



*U.S. Department of Homeland Security
Citizenship Immigration Services Office
AMERICAN EMBASSY
Seoul, Republic of Korea*

INFORMATION SHEET

Petition- Immigration Information By Appointment

Immigration applications for Relative Alien Relative (Form I-130) can now be filed by appointment. This allows the public to go online to schedule appointments with the Citizenship Immigration Services (USCIS) office at the American Embassy Seoul, Republic of Korea. Should you also have a complex immigration question or need that is best addressed by an Immigration Officer, the on-line appointment offers a convenient alternative to waiting in line for assistance.

HOW DOES THE SYSTEM WORK

- You access the system by typing CIS.Seoul@dhs.gov into your email Internet browser window. The only requirements are a computer with a browser and email Internet access.
- Please provide your name, name of beneficiary and country of birth, telephone number, and desired appointment time, and date.
- CIS-Seoul will respond with a date and time from the time frame you provide.
- Petition appointment date options, please choose several date and we will confirm one.
- Monday through Friday, with the exception of American and Korean Holidays. The hours for the customer service window are between 10:00 and 1200 hours and 1300 and 16:00 hours.
- This office will consider emergency walk-in services, on a case-by-case basis.

WHAT SHOULD I TAKE TO MY APPOINTMENT

- Bring a print out of the appointment notice. The notice gives the date and time of the appointment, the office address, and instructions on any additional documents required.
- Be prepared to present personal identification, such as a government-issued ID card, passport, valid driver's license, and green cards (I- 551).
- Bring any forms, receipts, original documents along with certified translation, and original documents related to your immigration inquiry and petition.
- You can cancel and reschedule appointments using the email system using the identification in your appointment confirmation notice.
- Your personal appearance at the CIS office is required to file the I-130 Alien Relative Petition, and to receive other immigration assistance you may need.

OTHER USCIS INFORMATION

Immigration forms are also available on the agency's website at www.uscis.gov, or by calling the National Customer Service Center (NCSC), I-800-375-5283 (domestic). Customers in the U.S. can also file for an immigration benefit by using E-Filing. E-Filing currently supports eight of the most frequently used forms that account for over 50% of the applications filed each year. To check the status of an application filed with the USCIS Service Center, you can also go online and select "Case Status Online."