

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY SEOUL, CONSULAR SECTION, IMMIGRANT VISAS**  
32 Sejong-ro, Jongro-ku, SEOUL 110-710 KOREA or  
Unit 15550, APO AP 96205-5550 USA

INTL FAX 822-397-4501, DOMESTIC FAX 02-397-4501, DSN FAX 721-4501

*After you have complied in full with the instructions on the attached SEO 3.5, please request an immigrant visa appointment by completing and returning this OF-169, together with a photocopy of the passport identity page of the passport for each applicant, by fax or mail to Immigrant Visas (IV) at one of the above addresses.*

**IMMIGRANT, FIANCÉE, LIFE ACT VISA APPOINTMENT REQUEST (OF169)**

FROM THE APPLICANT TO IV: I have gathered all necessary documents described herein, which are relevant to my case, and will bring them for my appointment at IV. Enclosed are photocopies of the identity pages of the emigration passports for myself and all family members who will apply for visas. I understand that IV will notify me of my appointment only after IV receives my Korean National Police Certificate (KNPC) result and all other internal processing is complete. All applicants who must obtain a KNPC have applied for them through IV. I recognize that qualifying for a visa is my responsibility alone; no prior assurance can be made about visa issuance. I understand that I should not give up my job, education or business, not dispose of property and not make any final travel plans until a visa is actually issued to me. I understand that it is solely my responsibility to qualify for a visa in time to suit my plans.

The following family members, who are not U.S. citizens or legal permanent residents, will apply:

- Myself only
- Myself together with my spouse (print full name): \_\_\_\_\_
- Myself together with my spouse and the following minor children (print full names of each):

\_\_\_\_\_  
\_\_\_\_\_  
(print full name and case number of principal applicant)

\_\_\_\_\_  
(print your full mail address and zip code, phone and fax numbers, email address)

\_\_\_\_\_  
(preferred week of your appointment)

\_\_\_\_\_  
(signature of principal applicant and today's date)

## INSTRUCTIONS FOR IMMIGRANT, FIANCE, LIFE ACT VISA APPLICANTS

IV has received an approved petition for you. Please follow these instructions in a timely manner if you wish to apply for an immigrant, fiance or LIFE Act visa. Many forms can be downloaded and information obtained from [www.asktheconsul.org](http://www.asktheconsul.org) or [www.travel.state.gov](http://www.travel.state.gov). Please remember that a consular official may need further information or documents, in order to determine your eligibility, at any time.

**BIOGRAPHIC INFORMATION.** Please complete, sign and mail or fax to IV the enclosed Biographic Data DS-230 part 1, now, one for each family member so that we can begin internal checks, which take at least 3 weeks.

**KOREAN EMIGRATION PASSPORT.** Korean law requires Korean citizens emigrating from Korea to obtain a Korean emigration passport (PR or R). Korean citizens must contact the Ministry of Foreign Affairs and Trade, Overseas Residents and Immigration Division, 403 Daehan Jae-Boheom Building, 80 Susong-Dong, Jongro-Gu, Seoul or the Korean Consulate nearest your overseas residence for instructions. If you wish, you may use the services of an emigration corporation to help you obtain an emigration passport.

**POLICE CERTIFICATE.** See [www.travel.state.gov/visa/reciprocity.htm](http://www.travel.state.gov/visa/reciprocity.htm) for police certificate and other documentary requirements for various countries. If deemed to be available, as a minimum you must obtain a police certificate from your country of nationality and your country of current residence if your presence there occurred after age 16 and was 6 months or more. Police certificates are required from other countries for all stays of 12 months or more after age 16. If you have ever been arrested in any jurisdiction please bring arrest, court or prison records.

The Korean National Police Certificate (KNPC) can only be processed through IV. Submit your KNPC application to IV now. Korean nationals residing in Korea must submit 2 SEO-11s, Hangeul cover sheet, 3 photographs and 1 copy each of their Family Census Register (FCR) (Hojeok Deungbon) and Residence Register (Jumindeungnok Deungbon) issued within the last 3 months. Married women must also attach the original FCR from which she was removed. Koreans living outside of Korea must submit 2 SEO-11s with 2 photographs, 1 copy of their FCR and 1 photocopy of their passport identity page. Other nationals must submit 2 SEO-11s with 2 photographs and 1 photocopy of their passport identity page. IV can only schedule your IV appointment after we receive your KNPC results, which takes at least 3 weeks.

**AFFIDAVIT OF SUPPORT:** Please be sure to carefully read and completely follow all instructions.

- Immediate relative and family preference cases: I-864 must be properly signed and notarized under U.S. law by the petitioner, who is the sponsor and I-864A by adult household members whose income will be considered with the sponsor. If the sponsor's income is insufficient submit a separate, properly signed and notarized I-864 and I-864A from joint sponsors and their household members. Each I-864 and I-864A must have attached to it evidence of each signer's and household member's U.S. citizenship or legal permanent resident status, evidence of current, sustained income and photocopies of the last three years of federal tax returns.
- Fiance and LIFE Act cases: I-134 must be properly signed and notarized by the petitioner and any joint sponsors, and must have attached to it only evidence of current, sustained income/assets.
- Employment preference cases: No affidavit of support (I-134, I-864) are needed for principal applicant. However, In case of following-to-join applicants, Form I-134 should be used.

**VISA APPOINTMENT.** Complete page 1 of this form and mail or fax it to IV along with a photocopy of the identity page of the passport (emigration passport for Korean citizens) for each applicant, after you have gathered all necessary documents. Immediate relative (parent, spouse or child of a U.S. citizen--IR or CR, or returning resident--SB), fiance and LIFE Act visa applicants usually receive an appointment within 4 weeks, once all internal processing and police certificates are complete. IV requests visas for all other applicants (F or E) from Washington DC only after receiving your appointment request and if your priority date is current. We have no control over priority dates. If your priority date is not yet current, you must wait until it becomes current. You may check priority dates at [www.travel.state.gov](http://www.travel.state.gov). Once all internal clearances and police certificates are complete, family preference (F) applicants usually receive an appointment within 10 weeks. Employment preference (E) applicants usually receive an appointment within 14 weeks. IV will inform you of your appointment by mail.

**PAYMENT.** Each immediate relative, family preference and employment preference IV applicant must pay the statutory IV fee of \$335. Please bring to your appointment sufficient funds in cash (US\$ or KRW), money order or traveler's check. Personal checks and debit/credit cards cannot be used to pay visa fees. A separate visa and fee is



<i>Documents and completed forms</i>	<i>K1/2</i>	<i>K3/4</i>	<i>V1/2</i>	<i>CR/IR</i>	<i>F</i>	<i>E</i>	<i>SB/IW</i>	<i>DV</i>
\$335 IV fee in US\$ or KRW equivalent	No	No	No	Yes	Yes	Yes	Yes	Yes
\$100 MRV fee receipt	Yes	Yes	Yes	No	No	No	No	No
\$100 Diversity visa processing	No	No	No	No	No	No	No	Yes

**WARNING**

FAILURE TO APPLY FOR YOUR IV WITHIN TWO YEARS OF BEING TOLD THAT YOU MAY APPLY WILL RESULT IN THE PERMANENT TERMINATION OF YOUR CASE PURSUANT TO SECTION 203(g) OF THE IMMIGRATION AND NATIONALITY ACT. REPORT ANY CHANGE IN YOUR ADDRESS PROMPTLY TO IV. DO NOT MAKE ARRANGEMENTS TO DEPART KOREA, DISPOSE OF YOUR PROPERTY, GIVE UP YOUR JOB OR SELL YOUR BUSINESS UNTIL AFTER YOU RECEIVE A VISA.

Enclosures: as stated

s/cons/iv/seofm/OF169-SEO 3.5, Oct2002