NVC:
 - A request for transfer must be submitted via the NVC Public Inquiry Form.
 - Please include:
 - Written request with the address of the new requested country
 - Proof of eligibility of citizenship/legal residence* in the new country you are seeking to transfer to.
 - *where an Applicant does not reside in the country they are seeking to transfer the case, an explanation of the special circumstances for the transfer must be provided
 - **a transfer is NOT guaranteed.**
- If your case is with the Embassy/Consulate:
 - Applicant must contact the potential U.S. Embassy or consulate directly. Please see above for how to obtain contact information for a specific consulate/embassy.