



*Embassy of the United States of America*

Please bring the **ORIGINAL** and **PHOTOCOPIES** of birth, marriage, divorce, death and police clearance certificates to your interview. One photocopy is needed for each applicant. Please also bring photocopies of any other documents that you wish to have returned (such as original tax documents). Any documents (except evidence of relationships) submitted to the Embassy become property of the Embassy and will not be returned. Please do not bring any CDs, VCDs, DVDs, and Video Cassettes, cameras or cell phones for security reasons. For all documents not originally issued in English, the original Bangla version and an English translation must be submitted to the consular section. Please bring the following documents at the time of interview:

- **PASSPORT:** Every intending immigrant must have a valid passport regardless of age. The passport must have at least eight months validity beyond the issuance date of the visa.
- **PHOTOGRAPHS:** Please see the attached photo instruction sheet and bring two (2) photos for each applicant.
- **APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION FORM (DS-260):** Each applicant should completely fill out the DS-260 Online Immigrant Visa application form. You may find this online immigration visa application form at <https://ceac.state.gov/IV/Login.aspx>
- **REGISTERED BIRTH AND DEATH CERTIFICATES:** For detailed information on birth and death certificates please see attached.
- **MARRIAGE CERTIFICATES:** For detailed information on marriage certificate please see attached.
- **DIVORCE DOCUMENTS:** For you and/or your spouse, if applicable. These documents must be original or certified copies from any U.S. court or registered Kazi office in Bangladesh.
- **MEDICAL REPORT:** After receiving the appointment letter, applicants should get their medical test done as soon as possible. For more information on the medical report please see attached.
- **AFFIDAVIT OF SUPPORT:** An original I-864 Affidavit of Support (AOS) is required from the petitioner for each immigrant visa applicant. Additional Affidavits from other individuals (“joint sponsors”) may be submitted if the petitioner’s income is not sufficient to support all of the applicants. An original copy of a notarized form I-134 is required for employment categories (skilled and unskilled) from the company for the principal applicant. An I-864 will be required in all follow-to-join cases from the family member in the United States. If your petitioner has already submitted it to NVC, you do not need to bring it again.
- **INCOME TAX RETURNS:** AOS’s should be accompanied by copies of U.S. federal income tax returns and supporting W-2 forms for the year on which the Affidavit of Support was executed, current employment letter(s), pay stubs and relevant bank statements.
- **EVIDENCE OF FAMILY RELATIONSHIP:** Please bring wedding and/or family pictures, letters, etc. as evidence of the claimed relationship. Please try to bring photographs that demonstrate your relationship to your petitioner over time, as well as photos that demonstrate your relationship to the derivative applicants in your case (if any). Please label the photos, clearly identifying the petitioner and each beneficiary. Do not bring large albums. Instead, remove all relevant photos from the album and place them in an envelope. Note that if you cannot present convincing proof of the relationship between petitioner and beneficiary, your case will be significantly delayed or a DNA test may be requested.



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- **PROOF OF PETITIONER'S RESIDENCY STATUS:** Please bring a clear photocopy of the petitioner's current passport, green card or naturalization certificate.
- **POLICE CLEARANCE CERTIFICATES:** For detailed information please see attached.
- **FEES:** If your petitioner/agent has already paid the visa processing fee at the NVC, you do not need to pay again. If your petitioner/agent has not paid the fees each immigrant visa applicant must be prepared to pay the visa processing fee of US \$325 (or equivalent Taka) at the Consular Section. Only cash (US Dollars or BD Taka) is accepted.
- **FOLLOW TO JOIN APPLICANTS:** If you have any follow to join applicants under your case, you need to bring the copy of birth certificates and bio metric photographs for each follow to join applicant on the day of your interview. You also need to fill out the follow-to-join request form (available at <http://photos.state.gov/libraries/bangladesh/275802/immigrant-visas/Follow-to-join%20request%20form.pdf> and ) and bring the form with you on the interview day.
- **Please visit [A NEW GUIDE FOR IMMIGRANTS](#).** This guide contains practical information to help you settle into everyday life in the United States.



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### **WARNING**

The consular section investigates cases of suspected fraud. **Those cases that contain fraud will result in applicants being found ineligible for life.** If you have information about malfeasance or fraud in the Consular Section, please contact [dhakafraud@state.gov](mailto:dhakafraud@state.gov)

### **REMEMBER**

**PLEASE DO NOT STAPLE OR FOLD ANY DOCUMENT.**

**YOU MUST WRITE THE CASE NUMBER ON TOP OR BOTTOM OF ANY DOCUMENT, COPIES OF DOCUMENT/S OR PHOTO ALBUMS WHICH YOU SUBMIT TO THE CONSULAR SECTION. WRITE THE NAME AND THE CASE NUMBER OF THE APPLICANTS ON THE BACK OF THE VISA PHOTOGRAPHS.**

**PLEASE SEND ALL YOUR VISA RELATED INQUIRES TO THE FOLLOWING ADDRESS:**

[Support-Bangladesh@ustraveldocs.com](mailto:Support-Bangladesh@ustraveldocs.com)

**WHEN YOU EMAIL US, PLEASE INCLUDE YOUR FULL NAME AND 10 DIGIT CASE NUMBER STARTING WITH DHK.**

**IF YOU HAVE A SHORT NAME LIKE "Md", "Mohd", "ATM", "AKM", "MST", "MOST", THEN PLEASE WRITE DOWN THE FULL NAME IN THE 3RD LINE OF YOUR DS260. FOR EXAMPLE, "Mohammad", "Mohammed", "Mosammat", "Mosammet"**



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## **INSTRUCTONS FOR REGISTERED BIRTH/DEATH CERTIFICATES**

The registered birth/death certificate is issued in compliance with the construct 21 rules of the Government of Bangladesh. These rules provide that the birth/death of any person must be registered with the local Birth/Death register office. The government of Bangladesh has designated local birth and death registry offices throughout Bangladesh. Applicants should contact the birth/death register office in their locality (where they were born/where the deceased was buried). The authorized birth/death registrar office is usually the City Corporation, the Pourashava Office, the Union Porishad Office or the Cantonment Board. However, in some rural areas, the Chairman's office provides registered birth/death certificates.

Every birth/death registry office issues formatted certificates. The format of the birth/death certificate should have the serial number of the register, page number of the register where the data is recorded along with the birth/death details of the person whose birth/death is being registered. It should also have information concerning the identity of person who registered the birth/death.

**Affidavits of birth from relatives, friends and neighbors will not be accepted.** The birth certificate that the petitioner used when first immigrating to the US must also be submitted in IR-5 and F4 cases. In addition, birth certificates should be presented for all unmarried children under age 21, even if they do not wish to or are ineligible to immigrate at this time.

**Death certificates from hospitals, clinics or doctors will not be accepted.** If your spouse or previous spouse or any family member related to your case processing is deceased, you should obtain the death certificate from the designated death registry office.



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## **INSTRUCTIONS FOR MARRIAGE CERTIFICATES**

According to Bangladeshi civil law Muslim marriages can only be registered by a Muslim Marriage Registrar (AKA Kazi) and the registration of Muslim marriages is mandatory.

**Muslim Marriages:** The applicant should contact the Kazi office who registered the marriage to obtain the Muslim Marriage Deed AKA Nikah Nama (Bengali and English version). Both the Nikah Namas (Bengali and English version) must be submitted during the visa interview.

- Section 5(1) of the Muslim Marriage and Divorce Registration Act, 1974, “Where a marriage is solemnized by the Nikah or marriage registrar himself, he shall register the marriage at once”.
- Section 5(2) “Where a marriage is solemnized by a person other than the Nikah Registrar, the bridegroom of the marriage shall report it to the concerned Nikah Registrar within thirty days from the date of such solemnization”.
- Section 5(3) “Where solemnization of a marriage is reported to a Nikah Registrar under sub-section (2), he shall register the marriage at once.”

More information on Muslim Marriage Registration can be found at -

<http://bdlaws.minlaw.gov.bd/act-476.html>

**Hindu/Christian/Buddhist Marriages:** According to the Hindu Marriage Registration Act, 2012, a Hindu marriage performed in Bangladesh may be registered with the Hindu Marriage Registrar, who has jurisdiction over the locality of the applicant’s residence.

For other religions, including but not limited to Christians or Buddhists, applicants should contact their appropriate Marriage Registrar over the locality of the marriage area or the priest who solemnized the marriage or the administration of the Church/Temple where the marriage was solemnized. The format for these documents may vary but all will contain the similar information pertaining to the concerned parties, the wedding ceremony and the information concerning the identity of the marriage registrar or priest who solemnized and/or registered the marriage.

For information about the Special Marriage Act, 1872, which governs marriages for those who profess no faith, please visit <http://bdlaws.minlaw.gov.bd>.

**IMPORTANT: Affidavits of marriage from applicants, relatives or family members will not be accepted.**



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## **INSTRUCTIONS FOR OBTAINING POLICE CLEARANCE CERTIFICATE:**

Each visa applicant aged 16 or over must submit a police clearance certificate from the police authorities for each of the following:

- their current residence in the country of their nationality,
- all other countries where the applicant has resided for at least one year, and
- any jurisdiction where the applicant has been arrested for any reason.

Please visit the website - <https://www.police.gov.bd/> to get information on how to obtain Police Clearance Certificate online.

**IMPORTANT NOTE:** Current and former residents of the United States should NOT obtain any police clearance certificates covering their residence in the United States. If the applicants have lived in any other foreign country for more than one year, they should submit a police clearance certificate that covers the entire period of the applicant's residence in that country.

**ARREST RECORD:** If any applicant has prior arrest record(s), he or she should submit police clearance certificate(s) showing a record of all arrests, the reason for the arrest(s), and the disposition of each case. The documentation should cite the section of law covering the offense.

Police certificates from certain countries are unavailable. More specific information is available on line at <https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>



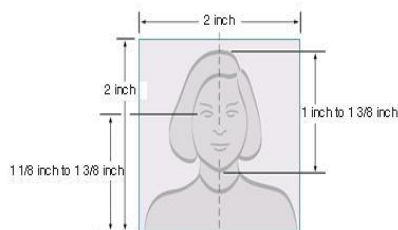
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## PHOTO STUDIOS

Below is a list of photo studios that are able to provide you the type of photograph necessary for your visa or passport application. **We are not recommending any particular studio to you.** We do know, however, that all the studios listed have done good work in the past. You may use any studio you wish and are not obligated to use any of the one's listed below:

<b>Quick Photo Studio</b>	<b>V.I.P. Photo Studio &amp; Lab</b>	<b>Hollywood Picture Studio's</b>
<b>Dhaka</b>	<b>Dhaka</b>	<b>Dhaka</b>
24-27, Zahed Plaza, 30th North Avenue Gulshan Circle-2, Dhaka 1212 Phone: 9880955, 8829207, 01959144052, 01841-722255 Email: <a href="mailto:qpslab@gmail.com">qpslab@gmail.com</a>	Gulshan Palladium (1 <sup>st</sup> Floor) Road 95, Gulshan-2, Dhaka 1212 Phone: 9880697, 01914323438 Email: <a href="mailto:vipstd123@yahoo.com">vipstd123@yahoo.com</a>	2-3 Zahed Plaza 30 North Avenue (Ground Floor) Gulshan Circle-2 Dhaka Phone: 8815489, 01819229868
<b>Sonargaon Studio</b>	<b>Qamar Photographers</b>	<b>Commercial Photographer</b>
<b>Dhaka</b>	<b>Dhaka</b>	<b>Dhaka</b>
Russell Center 27 Hatkhola Road (Opposite of Ovishar Cinema Hall), Dhaka 1203 Phone: 01714242567 Email: <a href="mailto:lilymomotaz@hotmail.com">lilymomotaz@hotmail.com</a>	18/2 Topkhana Road (1 <sup>st</sup> Floor), Dhaka, Phone: 9563342, 011074291	L Mollick Complex 12 Purana Paltan (2nd Floor) Dhaka 1000. Phone: 9553047, 019113568561 Email: <a href="mailto:Panorama.mahub@yahoo.com">Panorama.mahub@yahoo.com</a>
<b>Alo Digital Studio, Sylhet</b>		
Shibgonj, Uposohar Road, Sonapara, Phone: 01558407681, 01726962753 Email: <a href="mailto:alod.studio@gmail.com">alod.studio@gmail.com</a>		
<b>New Panna Digital Photo Studio, Sylhet</b>		
No. 1, Mohila College Banijik Bhobon (1 <sup>st</sup> Floor), Zindabazar, Phone: 01711484955, 01971484955, Email: <a href="mailto:newpannastudio@gmail.com">newpannastudio@gmail.com</a>		

### Well Composed Photo Composition Examples



### **IMMIGRANT PHOTO REQUIREMENTS:**

- Two (2) identical photographs are required.
- The photographs must be 2x2 inches (51 x 51 mm) in size.
- The photograph must be in color and must be taken in front of a white background. It must be taken in full-face view directly facing the camera, with a neutral facial expression and both eyes open, and both ears visible.
- Eyeglasses are no longer allowed in visa photographs, except in rare circumstances when eyeglasses cannot be removed for medical reasons; e.g., the applicant has recently had ocular surgery and the eyeglasses are necessary to protect the applicant's eyes. A medical statement signed by a medical professional/health practitioner must be provided in these cases. If the eyeglasses are accepted for medical reasons:
  - The frames of the eyeglasses must not cover the eye(s).
  - There must not be glare on eyeglasses that obscures the eye(s).
  - There must not be shadows or refraction from the eyeglasses that obscures the eye(s).
- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
- The photographs must be taken in clothing that you normally wear on a daily basis. Uniforms should not be worn in the photograph, except religious clothing that is worn daily.



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- The photographs must be printed on photo quality paper. Surface of the photograph must be glossy, unretouched, and not mounted.
- You are not allowed to digitally enhance or alter the photograph to change your appearance in any way.
- The photographs must be taken within 6 months prior to your interview appointment date to reflect your current appearance.





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## Instructions for Medical Examination of Immigrant Visa Applicants

United States Embassy  
Dhaka, Bangladesh  
Consular Section  
Madani Avenue, Baridhara  
Dhaka -1212, Bangladesh.

Each immigrant visa applicant must be medically cleared by a physician approved by the U.S. Embassy before visa issuance, and must carry and present his or her medical examination papers at the Port-of-Entry.

**Each immigrant is responsible for arranging his or her own appointment for a medical examination prior to the visa interview. This means that he or she and the accompanying family members are required to visit an approved physician at least three weeks prior to the visa interview appointment date. This will allow time for the examining physician to complete your report in time for your interview.** All applicants must bring their passport, four photos (must be in color and taken against white background; eyeglasses must not be worn) of themselves, DS-260 confirmation page, vaccination card (if any) and interview letter/email copy to the medical exam appointment. The list of U.S. Embassy-approved physicians is below. You may visit any one of them, the choice is yours.

Green Crescent Health Services	International Organization for Migration (IOM)	Wahab Medical Practice
<b>Dhaka</b>	<b>Dhaka</b>	<b>Dhaka</b>
House # 60, Road – Park Road (North side of U.S. Embassy), Baridhara Diplomatic Zone, Dhaka – 1212, Bangladesh.  <b>Mobile:</b> 01742388854, 01315848055 <b>Tel:</b> (88) (02) -222262384, 58817335 <b>Fax:</b> +(88) (02) 48811648 <b>E-mail:</b> gchsmmed@gmail.com <a href="http://www.greencrescentmedicalbd.com">www.greencrescentmedicalbd.com</a> , <a href="http://www.roadmapgreencrescent.com">www.roadmapgreencrescent.com</a>	1st & Ground floor, House # 13/A, Road # 136, Gulshan-1, Dhaka 1212, Bangladesh.  <b>Mobile:</b> 01777761309, 01713481798 <b>E-mail:</b> <a href="mailto:dhakaha@iom.int">dhakaha@iom.int</a>	Road # 12, House # 3, Baridhara Diplomatic Zone, Dhaka – 1212, Bangladesh.  <b>Mobile:</b> + (88) 01817243279, + (88) 01778630677 <b>Tel:</b> +(88) 02 58814671, + (88) 02 58814672, + (88) 02 58814673 <b>Fax:</b> 8826069 <b>E-mail:</b> <a href="mailto:wahab@aqni.com">wahab@aqni.com</a>
Green Crescent Medical Diagnostic	Migration Health Assessment Clinic (MHAC)	Green Crescent Medilab
<b>Chittagong</b>	<b>Sylhet</b>	<b>Sylhet</b>
House # 15/2, Road # 4, Khulshi Hill, Chittagong, Bangladesh.  <b>Mobile:</b> 01786553377, 01796199638 <b>Tel:</b> + (88) (031) 656524,(031)656481 <b>Email:</b> <a href="mailto:doctors@greencrescentmedical.com">doctors@greencrescentmedical.com</a> , <a href="http://www.greencrescentmedicaldiagnostic.com">www.greencrescentmedicaldiagnostic.com</a> , <a href="http://www.roadmapgreencrescent.com">www.roadmapgreencrescent.com</a>	Medi-Aid Heart Centre, South Dorga Gate (Near Minar), Dorga Moholla, Sylhet – 3100, Bangladesh.  <b>Mobile:</b> 01777761309 <b>Tel:</b> 88-0821-725056 <b>E-mail:</b> <a href="mailto:dhakaha@iom.int">dhakaha@iom.int</a>	Time Square Building, Shibgonj, Upashahar, Sonapara, Sylhet, Bangladesh.  <b>Mobile:</b> 01742564432, 01315847779 <b>Tel:</b> 0299-6641601, 0299-6641602 <b>Email:</b> <a href="mailto:gcmlabsylhet@gmail.com">gcmlabsylhet@gmail.com</a> <a href="http://www.greencrescentmedilab.com">www.greencrescentmedilab.com</a>



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You must pay the doctor's fee; the U.S. Embassy will not reimburse you. The doctor is required to issue you a receipt. The examination fee is Taka 7865 for applicants who are 15 years and older. And Taka 3025 for children under 15 years old + Taka 2240 (only if gonorrhea test is required) + Taka 7500 (cost for IGRA test) for children from 2 to 14.99 years old. For children 0 to 1.99 years old IGRA test will be required only if indicated.

Please note that additional required vaccinations may increase the cost. In order to prove any infectious diseases or TB, you will be required to complete additional laboratory tests. Failure to appear within five (5) days of your medical examination for the tests may place an additional one year to process your case.

For additional TB screening (if required), the cost will be Taka 14000 per adult.

All immigrants must be vaccinated against infectious diseases. These immunizations are available from the approved physicians, and vary in cost. Immunizations may, on very rare occasions, cause undesirable side effects. You should consult with your physician about the risks and benefits of immunizations.

The panel physicians send your medical report directly to the Consular Section. It is important that you schedule your medical examination at least **twenty days** before your scheduled interview. Applicants whose completed medical examination reports are not available at the time of their interview will not be interviewed.

After successful completion of medical screening, applicants must collect their vaccination record and x-ray CD from their respected panel physician.

No immigrant will be admitted to the United States without a valid medical report. The expiration date of your Immigrant Visa will be exactly six months after you took your medical exam. Example: If you completed your medical exam on 15 November 2020, but your visa was not issued until 01 February 2021, your visa would still expire on 14 May 2021. Whether or not you should update your medical clearance depends on how soon after visa issuance you plan to travel to the United States.