

## **9 FAM APPENDIX O, 700 CONSULAR PROCESSING OF V-93 BENEFICIARIES**

*(CT:VISA-1170; 03-19-2009)  
(Office of Origin: CA/VO/L/R)*

### **9 FAM APPENDIX O, 701 GENERAL**

*(CT:VISA-867; 03-20-2007)*

- a. Refugees admitted to the United States under INA 207 may petition to have their spouses and unmarried children under 21 follow them to the United States (see 9 FAM Appendix O, 704.1 regarding exceptions for children aged 21 and older). When refugees file Form I-730, Refugee/Asylee Relative Petition, to have these family members join them, the derivative family members are sometimes referred to as Visas 93 (V-93) beneficiaries (also known as "following-to-join"). (See 9 FAM Appendix O, 1000 Confidentiality in Refugee Processing, regarding the need to keep information related to the petitioner confidential.)
- b. Contact the Office of Admissions in the Bureau of Population, Refugees and Migration (PRM/A) at 202-663-1006 for general guidance on V-93 processing.
- c. Contact the Refugee Processing Center (RPC) via e-mail at [Visa93@wrapsnet.org](mailto:Visa93@wrapsnet.org) for questions about processing a specific V-93 case.

### **9 FAM APPENDIX O, 702 CONSULAR RESPONSIBILITY FOR PROCESSING V-93 CASES**

*(CT:VISA-1026; 09-22-2008)*

- a. In countries with a permanent U.S. Citizenship and Immigration Services (USCIS) office, USCIS officers will usually interview V-93 beneficiaries and prepare the travel packets. The only aspect the consular section may assist USCIS with are the Consular Lookout and Support System (CLASS) namechecks and Security Advisory Opinions (SAO) if needed.

- b. In countries without a USCIS presence, USCIS delegates the authority to process V-93 beneficiaries to a consular officer, and the consular section will prepare the travel packet.
- c. In countries where an Overseas Processing Entity (OPE) is under cooperative agreement with the Bureau of Population, Refugees and Migration (PRM), the OPE provides V-93 assistance with processing services.

## **9 FAM APPENDIX O, 703 ELIGIBILITY FOR V-93 PROCESSING**

*(CT:VISA-867; 03-20-2007)*

- a. Each applicant must be the beneficiary of a separate Form I-730 filed by the petitioner. Under 8 CFR 207.7, the petition must be filed within two years of the petitioner's arrival in the United States.
- b. USCIS may extend the filing period for Form I-730 petitions for humanitarian reasons.

## **9 FAM APPENDIX O, 704 VALIDITY OF FORM I-730, REFUGEE/ASYLEE RELATIVE PETITION**

*(CT:VISA-867; 03-20-2007)*

- a. V-93 beneficiaries remain eligible for derivative refugee status even after the petitioner has adjusted status from refugee to lawful permanent resident (LPR). An eligible V-93 beneficiary may apply on the basis of the Form I-730 until the petitioner becomes a U.S. citizen.
- b. A V-93 petitioner who becomes a U.S. citizen must file Form I-130 to petition for his immediate relatives.

## **9 FAM Appendix O, 704.1 Effect of the Child Status Protection Act (CSPA) on Refugee Derivatives**

*(CT:VISA-867; 03-20-2007)*

- a. The Child Status Protection Act (CSPA), Public Law 107-208, 116 Statute 927, effective August 6, 2002, allows some refugee children reaching the age of 21 to continue being classified as a "child" and derive eligibility for

refugee status from a parent.

- b. The CSPA applies to refugee children who turn 21 years of age while the parent's Form I-590, Registration for Classification as Refugee (the child must be listed on this Form I-590), or Form I-730, Refugee/Asylee Relative Petition, is pending. For complete guidance on applying the CSPA to refugee processing, see the USCIS memoranda below, both available at USCIS:
  - (1) U.S. Citizenship and Immigration Services Memorandum, Processing Derivative Refugees and Asylees under the Child Status Protection Act, HQIAO 120/5.2, dated July 23, 2003; and
  - (2) U.S. Citizenship and Immigration Services Memorandum, The Child Status Protection Act -- Children of Asylees and Refugees, HWOPRD 70/6.1, dated August 17, 2004.
- c. Children who turned 21 years old prior to August 6, 2002 are not covered by the CSPA unless either the Form I-730 or the petitioner's Form I-590 was pending on that date. These documents are considered pending if they were approved by August 6, 2002, but the beneficiaries had not yet been issued documentation to travel to the United States.

## **9 FAM Appendix O, 704.2 What is the Difference Between V-92 and V-93?**

*(CT:VISA-1170; 03-19-2009)*

The petitioner of V-93 beneficiaries was admitted to the United States as a refugee. The petitioner of V-92 beneficiaries was granted asylum in the United States. V-93 beneficiaries are counted as refugee arrivals and benefit from all U.S. Government-funded services provided to refugees. Visas 92 beneficiaries do not count as refugee arrivals and receive benefits available to asylees. (See 9 FAM Appendix O, Section 1200, *Consular Processing of V-92 Beneficiaries* for information on processing V-92 cases.)

## **9 FAM APPENDIX O, 705 PRELIMINARY PROCESSING STEPS FOR V-93 CASES, NATIONAL VISA CENTER (NVC) FORWARDS APPROVED FORM I-730, REFUGEE/ASYLEE RELATIVE PETITION TO POST**

*(CT:VISA-867; 03-20-2007)*

The National Visa Center (NVC) receives approved Form I-730 from the U.S. Citizenship and Immigration Services (USCIS) and forwards the petition to the consulate in the country where the V-93 beneficiary resides. If there is no consulate in the country of residence, the petitioner may designate the country where the beneficiary will apply and the approved Form I-730 will be forwarded to that post.

## **9 FAM Appendix O, 705.1 Scheduling the Consular Interview for V-93 Beneficiaries**

*(CT:VISA-1170; 03-19-2009)*

- a. The NVC does not notify the petitioner or beneficiary when the approved Form I-730 has been forwarded to post. As soon as possible after receiving the Form I-730 or telegraphic notice of approval from NVC, the consular section should contact the V-93 beneficiary, advise him or her of documentary requirements, and schedule an interview. Posts may draft their own letters for this purpose without Department approval.
- b. Each applicant must have eight color photos that meet the current passport application standard; post may take the photos or ask the applicants to provide them at the time of interview.
- c. For V-93 cases processed by consular officers, post should enter the beneficiaries into the Nonimmigrant Visa (NIV) Applicant Information window in the same manner as regular visa applicants. Posts should then select ZZ as the visa class and select the following annotation from the dropdown menu: **"Not a visa. Foil prepared at DHS request. May be boarded without transportation carrier liability. WRAPS #"**. Post should enter the Worldwide Refugee Admissions Processing System (WRAPS) number at the end of the annotation once it is received from the Refugee Processing Center (RPC). The machine readable visa (MRV) fees and reciprocity fees will default to 0, since there are no fees for refugee follow-to-join boarding documents. (See 9 FAM Appendix O, 706, *Consular Interview with V-93 Beneficiaries* processing steps after V-93 interview, et seq. for further information on these steps.)

## **9 FAM Appendix O, 705.2 No Police Certificate Required in V-93 Processing**

*(CT:VISA-867; 03-20-2007)*

A police certificate is not required for V-93 cases. The consular officer may, however, request a V-93 beneficiary to present a police certificate for the country of residence, if available. The consular officer must assess the risk to the applicant or other family members if brought to official attention in the country of origin or first asylum.

## **9 FAM Appendix O, 705.3 Scheduling All Family Members for V-93 Interviews at the Same Time**

*(CT:VISA-1170; 03-19-2009)*

The Office of Admissions in the Bureau of Population, Refugees and Migration (PRM/A) recommends that consular sections search for multiple Form I-730 Refugee/Asylee Relative Petitions filed by the same petitioner before scheduling the interviews. Petitions often are forwarded to posts at different times even though filed together. Separate interviews have sometimes been scheduled for beneficiaries, resulting in the separation of minor children from the parent. If possible, verify that no other family members are waiting for interview, and interview all family members together if they are in the same country.

## **9 FAM APPENDIX O, 706 CONSULAR INTERVIEW WITH V-93 BENEFICIARIES**

### **9 FAM Appendix O, 706.1 Processing V-93 Cases**

*(CT:VISA-867; 03-20-2007)*

The purpose of the consular interview with V-93 beneficiaries is to verify the applicant's identity, confirm the relationship between the petitioner and beneficiary, and determine whether any INA 212(a) inadmissibilities or other bars to admission exist. Consular officers should also collect biometric fingerprints at the interview.

### **9 FAM Appendix O, 706.1-1 Verify Identity and Relationship**

*(CT:VISA-867; 03-20-2007)*

- a. The interview should begin with the applicant(s) taking an oath or affirmation. V-93 applicants should show evidence of identity and family relationship. Consular officers should examine marriage, death, divorce,

and/or birth certificates or certificates of adoption, if available. If civil documents are not available, credible oral testimony and secondary documentary evidence may be used. Although specific documentary evidence is not required, the burden of proof is on the V-93 beneficiary to verify the existence of a qualifying relationship. Keep copies of any evidence provided during the interview to include in the case file. Make notes as to the statements made during the interview.

- b. In cases where fraud is suspected, (see 9 FAM Appendix O, 706.2-5(B) Evidence of Fraud in Identity or Claimed Relationship).

## **9 FAM Appendix O, 706.1-1(A) Derivative Relationship Between the Petitioner and Beneficiary**

*(CT:VISA-867; 03-20-2007)*

- a. Note that in order to derive refugee status under 8 CFR 207.7:
- (1) The qualifying relationship must have existed at the time of the petitioner's admission to the United States as a refugee, at the time the Form I-730 was filed, and still exist at the time of the beneficiary's admission to the United States;
  - (2) A beneficiary may have been born after the petitioner's admission to the United States as a refugee if the child was conceived before the petitioner was admitted; and
  - (3) The child's mother, if not the principal refugee, only qualifies as a beneficiary if married to the petitioner at the time of his admission to the United States as a refugee.
- b. Even if the applicant is a spouse or unmarried child of the petitioner and meets the criteria in the above paragraph, the applicant is not eligible to derive status if:
- (1) He/she was previously granted asylum or refugee status;
  - (2) An adopted child whose adoption took place after the age of 16, or who has not been in the legal custody of and living with the parent(s) for at least two years;
  - (3) A stepchild if the marriage that created the relationship took place after the child became 18 years old;
  - (4) A husband or wife if both were not physically present at the marriage ceremony and the marriage was not consummated; or

- (5) A husband or wife determined by USCIS to have attempted or conspired to enter into a marriage for the purpose of evading immigration laws.
- c. A parent, sister, brother, grandparent, grandchild, uncle, aunt, nephew, niece, cousin, or in-law does not have a qualifying relationship.
- d. See 8 CFR 207.7 for further guidance.

### **9 FAM Appendix O, 706.1-1(B) Effect of Death of Petitioner**

*(CT:VISA-867; 03-20-2007)*

- a. If information that the petitioner is deceased develops during the application process, notify the RPC and PRM/A immediately and ask for guidance on how to handle the case.
- b. While beneficiaries lose eligibility to apply for Form I-730 benefits when the petitioner dies before derivative family members arrive in the United States, the beneficiaries may apply for humanitarian parole with the USCIS in order to travel to the United States. The embassy may also consider a referral under Priority 1.
- c. If the V-93 beneficiary is a minor child applying without a parent, also notify the Office of Admissions in the Bureau of Population, Refugees and Migration (PRM/A).

### **9 FAM Appendix O, 706.1-1(C) Marriage of V-93 Beneficiary Prior to Travel**

*(CT:VISA-867; 03-20-2007)*

Consistent with procedures for immigrant visa (IV) derivatives, unmarried children approved as beneficiaries of Form I-730 petitions lose eligibility if they marry after approval of their visa but prior to arrival in the United States.

### **9 FAM Appendix O, 706.1-2 Preparation of Forms Required for Admission**

*(CT:VISA-867; 03-20-2007)*

The forms below are required in the travel packet that the V-93 beneficiary will present for inspection at the port of entry (POE). They should be

prepared and executed at the time of the interview.

## **9 FAM Appendix O, 706.1-2(A) U.S. Citizenship and Immigration Services (USCIS) Form I-590, Registration for Classification as Refugee**

*(CT:VISA-1170; 03-19-2009)*

- a. Complete a Form I-590, Registration for Classification as Refugee, for each applicant. The interviewing officer should administer the oath or affirmation at the time of the interview and each applicant must sign. A parent may sign for a child under 14 years of age. Attach one photo securely to the Form I-590.
- b. After all clearances have been received and the applicant is ready to travel, the consular officer should sign in the middle box on the back page of the Form I-590, indicating, "Documented for travel pursuant to approval under 207(c)(2) of the INA."

## **9 FAM Appendix O, 706.1-2(B) Other U.S. Citizenship and Immigration Services (USCIS) Forms**

*(CT:VISA-1170; 03-19-2009)*

- a. Prepare for signature at the interview the following Department of Homeland Security (DHS) forms that must be included in each beneficiary's travel packet:
  - (1) Form G-325-C, Biographic Information, required for each applicant 14 years old or older;
  - (2) Form G-646, Sworn Statement of Refugee Applying for Admission to the United States (concerning the grounds of inadmissibility and bars to refugee status), required for each applicant 14 years of age or older; and
  - (3) Form I-765, Application for Employment Authorization is required for each applicant, regardless of age.
- b. Two standard (2x2) color photos are required for each Form I-765 application. Each photo should have the applicant's alien number printed on the back of the photo with a non-smear pen or a printed label.
- c. The photos should be placed into a plastic bag, with the bag staples to the upper left hand corner of each Form I-765.



## **9 FAM Appendix O, 706.1-2(C) Minor Questionnaire**

*(CT:VISA-867; 03-20-2007)*

If a minor beneficiary (less than 18 years old) is traveling alone or without a parent, the consular officer must complete a minor questionnaire and attach it to the V-93 Biodata Form. The minor questionnaire is located on the WRAPS Web site, under the tab: Documents/Consular Officers. (See also 9 FAM Appendix O, 902 What Special Information Do You Need About Refugee Minors for Resettlement?)

## **9 FAM Appendix O, 706.2 Determining Inadmissibility of Refugee Cases**

### **9 FAM Appendix O, 706.2-1 Determine if Exclusion of INA 101(a)(42) Applies**

*(CT:VISA-867; 03-20-2007)*

Even though a V-93 beneficiary does not have to meet the full definition of refugee, under INA 207(c), the applicant is subject to the second sentence of the refugee definition in INA 101(a)(42) that excludes persons who "ordered, incited, assisted, or otherwise participated in the persecution of any person on account of race, religion, nationality, membership in a particular social group, or political opinion."

### **9 FAM Appendix O, 706.2-2 Determine if INA 212(a) Inadmissibilities Apply**

*(CT:VISA-867; 03-20-2007)*

Under INA 207(c)(3), inadmissibilities that apply to immigrants under INA 212(a) apply to refugee applicants, including V-93 beneficiaries, except as follows:

- (1) The public charge exclusion under INA 212(a)(4) does not apply to refugees;
- (2) The requirements to have a labor certification under INA 212(a)(5) do not apply to refugees; and
- (3) The immigrant documentation requirement of INA 212(a)(7)(A) does not apply to refugees.

## **9 FAM Appendix O, 706.2-3 What To Do if Applicant May Be Inadmissible**

*(CT:VISA-867; 03-20-2007)*

- a. If an applicant appears to be barred as a persecutor under INA 101(a)(42) or may be inadmissible under 212(a) other than for medical grounds, report the facts and any assessment to the overseas USCIS office with jurisdiction by telegram asking for guidance. The USCIS will assume responsibility for determining whether to make a formal finding of inadmissibility.
- b. Inform the applicant in writing that the case is being submitted to the USCIS.
- c. Enter the case into consular lookout and support system (CLASS) with the appropriate suspected ineligibility code and file the case file in the post's Category 1 files.

If USCIS confirms a finding of inadmissibility:

- (1) Update the CLASS entry;
- (2) Submit completed biodata form to RPC. This will provide RPC complete case information for WRAPS;
- (3) Forward the original case file with a copy of the USCIS finding to the overseas USCIS office with jurisdiction; and
- (4) Maintain a copy of the original case file in the consular Category 1 files.

## **9 FAM Appendix O, 706.2-4 When to Report Possible Inadmissibilities to the Department**

*(CT:VISA-1026; 09-22-2008)*

- a. Consular officers must review all V-93 cases carefully for possible inadmissibilities. In most cases in which a possible ineligibility is identified, the consular officer must report the facts and his or her assessment to the USCIS office abroad with jurisdiction, which will assume responsibility for determining whether a formal USCIS finding of inadmissibility should be made. Because of the Department's responsibility for foreign policy, human rights, and worldwide narcotics and counter terrorism policies, consular officers must report to the Coordination Division (CA/VO/L/C) any case in which the officer believes

that the beneficiary may warrant review for possible inadmissibility under any of the following grounds:

- (1) INA 212(a)(2)(C) (controlled substance traffickers); and
- (2) INA 212(a)(3)(A) (espionage/tech transfer/unlawful activity), (B) (terrorism), (C) (foreign policy), or (E) (Nazi persecution/genocide); the second sentence of INA 101(a)(42) (persons who have engaged in persecution).

b. The Department may choose to review such cases for purposes of making a recommendation to USCIS or a formal finding under INA 212(a)(3)(C).

## **9 FAM Appendix O, 706.2-5 Evidence of Fraud in V-93 Cases**

*(CT:VISA-867; 03-20-2007)*

Fraud and misrepresentation sometimes affect refugee processing as well as other forms of immigration. Applicants may add false family members, misrepresent ages and relationships, or allow someone else to use their papers. Refugees have also been victims of extortion, threats, and bribery attempts.

## **9 FAM Appendix O, 706.2-5(A) Evidence that Petitioner's Refugee Claim is Fraudulent or Invalid**

*(CT:VISA-1170; 03-19-2009)*

- a. Consular officers may not suspend processing of V-93 cases even if the beneficiary provides information that casts doubt on the petitioner's right to refugee status. Process the case to completion unless the beneficiary's identity or the qualifying relationship is in question or it is determined that the beneficiary is inadmissible or otherwise barred from obtaining V-93 benefits.
- b. Officers should report all cases involving overwhelming evidence that a petitioner's claim to refugee status appears to be fraudulent. A fraud report should be limited to verifiable or factual information, provided during the normal course of the Visas 93 interview, which contradicts the petitioner's claim. Suspected fraud should not be reported simply if a claim of persecution is inconsistent with a country's political environment.
- c. When reporting suspected fraud in the original refugee claim, address the cable to PRM/A, the Post Liaison Division (CA/VO/F/P), and the USCIS

Headquarters Office of Refugee Affairs. *The appropriate cable address for the USCIS Headquarters Office of Refugee Affairs is, HQ CIS IAO Washington DC (write "For Refugee Office" on a separate line).* Include the appropriate overseas USCIS district office and the Office of Consular Fraud Prevention Programs (CA/FPP) as information addressees on the cable.

- d. When reporting suspected fraud, officers should keep in mind that Visas 93 beneficiaries are eligible for derivative status solely on the basis of their relationship to the refugee. Beneficiaries are not required to establish a separate claim of being persecuted or having a well-founded fear of persecution.

## **9 FAM Appendix O, 706.2-5(B) Evidence of Fraud in Identity or Claimed Relationship**

*(CT:VISA-1170; 03-19-2009)*

- a. If the interview with the V-93 applicant reveals strong evidence that the relationship claimed on the Form I-730, *Refugee/Asylee Relative Petition* is fraudulent or the applicant is an imposter, the consular officer must return the original petition with all supporting documents and a covering memorandum to the USCIS Service Center that approved the petition through the NVC.
- b. The memorandum to request denial of the V-93 benefit should be comprehensive and show factual and concrete reasons for the request. Because USCIS may release all unclassified information provided in support of its intention to deny the benefit, provide information in a form that protects the identity of confidential sources.
- c. Inform the V-93 applicant in writing that the petition has been returned to USCIS for reconsideration.
- d. Enter the applicant's name, as well as date and place of birth, in CLASS under the P6C lookout code in case the applicant applies for a visa while the petition is pending reconsideration. Retain post's case file in the consular Category 1 files. If the applicant's petition is reaffirmed and subsequently processed to completion, the consular officer must submit a Visas CLOK request to remove the P6C from CLASS.

## **9 FAM Appendix O, 706.3 Waivers of Inadmissibility in Refugee Cases**

## **9 FAM Appendix O, 706.3-1 Authority to Grant Waivers**

*(CT:VISA-867; 03-20-2007)*

- a. The Secretary of Homeland Security has delegated authority to U.S. Citizenship and Immigration Services (USCIS) Officers-in-Charge (OIC) overseas to waive certain inadmissibilities of INA 212(a) as they apply to refugee applicants, including V-93 beneficiaries. (See INA 207(c)(3).) Waivers are available for all inadmissibilities except:
  - (1) Inadmissibilities relating to traffickers in controlled substances under INA 212(a)(2)(C) applies to refugees and cannot be waived; and
  - (2) The security inadmissibilities under INA 212(a)(3)(A), (B), (C), (E), and (F) apply to refugees and cannot be waived. These inadmissibilities relate to espionage, terrorism, genocide, and other security matters.
- b. USCIS may grant waivers on an individual basis after investigation for humanitarian purposes, for family unity, or when in the public interest.

## **9 FAM Appendix O, 706.3-2 Requesting a Waiver of Inadmissibility**

*(CT:VISA-867; 03-20-2007)*

- a. To apply for a waiver of inadmissibility under INA 212(a), the refugee applicant, including V-93 beneficiaries, must submit a completed Form I-602, Application by Refugee for Waiver of Grounds of Excludability. No fee is charged for refugee waiver applications. Send Form I-602 to the Officer-in-Charge (OIC) of the overseas USCIS office with jurisdiction over the case. Embassies may send the information in Form I-602 by telegram to the USCIS office with jurisdiction.
- b. USCIS will notify the applicant and the post in writing of the decision. If the application is denied, the letter will give the reason for the denial. The decision cannot be appealed.
- c. If the waiver application is approved, include the waiver in the travel packet.

## **9 FAM Appendix O, 706.3-3 Special Procedures for Waivers of Medical Inadmissibilities**

## **9 FAM Appendix O, 706.3-3(A) Waivers for HIV-Positive Refugee Applicants**

*(CT:VISA-1170; 03-19-2009)*

- a. Refugee applicants who are HIV-positive must satisfy three criteria developed to ensure public health, safety, and welfare:
  - (1) The danger to the public health created by the applicant's admission is minimal;
  - (2) The possibility of the spread of the infection created by the applicant's admission is minimal; and
  - (3) No expense will be incurred by any Government agency without that agency's prior consent.
- b. Under guidance issued in 1999, USCIS considers that refugees already meet the third requirement for prior consent based on their eligibility for federally funded programs and the assurances provided by the Department of Health and Human Services (HHS).
- c. To satisfy the first two requirements, HIV-positive refugee applicants must submit an addendum to USCIS with the Form I-602, Application by Refugee for Waiver of Grounds of Excludability. The panel physician or International Organization for Migration (IOM) doctor should assist the refugee to complete the top of page one of the waiver application. (See State 033614 dated February 24, 2000, or 9 FAM Appendix O, Exhibit I, *Addendum To Assurance For Refugees With Class A Medical Conditions* for the text of the addendum.) The addendum can be downloaded from under the tab "Documents/Consular Officers".
  - (1) The addendum includes statements that must be signed by the physician that performs the medical examination and by the refugee applicant to certify that the physician has provided counseling and the applicant understands how to prevent the spread of the HIV infection.
  - (2) To continue the waiver process, the refugee applicant must also sign the "Statement of Release of Confidential Information" (included in the addendum form). This release allows the Government to share information about the applicant's HIV status with health and resettlement personnel in the United States. The V-93 beneficiary's signature also allows the resettlement agency to inform the petitioner in the United States of the applicant's HIV-positive status unless the applicant explicitly specifies that the petitioner should not be informed.

(3) If the applicant refuses to sign the statement allowing release of confidential information to health authorities and the resettlement agency, the waiver application cannot be completed and processing stops.

(a) In this case, USCIS does not need to confirm the finding of inadmissibility.

(b) Enter the applicant's name in the CLASS system with the code "1-A-1" for a communicable disease.

**NOTE:** HIV is not the only disease linked to this code.

(c) Other family members may continue to process with their own petitions.

d. HIV-positive applicants do not need to fill out the second and third pages of the Form I-602 unless they also have tuberculosis.

e. The post will send copies (not the originals) of the completed Form I-602 waiver and supporting documents (including the Form DS-2053, *Medical Examination for Immigrant or Refugee Applicant*, medical examination and supporting worksheets, and if provided, a supporting letter or statement from a U.S. health care provider) via mail to the Centers for Disease Control and Prevention (CDC) at the following address:

Immigrant, Refugee and Migrant Health Branch, Attention:  
Waivers

Division of Global Migration and Quarantine (E-03)  
Centers for Disease Control and Prevention (CDC)

1600 Clifton Road  
Atlanta, GA 30333

Routine requests should be sent via mail. For those cases warranting expeditious review (i.e., emergency cases) post may fax the waiver form and supporting documents to CDC on fax number (404) 639-4441. The fax cover sheet should be marked Attention: Waivers, and should also indicate that it is urgent and request that the CDC response be sent via fax to the post.

f. The CDC will establish a file on the waiver case, ensure that a U.S health-care provider or physician is identified by the applicant's sponsor for the follow up medical evaluation, and return a response letter to post indicating results of the review.



- g. When the CDC response letter is received, any missing information should be completed by the applicant or applicant's sponsor and returned to post.
- h. Once the post receives the missing information, the post should send the entire waiver package, which includes all forms (including HIV addendum), the CDC response letter, and any other evidence submitted by the applicant to establish waiver eligibility, to the USCIS office abroad having jurisdiction over the consular district. Notify the RPC that the case is pending waiver eligibility determination.
- i. If USCIS approves the waiver application, a request for an amended sponsorship assurance, along with a copy of medical forms and the Form I-602 waiver, must be sent to the RPC. This information can either be faxed or e-mailed. (See 9 FAM Appendix O, 707.2, *Security Clearances for Refugee Applicants*, Requesting an Amended Assurance.)

## **9 FAM Appendix O, 706.3-3(B) Waivers of Other Class A Medical Inadmissibilities**

*(CT:VISA-867; 03-20-2007)*

- a. Refugee applicants found inadmissible because of infectious tuberculosis or Hansen's disease usually receive treatment to reduce their medical conditions from Class A to Class B status before they are processed for travel to the United States. (See 9 FAM Appendix O, 707.3-4 Who Pays for Necessary Medical Treatment for V-93 Beneficiaries?)
- b. Notify the RPC that the case has been placed "on hold pending medical treatment."
- c. As soon as the panel physician has confirmed that the disease is no longer communicable, and indicates on the medical forms that the applicant's medical condition is now a Class B status, the consular officer may continue to process the applicant for V-93 benefits. Once treated, the Form I-602 is no longer needed.

## **9 FAM APPENDIX O, 707 PROCESSING STEPS AFTER V-93 INTERVIEW**

*(CT:VISA-1170; 03-19-2009)*

After the consular interview with the V-93 beneficiary, the consular officer must notify the Refugee Processing Center (RPC) of the interview results.



This notification will trigger assignment of the case number and alien number and a request for sponsorship for approved V-93 beneficiaries. Consular officers will do all applicable checks (i.e., *Consular Lookout and Support System (CLASS)*, *Automated Biometric Identification System (IDENT)*, *Facial Recognition (FR)*), and security advisory opinions (SAOs) as appropriate and resolve any inadmissibilities before processing the boarding foil. The applicant should proceed with medical examinations. Once all of these steps are completed, the V-93 beneficiary will be "travel-ready" and travel arrangements can be requested. This section describes these steps in more detail. (See 9 FAM Appendix O, 800, *Checklist of Visas 93 Processing Steps for Consular Officers*, reference for a summary checklist of processing steps for V-93 cases.)

## **9 FAM Appendix O, 707.1 Notifying the Refugee Processing Center(RPC) of V-93 Interview Results**

### **9 FAM Appendix O, 707.1-1 Submit V-93 Biodata Form and Minor Questionnaire**

*(CT:VISA-1170; 03-19-2009)*

- a. After the interview, send the interview results, the completed V-93 Biodata Form, a copy of the Form I-730, *Refugee/Asylee Relative Petition* and the Minor Questionnaire (if applicable) to the RPC by e-mail (Visa93@wrapsnet.org) or by fax at (703) 907-7284 addressed to RPC V-93 Processor.
- b. Download the V-93 Biodata Form and instructions from the WRAPS Web site under "Documents/Consular Officers." For assistance, contact the RPC Visa 93 processing staff at Visa93@wrapsnet.org.

### **9 FAM Appendix O, 707.1-2 Request for Worldwide Refugee Admissions Processing System (WRAPS) Case Number and Alien Number**

*(CT:VISA-867; 03-20-2007)*

When the V-93 Biodata Form is submitted, the RPC will automatically assign a WRAPS case number and alien number and notify the consular section by e-mail or fax. These numbers should be used on all subsequent correspondence and should be entered in the annotation field of the applicant's boarding foil.

## **9 FAM Appendix O, 707.1-3 Alien Number for Returning V-93 Cases to U.S. Citizenship and Immigration Services (USCIS)**

*(CT:VISA-867; 03-20-2007)*

If the petition will not be processed to completion because the relationship cannot be verified, complete the V-93 Biodata Form only through Section C-11 and request an alien number via e-mail from RPC so that the case can be tracked in the Worldwide Refugee Admissions Processing System (WRAPS). In the e-mail use the subject line: "Request for Alien Number for V-93 Case to be Returned to DHS." Send the Form I-730 and a detailed explanation of why the relationship cannot be verified to the DHS Service Center that adjudicated the Form I-730 (either Nebraska or Texas), through the NVC.

## **9 FAM Appendix O, 707.2 Security Clearances for Refugee Applicants**

*(CT:VISA-1026; 09-22-2008)*

- a. Consular officers processing V-93 cases will perform CLASS and security advisory opinions (SAO) via the nonimmigrant visa (NIV) system in the same manner as regular visa cases, in order to associate the results directly with the boarding foil.
- b. Contact CA/VO/F/P for general guidance about security checks related to refugee case processing and specific cases.

## **9 FAM Appendix O, 707.2-1 Performing Consular Lookout and Support System (CLASS) Name Check in V-93 Cases**

*(CT:VISA-867; 03-20-2007)*

- a. Consular officers processing V-93 cases will perform all applicable checks (CLASS, IDENT, FR) via the NIV system in the same manner as regular visa cases, in order to associate the results directly with the boarding foil. Notify the RPC when CLASS is cleared.
- b. Each applicant must clear the CLASS name check; i.e., the CLASS name check does not uncover any potential ground of inadmissibility. If the spelling of the name, date of birth, or nationality changes after CLASS clearance, inform the RPC by e-mail or fax and resubmit the case through the NIV system before issuing the boarding foil.

## **9 FAM Appendix O, 707.2-2 Requesting Security Advisory Opinion (SAO) in V-93 Cases**

*(CT:VISA-867; 03-20-2007)*

- a. Consular officers processing V-93 cases will perform SAOs via the NIV system in the same manner as regular visa cases, in order to associate the results directly with the boarding foil.
- b. As with visa applicants, no applicant may be approved or denied before receiving the Department's reply to an SAO. If the applicant appears to be inadmissible to the United States under INA 212(a), CA/VO/L/C will advise the consular officer. Notify the RPC with the SAO results.

## **9 FAM Appendix O, 707.2-3 Processing Security Checks for V-93**

*(CT:VISA-867; 03-20-2007)*

If the V-93 applicant's name does not clear security checks (CLASS, IDENT, FR); i.e., that it is possible the applicant is inadmissible to the United States under INA 212(a), the consular officer should resolve the inadmissibilities according to current Department guidelines.

## **9 FAM Appendix O, 707.2-4 Official Evidence of Consular Lookout and Support System (CLASS) Name Check and Security Advisory Opinion (SAO) Clearance**

*(CT:VISA-1026; 09-22-2008)*

All security checks for V-93 cases processed by consular officers must be processed using the same guidelines as for other visa cases. Issuance of the boarding foil indicates that all appropriate checks have been performed, and any inadmissibilities have been resolved. For V-93 cases processed by OPEs, the WRAPS Name Check Report is the official evidence of completed security clearances, and will be included in the refugee's travel packet.

## **9 FAM Appendix O, 707.2-5 Validity of Consular Lookout and Support System (CLASS) Name Check and Security Advisory Opinion (SAO) Clearance in Refugee Cases**

*(CT:VISA-1026; 09-22-2008)*

- a. CLASS name checks and security advisory opinion (SAO) clearances for refugees, including V-93 beneficiaries, are valid for travel only within **one**

**year** from the date of clearance. Follow the same procedures to perform new name checks and SAO clearances if refugees have not traveled within **one year**.

- b. For V-93 cases issued by consular officers, the beneficiary must travel before the boarding foil expires. If the foil expires before the beneficiary travels, all security checks must be redone (CLASS, IDENT, FR), including SAOs, and any inadmissibilities resolved, before a new foil may be issued.

## **9 FAM Appendix O, 707.3 Medical Requirements for V-93**

*(CT:VISA-1170; 03-19-2009)*

- a. All refugees entering the United States must have the same medical examination as immigrant visa (IV) applicants have under INA 221(d) and 234. The medical examination for refugees may be conducted by a panel physician or by the International Organization for Migration (IOM). The U.S. Government pays the cost of refugee medical exams through the International Organization for Migration (IOM).
- b. Refer approved V-93 applicants to IOM after the consular interview if IOM has a local office. If no IOM office is located in the country, assist the V-93 beneficiary to schedule a medical examination with the panel physician.
- c. The result of the medical exam must be reported on Form DS-2053, Medical Examination for Immigrant or Refugee Applicant. Include three copies in the refugee travel packet, along with the refugee's X-rays. (See 9 FAM 42.66 and Notes.) Forward one copy of the medical exam forms to the RPC via fax at (703) 907-7284 or e-mail to Visa93@wrapsnet.org.
- d. All INA 212(a)(1) medical inadmissibilities apply to refugees, including V-93 beneficiaries. For more information on applying for waivers of medical inadmissibilities in refugee cases, (see 9 FAM Appendix O, [706.3-3 Special Procedures for Waivers of Medical Inadmissibilities](#)).
- e. Consular officers should assist applicants to apply to USCIS for waivers, using Form I-602, Application by Refugee for Waiver of Grounds of Excludability.
- f. Contact the Office of Admissions in the Bureau of Population, Refugees, and Migration (PRM/A) if you have questions about refugee medical requirements.

## **9 FAM Appendix O, 707.3-1 What are the Vaccination Requirements for Refugees?**

*(CT:VISA-867; 03-20-2007)*

Refugees, including V-93 beneficiaries, are not required to meet the immunization requirements for immigrants until one year after arrival, when they apply for adjustment of status to become permanent residents in the United States. However, whenever available, vaccination records should be included as part of the V-93 travel packet using Form DS-3025, Vaccination Documentation Worksheet, or copies of the applicant's personal vaccination records.

## **9 FAM Appendix O, 707.3-2 May the Medical Examination Be Scheduled Before the Consular Interview?**

*(CT:VISA-867; 03-20-2007)*

The exam may take place before the consular interview if the V-93 applicant is known to have what may be an excludable medical condition or if the processing is being expedited. However, medical exams should usually be scheduled after the consular officer has interviewed and approved V-93 applicants.

## **9 FAM Appendix O, 707.3-3 Who Pays for the Refugee Medical Examination?**

*(CT:VISA-867; 03-20-2007)*

- a. The U.S. Government pays the cost of refugee medical exams through the International Organization for Migration (IOM). If IOM has a local office, contact the local IOM representative and ask for prepayment or reimbursement of the cost for medical exams. Where IOM has no local office, the embassy or consulate should either pay the cost of refugee medical exams and ask IOM in Geneva to reimburse the mission's expenses or request reimbursement directly to the panel physician. Occasionally, refugee medical exams expire. In such situations, the procedures above should be repeated.
- b. If IOM will reimburse the panel physician directly, the panel physician should submit an invoice to the consular section with all relevant details, including the applicant's name, date of birth, cost of physical exam(s), x-rays, and HIV/VDRL/TPHA tests (if necessary).
- c. The request for payment should provide the physician's bank account

information for direct reimbursement. Prepare a cover letter attesting that the medicals have been performed under the Centers for Disease Control and Prevention (CDC) guidelines.

- d. Forward the reimbursement request with the cover letter to IOM in Geneva:

IOM Treasury  
17 route des Morillons  
P.O. Box 71  
CH-1211  
Geneva 19, Switzerland

### **9 FAM Appendix O, 707.3-4 Who Pays for Necessary Medical Treatment for V-93 Beneficiaries?**

*(CT:VISA-867; 03-20-2007)*

- a. The cost of medical treatment to make a refugee ready for travel is usually paid by the U.S. Government through IOM.
- b. Contact the Office of Admissions in the Bureau of Population, Refugees and Migration (PRM/A) for guidance.

### **9 FAM Appendix O, 707.3-5 When to Notify Refugee Processing Center (RPC) of Class A and Class B Medical Conditions in V-93 Cases**

*(CT:VISA-867; 03-20-2007)*

- a. The consular officer should notify the RPC immediately by e-mail (Visa93@wrapsnet.org) or fax if the physician detects any Class A and/or Class B medical conditions. These conditions may have an important impact on resettlement, and sponsors may need time to adjust reception and placement arrangements.
- b. If at any time after the V-93 Biodata Form is sent to the RPC the physician finds a medical condition that requires CDC to make a determination (HIV, Class A mental condition, etc.), the consular officer should notify the RPC.
- c. When the post is notified that the medical condition has been downgraded to Class B, permitting the person to travel, or that a waiver (Form I-602) has been approved, request an amended assurance through the RPC.
- d. Notify the RPC immediately if a V-93 beneficiary:

- (1) Has Hansen's disease with six months of responsive treatment;
- (2) May need hospitalization on arrival;
- (3) Has any other Class B medical condition needing follow up immediately after arrival; and
- (4) Has a mental disorder and needs continuous psychiatric or special care.

## **9 FAM Appendix O, 707.3-6 Validity of V-93 Medical Clearance**

*(CT:VISA-867; 03-20-2007)*

- a. Medical examinations are valid for 12 months from the date of the exam, except for persons with Class A medical conditions.
- b. If a refugee has a Class A medical condition, the medical exam is valid only for six months from the date of exam.

## **9 FAM APPENDIX O, 708 REQUEST FOR SPONSORSHIP ASSURANCE FOR V-93**

*(CT:VISA-867; 03-20-2007)*

- a. The Refugee Processing Center (RPC) coordinates the process of finding a voluntary resettlement agency to sponsor each refugee, including V-93 beneficiaries. The agency's agreement to sponsor the case is called an assurance.
- b. The RPC will request an assurance when the V-93 Biodata Form is submitted. Sponsoring agencies in the United States may take up to eight weeks to assure cases, but V-93 cases are often assured more quickly since the petitioner may already have identified an agency willing to sponsor his or her family.

## **9 FAM Appendix O, 708.1 Inform Refugee Processing Center (RPC) of Physical Conditions Affecting Resettlement**

*(CT:VISA-867; 03-20-2007)*

Advise the RPC in the following circumstances so that the voluntary agency sponsor can make adequate arrangements for reception and housing:

- (1) The V-93 beneficiary needs a stretcher, wheelchair, or crutches; and
- (2) The V-93 beneficiary needs special housing arrangements (for example, because he/she is unable to climb stairs, or is hearing or sight impaired).

## **9 FAM Appendix O, 708.2 Requesting an Amended Assurance**

*(CT:VISA-867; 03-20-2007)*

To amend or reconfirm a sponsorship assurance because of new information or changes affecting the V-93 beneficiary's resettlement, contact the RPC by e-mail or fax.

## **9 FAM Appendix O, 708.3 Circumstances Requiring an Amended Assurance**

*(CT:VISA-1026; 09-22-2008)*

You must request an amended assurance in the circumstances below:

- (1) Changes in biographic information (alien number, date of birth, any part of the applicant's name, case number);
- (2) Adding/removing family members from the case;
- (3) Serious changes in medical conditions; and
- (4) Changes to anchor information (local address in the United States and telephone number).

## **9 FAM APPENDIX O, 709 EVIDENCE OF VALIDITY OF SPONSORSHIP ASSURANCE**

*(CT:VISA-867; 03-20-2007)*

- a. The sponsorship assurance is proof that a voluntary resettlement agency has agreed to sponsor a refugee case, including V-93, as required under 8 CFR 207.2(d). The Refugee Processing Center (RPC) will fax or e-mail a



copy to post for the travel packet. If the assurance is later amended, also include the amended assurance in the travel packet.

- b. A sponsor's assurance is valid for up to 12 months from its date of issue. Ask the RPC to renew the assurance if the V-93 beneficiary will travel after the expiration. If the assurance will expire soon, request a renewal promptly so that travel will not be delayed.

## **9 FAM APPENDIX O, 710 REQUESTING TRAVEL ARRANGEMENTS FOR V-93 BENEFICIARIES**

*(CT:VISA-867; 03-20-2007)*

The International Organization for Migration (IOM) provides travel assistance for beneficiaries of the U.S. refugee admissions program. IOM also manages the refugee travel loan program. Travel assistance includes travel reservations, ticketing, escorts, help in transit, and help at the port of entry (POE) upon arrival in the United States.

### **9 FAM Appendix O, 710.1 When to Request Transportation for V-93 Beneficiaries**

*(CT:VISA-867; 03-20-2007)*

Request transportation only after:

- (1) All members of the case have received clearance on required name checks and SAOs;
- (2) All members of the case are medically cleared; and
- (3) A sponsorship assurance has been received from the Refugee Processing Center (RPC).

### **9 FAM Appendix O, 710.2 Requirement to Travel on International Organization for Migration (IOM)-Arranged Flights**

*(CT:VISA-867; 03-20-2007)*

All refugees and Visas 93 beneficiaries approved for U.S. admission must

travel on IOM-arranged flights to comply with travel security regulations. IOM will assist with ticketing and travel reservations.

## **9 FAM Appendix O 710.3 How to Request Transportation**

*(CT:VISA-867; 03-20-2007)*

- a. V-93 beneficiaries may contact IOM directly to arrange their travel if preferred. When other processing steps are complete, refer the applicant to the local IOM office. If IOM has no local office, notify IOM New York at the address in 9 FAM Appendix O, 710.5 below when the applicant is ready to travel. (onewyork@iom.int)
- b. Provide a copy of the sponsorship assurance to the IOM mission handling the transportation arrangements. Inform IOM of any medical problems that may affect travel.

### **9 FAM Appendix O, 710.3-1 Requesting Expedited Travel**

*(CT:VISA-867; 03-20-2007)*

If transportation arrangements need to be expedited, inform IOM.

### **9 FAM Appendix O, 710.3-2 When Medical Escorts are Required**

*(CT:VISA-867; 03-20-2007)*

- a. Notify IOM of any medical problems that may affect the V-93 beneficiary's ability to travel.
- b. IOM may arrange medical escort as needed.

### **9 FAM Appendix O, 710.3-3 Visas for Medical Escorts**

*(CT:VISA-867; 03-20-2007)*

IOM normally uses IOM medical staff as medical escorts. If the staff member must have a U.S. visa to travel to the United States, IOM will inform the embassy or consulate in writing of the purpose of the travel. IOM must occasionally schedule travel in an emergency and may request priority consideration, as necessary. Contact the Office of Admissions in the Bureau of Population, Refugees, and Migration (PRM/A) if you have questions that

cannot be resolved locally.

## **9 FAM Appendix O, 710.4 Availability of Travel Loans**

*(CT:VISA-867; 03-20-2007)*

Refugees, including V-93 beneficiaries, may receive interest-free loans from the U.S. Government through the International Organization for Migration (IOM) for the cost of their transportation. Refugees generally travel coach class and must pay for excess luggage and shipment of pets themselves.

## **9 FAM Appendix O, 710.5 Promissory Note**

*(CT:VISA-1170; 03-19-2009)*

- a. Refugees, including V-93 beneficiaries, needing a travel loan for their travel must sign a promissory note agreeing to repay the loan after arrival in the United States. (See 9 FAM Appendix O, Exhibit II, *Promissory Note*.)
- b. If the International Organization for Migration (IOM) supervises the departure, IOM will execute the promissory note on departure.
- c. If the consular section is handling the processing of a V-93 case, the consular officer processing the case should explain the process and have the refugee sign the promissory note. The original signed note should be sent to IOM at the following address:

International Organization for Migration  
122 East 42nd Street, Suite 1610  
New York, NY 10168

### **9 FAM Appendix O, 710.5-1 Loan Collection**

*(CT:VISA-867; 03-20-2007)*

Repayment of the loan begins six months after arrival in the United States. We expect the total amount to be repaid within three years. Voluntary agency sponsors explain the repayment procedures to refugees during orientation after arrival in the United States.

### **9 FAM Appendix O, 710.5-2 Prepaid Transportation Request & Procedures**

*(CT:VISA-1170; 03-19-2009)*

Refugees, including V-93 beneficiaries, who want to pay for their own transportation, may do so, but the International Organization for Migration (IOM) must schedule all travel because of travel security regulations. If IOM has no local office, the refugee or a family member in the United States may prepay the cost of the airfare to IOM at the address in 9 FAM Appendix O, [710.3](#) How to Request Transportation.

## **9 FAM Appendix O, 710.6 Notify Refugee Processing Center (RPC) of V-93 Travel Itinerary**

*(CT:VISA-867; 03-20-2007)*

- a. When IOM notifies the consular section of the travel itinerary, inform the RPC even if the applicant pays for his own ticket. Give the case number and detailed flight information.
- b. If IOM is not present in the country of departure, IOM should inform post about ticketing procedures.
- c. Notify the V-93 beneficiary of the travel itinerary and departure arrangements.

## **9 FAM Appendix O, 710.7 International Organization for Migration (IOM) Assistance with Departures**

*(CT:VISA-867; 03-20-2007)*

An IOM representative should assist with departures of refugees if IOM has a local office.

## **9 FAM Appendix O, 710.8 Responsibility to Confirm Traveler Identity**

*(CT:VISA-867; 03-20-2007)*

Whenever the IOM assists in departures, the IOM representative must confirm the identity of each refugee boarding the plane to prevent fraudulent substitutions.

## **9 FAM Appendix O, 710.9 Changes in Travel Plans**

*(CT:VISA-867; 03-20-2007)*

- a. If a last minute change in travel plans or case status occurs, inform IOM's local office or the New York office (if IOM has no local office).
- b. Inform the RPC of any change in travel plan, giving the case number and the reason for the change.

## **9 FAM APPENDIX O, 711 CULTURAL ORIENTATION**

*(CT:VISA-867; 03-20-2007)*

The Bureau of Population, Refugees, and Migration (PRM) funds cultural orientation for approved refugees in some locations around the world and have developed materials in several refugee languages that can be used to help prepare refugees for resettlement in the United States. These materials can be ordered and given to approved V-93 beneficiaries.

## **9 FAM APPENDIX O, 712 ORDERING WELCOME GUIDE AND VIDEO**

*(CT:VISA-867; 03-20-2007)*

- a. The basis of the cultural orientation curriculum is a guidebook and video developed by the Office of Admissions of the Bureau of Population, Refugees, and Migration (PRM/A). The guidebook and video are available in several languages. The guidebook, "Welcome to the United States," is also available online.
- b. See Cultural Orientation, a Web site supported by PRM/A, for information on ordering the orientation guide, the video, and other publications related to cultural orientation.

## **9 FAM APPENDIX O, 713 REFUGEE TRAVEL PACKET**

*(CT:VISA-867; 03-20-2007)*

Each departing V-93 beneficiary must hand-carry a travel packet. The travel

packet includes the documents that the immigration officer will require on entry. V-93 beneficiaries processed by consular officers must also possess a travel document (passport or Form DS-232, Unrecognized Passport or Waiver Cases) bearing a V-93 boarding foil. This section gives information on travel documentation and explains how to prepare the travel packet.

## 9 FAM Appendix O, 713.1 Preparing the Travel Packet

*(CT:VISA-1170; 03-19-2009)*

- a. The travel packet is a large envelope containing several smaller envelopes. The contents of each are listed below. Label and seal the envelopes as indicated. Attach the applicant's photo to the outside of the travel packet.
- b. Staple the envelopes together in the top left-hand corners, in the following order, top to bottom:
  - (1) Medical Envelope, addressed to: The Public Health Officer, U.S. Department of Health and Human Services (USPHS), at Port of Entry (POE) (seal envelope and stamp sealed edges with post's rubber seal);
  - (2) If applicable, include a separate envelope to the USPHS containing the original and four copies of Form I-602 waiver;
  - (3) Case File Envelope, addressed to U.S. Immigration Officer, POE (seal envelope and stamp sealed edges with post's rubber seal);
  - (4) Customs/Form I-94 Arrival and Departure Record Envelope (seal envelope normally); and
  - (5) X-Rays.
- c. The contents of each internal envelope are described below:

<b>MEDICAL</b>	<b>Medium Brown Envelope</b>
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Three copies each of the medical exam forms (DS-2053, DS-3025, DS-3026, and DS-3024, if applicable).</li> <li>• Copy of sponsorship assurance</li> </ul>

<b>CASE FILE</b>	<b>Large Brown Envelope</b>
<p><b>Content</b></p> <p><b>(Staple one photo to the inside left cover of the case file.)</b></p>	<ul style="list-style-type: none"> <li>• Sponsorship assurance from the voluntary resettlement agency (fax or e-mail attachment from RPC).</li> <li>• Form I-730, <i>Refugee/Asylee Relative Petition</i> or V-93 notification cable if no petition was sent to post.</li> <li>• Copies of all interview notes and/or supporting documents presented to verify applicant's identity and relationship to the petitioner.</li> <li>• Medical forms (DS-2053, DS-3025, and DS-3026).</li> <li>• Form DS-3024, <i>Chest X-Ray and Classification Worksheet</i> with chest x-rays, for applicants 14 years old or older</li> <li>• Completed Form G-325-C, Biographic Information.</li> <li>• Completed Form I-590, <i>Registration for Classification as Refugee</i> approved and signed by the interviewing DHS or consular officer. The back page of the Form I-590, middle box, should indicate, "Documented for travel pursuant to approval under 207(c)(2) of the INA," and be signed by the DHS or consular officer.</li> <li>• Completed Form G-646, Sworn Statement <i>of Refugee Applying for Admission to the United States</i> (concerning grounds of exclusion).</li> <li>• Completed Form I-765, Application for Employment Authorization with photo attached.</li> <li>• WRAPS Name Check Report (only if V-93 processed by an OPE).</li> <li>• Form DS-1810, <i>Notice of Duty to Register with U.S. Selective Service System</i> notice, if applicable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Approved Form I-602, Application by Refugee for Waiver of Grounds of Excludability, if applicable.</li> <li>• Minor Questionnaire, if applicable.</li> </ul>
<b>CBP</b>	<b>Small Envelope</b>
	<p>Completed Form I-94, Arrival and Departure Record.</p> <p>(Birth date should be dd/mm/yy. Use the address shown on the sponsorship assurance as the refugee's address in the United States. Indicate the alien number on the back of the card. Also note the abbreviation for the sponsoring voluntary agency. Annotate the Form I-94 appropriately if the applicant has a waiver of inadmissibility.)</p> <p>Completed U.S. Customs declaration.</p>
<b>X-RAYS</b>	<b>Extra Large Envelope</b>

## 9 FAM Appendix O, 713.2 Delivery of Travel Packet to Refugee

*(CT:VISA-867; 03-20-2007)*

Give the travel packet(s) and, if applicable, travel document with boarding foil directly to IOM. IOM should return the travel packet to the consulate if a refugee misses a flight.

## 9 FAM Appendix O, 713.3 What To Do If A Refugee Travel Packet is Lost or Stolen

*(CT:VISA-1170; 03-19-2009)*

If a refugee travel packet is lost or stolen, report this immediately by e-mail or telegram to the overseas District Office of the U.S. Citizenship and Immigration Services (USCIS) with jurisdiction over the case. Include the Office of Admissions in the Bureau of Population, Refugees, and Migration (PRM/A) as an information addressee. Give details about the theft or loss, as well as an embassy or *Overseas Processing Entity (OPE)* point of contact. Lost boarding foils should be reported immediately to the issuing post and CA/VO/F/P.



## **9 FAM Appendix O, 713.4 Does a Refugee Need a Passport?**

*(CT:VISA-867; 03-20-2007)*

A refugee does not need a passport to enter the United States. The travel packet includes the documents necessary for admission. However, for purposes of security, uniformity, and workload tracking, all V-93 cases processed by consular officers must be issued V-93 boarding foils. These foils will also facilitate the boarding of beneficiaries by airlines flying to the United States.

### **9 FAM Appendix O, 713.4-1 What May a Refugee Show to Board a Flight?**

*(CT:VISA-1170; 03-19-2009)*

Airlines flying to the United States are required to examine travel documents before boarding passengers to avoid fines imposed by the U.S. Government. Airlines will sometimes ask for a boarding letter or other document if the refugee does not have a passport. The boarding foil issued by consular officers for V-93s will satisfy that request. Once the foil is printed, it must be placed either in a passport or on Form DS-232, *Unrecognized Passport or Waiver Cases*. For refugees and V-93 cases processed by OPE staff, a WRAPS boarding letter will be issued to satisfy airline-boarding requirements.

### **9 FAM Appendix O, 713.4-2 How to Prepare a Boarding Letter If Required by Airline**

*(CT:VISA-1026; 09-22-2008)*

- a. See 9 FAM Appendix O, Exhibit III, Sample Boarding Foil. No fee is charged for issuing a boarding letter to a refugee or V-93 beneficiary.
- b. OPEs produce the boarding letter, signed by the Director of PRM's Admissions Office, from the Worldwide Refugee Admissions Processing System (WRAPS)