

***U.S. Embassy, Moscow***  
***Immigrant Visa Unit***  
# 21, Novinsky Boulevard, Moscow 123242  
(nearest metro stations: Smolenskaya or  
Barrikadnaya or Krasnopresnenskaya)

e-mail: [consulmo@state.gov](mailto:consulmo@state.gov)

web-site: [www.usembassy.ru](http://www.usembassy.ru)

**ON THE DAY OF YOUR INTERVIEW:**

1. Go through the Consular entrance to the Embassy (on Novinsky Boulevard).
2. **HAND THE INTERVIEW LETTER FROM NVC** to the consular assistant at window #1 or #2.
3. After you have checked in with the consular assistant, please take a seat in the Immigrant Visa waiting area. You will be called for your interview on the loudspeaker.

- **Children** immigrating with you must also be present at the interview.
- **Please note that no one may accompany applicants into the Embassy's visa waiting room. This includes American citizens, spouses, attorneys, sponsors, friends, and family members.**
- **Visa delivery.** Please submit **the original DHL airway bill** for **express delivery** of your visa after the interview. (See additional information below.)
- **Tickets.** We strongly advise you not to buy tickets or make any travel arrangements before you receive a visa.
- **Fingerprint scanning.** The U.S. Embassy, Moscow collects ten fingerprints as a part of the application process for all immigrant visa applicants over the age of 14. Please make sure to reschedule the interview date if an applicant's fingers have any cuts or wounds.
- **Payment.** UNLESS ALREADY PAID BY THE PETITIONER TO NVC, the applicant must pay the immigrant visa application fee (see [http://travel.state.gov/visa/temp/types/types\\_1263.html](http://travel.state.gov/visa/temp/types/types_1263.html)) ON THE DAY OF THE INTERVIEW, only AFTER an Embassy employee instructs you to do so. The Embassy accepts dollars and rubles. Credit cards are not accepted.

- Please read through these instructions before the interview and follow them carefully. **UNLESS ALREADY SUBMITTED TO NVC BY THE PETITIONER** all documents (originals/copies/translations) should be brought with the applicant **ON THE DAY OF THE INTERVIEW.**
- **Translations** must be notarized only when the original is in a language OTHER than Russian. (e.g., a translation from Ukrainian into English must be notarized; translation from Russian into English does not need to be notarized).

## LIST OF DOCUMENTS:

(Should be prepared for EACH family member immigrating with you if not previously submitted to the National Visa Center)

1. Biographical Form DS-230 filled out in English (part 1 and part 2).
2. Travel passport: original and a photocopy of the information page with the photo. The passport should be valid at least 60 days beyond the period of validity of visa. Typically, an immigrant visa is valid for 6 months.
3. Birth certificate: original, photocopy, translation into English (about notarizing translations please see above).
4. Marriage certificate: original, photocopy, and translation into English. For married couples bring a copy and a translation for each spouse.
5. For those previously married: Divorce certificate/ death certificate of ALL previous spouses, if applicable: original, photocopy, translation into English.
6. Applicants are required to submit police certificates (original and translation into English) in **ALL names (including maiden names)** as well as **ALL dates of birth that they have used**. The police certificate must contain references to **EACH place** (subject to the jurisdiction of the Russian Federation) in which the applicant lives or has lived for more than six months since their 16<sup>th</sup> birthday or must indicate that the applicant's name(s) have been checked against the central database of the Russian Ministry of Internal Affairs (MVD). This includes localities where applicants have lived during university studies. If the applicant was on military service, he/she should bring the certificate from the local draft board. **If an applicant has lived abroad for more than one year, a police certificate must also be submitted from the country in which he/she lived.** Detailed information on how to obtain a police certificate can be found at: [http://travel.state.gov/visa/fees/fees\\_3272.html](http://travel.state.gov/visa/fees/fees_3272.html)
7. The results of your medical exam in a sealed envelope. The medical exam must be conducted by one of the Embassy's panel physicians (See additional information below). It takes approximately two days to process the results of the medical exam. For more information regarding the medical exam please contact one of the medical centers directly.
8. TWO COLOR NON-GLOSSY FULL-FACE photos (50x50 mm) for visa. The eye level should be between 28mm and 35mm from the bottom. Do not wear hats or glasses when taking the picture. (Two additional pictures will be required for the medical examination.)
9. Immigrant visa application fee (see [http://travel.state.gov/visa/temp/types/types\\_1263.html](http://travel.state.gov/visa/temp/types/types_1263.html) for details.)
10. **From the petitioner – a US citizen or Legal Permanent Resident:**
  - Affidavit of Support: form **I-864, ORIGINAL ONLY**. If petitioner is using income from household member spouse to qualify, the spouse household member **MUST** complete I-864A, **ORIGINAL ONLY**.
  - Copy of original, signed tax returns for the last year (both **W-2** and **1040**). If copies of tax returns are not available, provide transcripts from the IRS.

### List of Panel Physicians

*The medical examination must be conducted before the immigrant visa interview. The following is a list of the facilities in Moscow with panel physicians authorized to conduct such examination. When you go to a clinic, please be sure to bring the following: 2 color pictures 3X4 cm in size, travel passport and an extract from your medical history with the list of vaccinations you have received. The document should include a doctor's signature and stamp.*

The results of the examination must be submitted to the Embassy at the interview in a *sealed envelope*. Please refer all questions about medical appointments and the examination, to the clinics directly. The cost of the medical examination does not include the cost of vaccination and the cost of preparing vaccination certificate.

#### **FILATOV CLINIC**

#15, Sadovo-Kudrinskaya, Moscow

Appointment should be scheduled by phone or e-mail:

tel. (499) 254-90-28, 8-903-196-37-21 (9 am – 5 pm)

e-mail: zdordet@mail.ru (for adoption questions only)

- **Appointment hours:** for adopted children-8 am - 9 pm;  
for other categories: Mo-Fri:9 am-5 pm
- **Cost of medical examination:** ruble equivalents (at the rate of Central Bank of Russia) of \$115 (children under 15 years old) /\$175 (adults)

#### **INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)**

#12, 2nd Zvenigorodskaya, 1st entrance; Moscow, metro: "Ulitsa 1905 goda"

Appointment should be scheduled by phone: (495) 797-8723

- **Appointment hours:** Mo-Thu 8:30 am – 5:30 pm; Fri: 8:30 am - 4.15 pm  
(Those who come between 8:30 am and 12 pm, can obtain the results on the same day)
- **Cost of medical examination:** ruble equivalents of \$ 160 (adults), \$120 (children under 15 years old).

\*\*\*\*\*

- Applicants residing in the Vladivostok consular district (Sakhalin, Kamchatka, Magadan region, Khabarovsk region, Amur region, Vladivostok, Irkutsk region), may obtain medical reports at:

74-A, Okeansky Ave., **Vladivostok** 690090, Children Polyclinic #7

Dr. Luchaninova V.N.

tel. (4232) 45-81-64, answering machine: (4232) 45-24-26. Live your phone number, you will be called back.

- **Cost of medical examination:** ruble equivalents of \$ 160 (adults), \$120 (children under 15 years old).

*Attention: if you are charged higher prices than those listed here, please inform the Immigrant Visa Unit at the American Embassy.*

## DHL Delivery of Your Visa

The applicant will need to provide a prepaid DHL airway bill which will be used to deliver the visa once it is issued. To obtain a prepaid DHL airway bill, go to one of DHL offices (see the list below) **before the interview**. Please provide the DHL clerk with the **applicant's** name and case number starting with **MOS**. Fill in the address to which the visa should be delivered.

You **must** bring **THE ORIGINAL DHL AIRWAY BILL** to the interview.

US Embassy's Consular Section will send your visa to a DHL courier 2 – 3 days after your visa has been approved. After that your visa will be delivered to the address you provided. **Visas cannot be delivered to an address outside the Russian Federation**. Please make sure you provide the correct address for visa delivery.

DHL will be responsible for your visa during the delivery process.

DHL offices in Moscow:

- 11, 1<sup>st</sup> Tverskaya-Yamskay ul., “Mayakovskaya” metro station,  
Monday-Friday: 8:00-24:00; Saturday: 10:00-16:00; phone #956-1001
- 31, Novinskiy boulevard, “Barrikadnaya” metro station,  
Monday-Friday: 10:00-18:00; phone #956-1001

**If you have any questions regarding visa delivery  
please contact DHL at: +7 495 956 1001**

## Contact Information

The U.S. Embassy in Moscow does not accept direct calls from the public on visa-related matters. All information is provided by a user-pays call center. This service offers callers immediate access to a wide range of visa-related information and the possibility to speak to live operators from 8 a.m. to 8 p.m., Moscow time.

The initial cost of the service will be a flat rate of \$2.68 per minute with a three-minute minimum.

The call center is accessible through the following numbers:

**From Russia: (495) 787-31-67, (495) 974-88-43**

These calls will be billed directly to the phone subscriber at \$2.68 per minute.

**From U.S.A.: 1-888-222-5673**

Payment by credit card only. Cost \$12 per call, regardless of duration.

**Everywhere else: 1-888-222-5673 or 7-495-787-31-67, 7-495-974-88-43**

Payment by credit card only. Cost \$12 per call, regardless of duration.

Operators are available from 8 a.m. to 8 p.m. Moscow time, Monday through Friday.

General information on visa-related matters is available on the Embassy's web site:

[www.usembassy.ru](http://www.usembassy.ru)

**E-mail** inquiries of a *general nature* may be addressed to: [consulmo@state.gov](mailto:consulmo@state.gov).

(Please note that due to the large number of inquiries received, a reply may not be immediately forthcoming).