



**Embassy of the United States of America**  
**Consular Section - Immigrant Visa Unit**  
**Manila, Philippines**

[www.usembassy.state.gov/manila](http://www.usembassy.state.gov/manila)

Dear K-3/K-4 Visa Applicant:

You are invited to apply for a K-3/K-4 nonimmigrant visa as the spouse of a United States citizen or for a K-4 visa as the unmarried, minor child of a K-3 applicant. Most K-3/K-4 applications are handled without personal interview. You will not need to appear for an interview unless a consular officer has questions about your case and asks you to come to the Embassy.

To apply, please do the following:

1. **PAY THE APPLICATION FEE.** Pay the nonimmigrant visa application fee of \$45 (or its Philippine peso equivalent) at select Bank of the Philippine Islands (BPI) branches nationwide, or at select Citibank branches in Makati. The bank will validate your payment on a DS-156 (formerly OF-156) Nonimmigrant Visa Application, available when you pay.
2. **COMPLETE YOUR APPLICATION PACKET.** To apply, you must submit the following documents:
  - a. **PASSPORT.** Each applicant must have a passport valid for at least 6 months. Filipino citizens who need to apply for passport renewal can call the Department of Foreign Affairs Information Center at 02-737-1000. First-time applicants must apply in person at the Passport Division, Department of Foreign Affairs, Roxas Boulevard, Pasay City, Metro Manila.
  - b. **DS-156 (formerly OF-156) NONIMMIGRANT VISA APPLICATION** (enclosed). You must submit two completed copies of this form.
  - c. **BIRTH CERTIFICATE.** A birth certificate, certified by the National Statistics Office (NSO) and printed on NSO security paper, is required for all applicants. Applicants with children should also submit an NSO birth certificate for all children, whether or not the child is applying for a visa. Applicants who need to obtain a certified copy of their birth certificate from the NSO can call the NSO Information Center at 02-~~723~~-1111.  
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  - d. **NBI CLEARANCE AND POLICE CERTIFICATES.** Each applicant age 16 or older must have a Record Clearance from the National Bureau of Investigation (NBI), located on Taft Avenue in Manila, and a Police Certificate from any other country where the applicant resided for more than one year. Information on how to obtain various police certificates may be obtained at St. Luke's Medical Extension Clinic.
  - e. **EVIDENCE OF SUPPORT.** You must provide evidence that you will not become a public charge (that is, primarily dependent on the U.S. government for financial support). Please submit the petitioner's most recent U.S. Federal Income Tax Return (Form 1040) from the petitioner. Wage and Tax Statements (Form W-2) and employment letters stating a salary or wage can also be acceptable.

- f. **EVIDENCE OF A GENUINE MARRIAGE.** Please submit letters, photographs, or other evidence that you and your spouse have a genuine marital relationship.
- g. **PHOTOGRAPHS.** Each applicant needs two (2) color photographs, unmounted and unretouched, on glossy paper (~~sample enclosed~~). The photos must be frontal portraits taken against a white background that measure 1.5 inches (37 mm) from the chin to the top of the head.
3. **GO TO ST. LUKE'S MEDICAL CLINIC WITH ALL DOCUMENTS.** Every applicant for a "K-3/K-4" visa must have a medical examination done by St. Luke's Medical Extension Clinic. The Clinic is located at 1177 J. Bocobo St., Ermita, Manila, telephone no: 521-0020. There is an \$85 fee for each applicant above the age of 14 and \$52 for applicants age 14 and below. For your convenience and to receive faster processing, we recommend that you visit St. Luke's after 1:00 P.M. on any business day except Monday. Please bring all of the documents listed above with you to St. Luke's Clinic. The Clinic will perform the medical examination and forward the results and the rest of your required documents to the Embassy. **NOTE: THE CLINIC CANNOT FORWARD YOUR APPLICATION UNTIL YOU PROVIDE ALL OF THE DOCUMENTS LISTED ABOVE. DO NOT BRING OR SEND ANY OF THE DOCUMENTS TO THE EMBASSY, AS YOU WILL BE DIRECTED BACK TO THE CLINIC.**
4. **WAIT FOR THE EMBASSY TO PROCESS YOUR APPLICATION.** If you qualify for a "K-3/K-4" visa, we will use a guaranteed courier service to return your passport, with the visa enclosed, to the address you provided to our Call Center. In most cases, delivery will occur within 3 weeks of the date when you completed your medical examination at St. Luke's. However, please note that some cases may require further investigation by our office. This investigation may delay approval of your visa by several weeks or more. If we have questions about your application, we will return your passport via courier, along with a letter asking you to submit additional documents by courier or to come to the Embassy for an interview.

#### **Important Reminders:**

- ◆ We will try to return all of the documents you submit, but please do not submit anything that cannot be replaced.
- ◆ Please note that visas may only be placed in passports valid for travel for at least six months. Since unexpected problems may occur while processing visa applications, we strongly suggest that applicants submit passports valid for at least one year. If while issuing your visa we discover that the passport has less than 6 months validity, we may ask you to present a new passport.
- ◆ The "K-3/K-4" visa is not an immigrant visa (IV), nor is it a legal permanent resident card (green card). It is a nonimmigrant visa that allows you to travel to the United States to join your petitioner for a maximum stay of 2 years. You will still be required to complete the adjustment of status process with the U.S. Immigration and Naturalization Service (INS) to obtain legal permanent residence in the future.
- ◆ Although we will make every effort to deliver your passport and issued visa as quickly as possible, unexpected problems can occur. Therefore, **do not make any plans to travel to the United States until the visa has been delivered to you.**