



Immigrant Visa Section
United States Consulate General Lagos
2 Walter Carrington Crescent
Victoria Island, Lagos, Nigeria
Email: LagosIV@state.gov
Callers in Nigeria: +234-201 343 8900
Callers in the US: +1-734 418 2395

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

Dear Applicant,

The U.S. Consulate General, Lagos is ready to proceed with your immigrant visa application. Please come to the Consulate for your immigrant visa interview at the date specified in the correspondence you have received. **If you are unable to attend the scheduled appointment, or you wish to postpone or re-schedule your interview date, please log into your profile at <https://www.usvisaappt.com/visaapplicantusi/login> with your username/email and password. If you are a new user, you will need to set up a profile. Please review the following information carefully as you prepare for your interview.**

Beneficiaries who arrive unprepared for their interviews, or arrive without the required documents, may have their interview appointment rescheduled or face substantial delays in processing.

The items listed below are required for the visa interview.

Visa fees: applicants for petition-based visas (IR1, CR1, etc.) who have been receiving correspondence from the National Visa Center have likely already paid the visa fees. Other fees are as follows:

- **Immigrant Visa Fee (for all family-based applicants): \$325 per applicant**

All applicants must pay, regardless of age. Fees can be paid in dollars or in equivalent Naira at the current U.S. Consulate General exchange rate. Applicants may not 'mix' currencies (i.e., you may not pay for 1 fee using both Naira and USD). For the current U.S. Consulate General exchange rate, please contact the support desk: +234-201 343 8900 or +1 734 418 2395 (For US Inquiries)

International Passport: Your passport must be valid for at least 6 months past your interview date.

DOCUMENTS TO SCAN/SUBMIT:

Before your interview, it is mandatory that you upload good quality copies of all the required documents by logging into CEAC at <https://ceac.state.gov/iv> using your NVC case number and invoice ID; instructions and tips are available [here](#). Applicants who fail to upload their documents will be asked to reschedule their interview appointment. Applicants who do not have access to the electronic documents system (typically E and K visa types) must arrive at their interview with photocopies of all required original documents. The consulate is unable to provide photocopies for applicants; applicants who arrive without photocopies will be asked to reschedule their interview appointment.

Please see below list of documents to scan and submit online. For a detailed step-by-step on submitting, please see the attached CEAC Document Upload Guide.

- **Form DS-260** – Please submit the online immigrant visa application Form DS-260 at <https://ceac.state.gov/iv/>. Please contact us if you need assistance updating the form.
- **Police Certificate** – Applicants 16 or older must submit a police certificate for ALL countries in which they have resided for *more than one year* after reaching age 16. Please also note that if you hold citizenship in another country and have lived in that country for a period of *six months or more* after you turned 16, you must also provide a police certificate from that country. Police certificates are valid for two years from their issuance date.

- Please follow these instructions to facilitate the issuance of your Nigeria Police Clearance Certificate:
 - Submit your passport in person to the Nigeria Police Service commission at Alagbon Close, Ikoyi, Lagos
 - Pay the required fee and take the receipt to the Office of Inspector General at Alagbon Close, Ikoyi
 - Collect your Nigeria Police Clearance Certificate and take it to your visa interview. The certificate should be ready in approximately two weeks, but please allow time for unforeseen delays.
- **Government Issued Birth Certificate**
- **Form I-864 Affidavit of Support (AOS)** – Your Petitioner must complete an AOS. For detailed information about AOS requirements and forms, please visit <https://www.uscis.gov/green-card/green-card-processes-andprocedures/affidavit-of-support>. Note that if your Petitioner does not meet the income requirement, you will need a Joint Sponsor to complete an AOS. To determine whether your Petitioner’s income meets the requirement, please use the website: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>. Please visit [USCIS](#) for more information on AOS requirements and forms.
- **IRS Tax Return Transcript** – Your Petitioner (and Joint Sponsor, if necessary) must submit either the most recent IRS tax return transcript or **both** the latest **1040** and **W2**. They can request a tax return transcript at <https://www.irs.gov/individuals/get-transcript>
- If the Petitioner is exempt from filing taxes, you will require a Joint Sponsor to complete an I-864 and provide their most recent IRS Tax Return Transcript.

Medical Exam:

All applicants who are eligible to receive the Covid-19 vaccine must do so before going to the panel physician for their medical examination. Applicants who have not received the vaccination will not be able to complete the medical examination process.

As of April 21, 2023, a single dose of Moderna COVID-19 Vaccine, Bivalent meets the vaccine requirement for applicants 6 years old or older and a single dose of Pfizer-BioNTech COVID-19 Vaccine, Bivalent meets the requirements for applicants 5 years old or older.

The monovalent Moderna and Pfizer-BioNTech COVID-19 vaccines continue to require 2 or 3 doses (depending on age) to complete the requirement. If you have questions about if your vaccination meets the requirements, please contact your physician.

Arrange for a medical examination by one of the physicians listed below. You are responsible for paying for the medical exam. The medical exam is only valid for six (6) months and **must be valid in order for you to travel to the U.S.** It is recommended that you have your medical exam done at least 6 weeks before your interview date. However, you should schedule your interview appointment BEFORE processing your medicals. A medical exam is required for all applicants, regardless of age.

Q-Life Family Clinic Plot 155A Prince Ade Odedina Street Off Ajose Adeogun Victoria Island Lagos, Nigeria Telephone: Tel: 01-804-2000, 01-726-2840, 0702-770-4055	Migration Health Assessment Centre (MHAC) International Organization for Migration (IOM) No. 55, Hassan Musa Katsina Road (at the junction of Hassan Musa Katsina Road and J-K Gadzama Street), Asokoro, Abuja, FCT Tel: 08072191122, 08095637898, 08085221427, 07032898491	Migration Health Assessment Center (MHAC),Lagos International Organization for Migration (IOM) 1, Isaac John Street (At the Corner of Isaac John Street and Oduduwa Way), GRA Ikeja, Lagos, Nigeria Tel: 0807-219-1112, 0802-226-4059, 0909-215-6079
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Original Documents: Bring evidence that will support your case. Please bring a photocopy of all original documents and/or ensure they are correctly scanned into the electronic document system before your interview (see instructions above).

Required documents include, but are not limited to:

- International passport
- Government Issued Birth certificates -
- Marriage certificates
- Divorce certificates (for beneficiaries who have a U.S. citizen spouse or fiancé(e) petitioner, divorce certificates are required for all of the petitioner and beneficiary's prior marriages).
- Death certificates (if applicable, for prior spouses of beneficiaries and petitioners)
- Police certificate

Other Supporting Documents: Bring evidence of the ongoing relationship you have with the Petitioner, including but not limited to:

- Photographs of you and the petitioner together at various times in your relationship.
- Chat logs from social media or other communications applications (DO NOT print them on a word document – they MUST be printed directly from the site).
- Phone records showing both phone numbers and the duration of the calls
- Email correspondence (DO NOT print them on a word document).

Passport Photos: showing the applicant's full face on a white background. The required size is 1.5 x 1.5 inches (5 cm x 5 cm). For more detailed information on photo requirements, please visit travel.state.gov.

Court and Immigration Records: If you have been arrested or convicted of a crime or other offenses, in the United States or elsewhere, obtain a certified court record covering each offence. If you previously resided in the U.S., you are encouraged to bring evidence of your immigration status during your stay, and records of any previous U.S. visa extensions and deportations that would be relevant for review.

After the Interview

Applicants are strongly advised against giving up your job, disposing of property, or buying plane tickets until the passport and visa have been collected by the applicant. If you are granted the visa at the time of your interview your passport and visa will be ready for pickup approximately 10 business days after the interview. Please note that due to the high volume of visas we process and several other logistical necessities, we are not able to expedite the printing of visas.

Create an Account/Profile and Register for Document Delivery

In order to pick up your immigrant visa issued in Lagos, you **MUST** create an account and register a profile on www.oisservices.com. Free pick-up hours are from 10:00am to 3:00pm every Monday to Friday, except for Nigerian holidays. Walk-ins are not free. *Creating an account online is mandatory and gives us the information we need to return your passport and documents to you after your interview.*

Please note some visa cases may require additional processing.

The U.S. Consulate General advises applicants against making concrete travel plans before obtaining their passports and visas.

Sincerely,

Immigrant Visa Section, U.S. Consulate General, Lagos