

H661
04/2019

*****Interview has been scheduled******

USE these coversheets when an interview has been scheduled and you are preparing the clients final package for C to take to the Embassy/Consulate

Clients should have the original birth certificates and dispositions.

If the last affidavit we did includes old taxes, make sure the client takes the newest petitioner and/or co sponsor taxes.

If one of the sheets don't apply to this client, such as "admin close/immigration history" leave out the coversheet.

Final review w/client

Yes C has been given instructions on completing a medical exam

Yes C knows where to get a Police Clearance if one is needed

Yes C has an account to electronically monitor appointments/interviews online

Yes C has completed/reviewed his/her DS 260 application. You can give c a copy but it is not required for this package.

Yes C is ready to discuss their immigration history /apprehensions/visitor visas, etc.

Yes If spouse petition, C has evidence that they are together.

Most packets will still need the C to include the items listed on the next coversheet.

Before your interview,

Call and make a medical appointment.

(NO, we do not make your medical appointment for you)

___/___/___ is my medical appointment. I will need

- Interview letter
- Passport
- ___ photos for medical exam
- History of Vaccinations (optional)
- DS260 confirmation page
- Cost of Medical Exam. Ask the medical staff how much?
- For Guatemala and El Salvador*- UID #_____

___/___/___ is the day I land in _____.

___/___/___ I will obtain a Police clearance/certificate (No antecedentes Penales)

Ask at the time of your medical appointment where to go.

___/___/___ My fingerprint appointment.

- For Guatemala and El Salvador* this is not applicable

___/___/___ My embassy appointment. I will need:

- 2 passport style photos for the embassy interview
- Evidence my spouse and I are still together
- Original Civil Documents (the packet only contains copies)
- Most recent taxes of your petitioner: _____
- Petitioner W2/1099/Business license
- Updated Earnings Statements/Paystubs/Employer Letter

Only if you had a cosponsor

- Most recent taxes of your co-sponsor
- Form W2/1099 of Co Sponsor: _____

Antes de su entrevista,

Llame y haga una cita médica.

(NO, no hacemos su cita con el médico por usted)

___ / ___ / ___ es mi cita médica. necesitaré

Carta de entrevista

Pasaporte

___ fotos para examen médico

Historial de las vacunaciones (opcional)

DS260 página de confirmación

Costo del examen médico. Pregúntele al médico ¿cuánto? \$ _____

solo Para Guatemala y El Salvador- UID # _____

___ / ___ / ___ es el día en que aterrizo en _____.

___ / ___ / ___ Obtendré una autorización / certificado policial (Antecedentes Penales) Pregunte en el momento de su cita médica a dónde ir.

___ / ___ / ___ Mi cita para tomar las huellas dactilares.

Para Guatemala y El Salvador esto no es aplicable

___ / ___ / ___ Mi cita en la embajada. Necesitaré:

2 fotos de estilo de pasaporte para la entrevista de la embajada

Evidencia de que mi esposo y yo todavía estamos juntos

Documentos civiles originales (el paquete solo contiene copias)

Los impuestos más recientes de su solicitante: _____

Peticionario W2 / 1099 / licencia comercial

Declaraciones de ganancias actualizadas / Estipendios / Carta de empleador

Solo si tuvo un copatrocinador

Los impuestos más recientes de su co-patrocinador

Formulario W2 / 1099 del Co Patrocinador:

Interview Notice

Biometrics Appointment Notice

not applicable for Guatemala or San Salvador

Courier Selection

I-601/ I-601a Approval Or not applicable

I-130 Approval

DS-260 confirmation page

Civil Documents

Beneficiary/Applicant

Birth Certificate

Passport (Unexpired)

Consular Identification (if available) not applicable

Marriage Certificate Or not applicable

Previous Marriage Termination(s) Or not applicable

Petitioner

Petitioner Proof of Legal Status

Marriage Certificate Or not applicable Same as above

Previous Marriage Termination(s) Or not applicable

Children under 18

Birth Certificate(s) Or not applicable

Passport if a traveling applicant (Unexpired) not applicable

Background Clearance

Police Certificate from country of origin
or will complete prior to interview

Dept Of Justice Report – No record

FBI Report - No Record

Criminal History Record

Police Certificate from country of origin
or will complete prior to interview

Dept Of Justice Report w/Record

FBI Report w/Record

Criminal Disposition(s)

Petitioner **Affidavit of Support**

Petitioner's

Form I-864 and

Evidence of Income

Form W-2 of most recent tax year

Income Tax Return for 3 most recent years.

Household Member (if joint taxes)

Form I-864A - Household Member Contract not applicable.

Co-sponsor
Affidavit of Support

Co-Sponsor's

- Form I-864 and evidence of Income
- Proof of Legal Status
- Form W-2 of most recent tax year
- Income Tax Return for 3 most recent years.

Household Member (if joint taxes)

- Form I-864A - Household Member Contract not applicable.

Immigration History

Voluntary Departure Grant

Or not applicable

Immigration History Documentation

Or not applicable

CBP Response