

9 FAM APPENDIX O, 800 CHECKLIST OF VISAS 93 PROCESSING STEPS FOR CONSULAR OFFICERS

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

(Office of Origin: CA/VO/L/R)

- a. Post receives Form I-730, Refugee/Asylee Relative Petition from the National Visa Center (NVC). (See 9 FAM Appendix O, Section 704).
- b. Post contacts beneficiaries, advises them of documentary requirements, and schedules interviews, making a concerted effort to schedule related family members at the same time. (See 9 FAM Appendix O, Sections 705.1 and 705.3).
- c. Consular officer enters beneficiary information into the nonimmigrant visa (NIV) application in the same manner as for other visa applicants, using the ZZ visa class and annotation. (See 9 FAM Appendix O, Section 705.1).
- d. Consular officer conducts interview and takes biometric fingerprints. (See 9 FAM Appendix O, Section 705.1).
- e. Post sends completed Visas 93 Biodata Form, copy of Form I-730 petition, and Minor Questionnaire (if applicable) to the Refugee Processing Center (RPC). (See 9 FAM Appendix O, Section 706.1-1).
- f. Post assists beneficiaries with scheduling medical examinations with either panel physician or medical facility. (See 9 FAM Appendix O, Section 706.3-3(A) and notifies RPC of the exam results).
- g. Post receives sponsorship assurance, alien number, and case number from RPC, and enters the WRAPS number in the annotation field of the boarding foil. (See 9 FAM Appendix O, Sections 706.3-3(A)f and 707).
- h. Consular officer processes security checks (CLASS, IDENT, FR) and applicable security advisory opinion (SAOs). (See 9 FAM Appendix O, Section 706.2-3) and notifies RPC of the results.
- i. Post sends Form I-602 Application by Refugee for Waiver of Grounds of Excludability, if applicable, to the Officer-in-Charge (OIC) of the overseas U.S. Citizenship and Immigration Services (USCIS) office with jurisdiction over the case (see 9 FAM Appendix O, Section 706.3) and provides waiver

information to RPC.

- j. Post provides a copy of the sponsorship assurance to International Organization for Migration (IOM) and requests transportation arrangements on an IOM-arranged flight once case is travel ready. (See 9 FAM Appendix O, Section 708.1). Post notifies RPC with flight information.
- k. Post prepares refugee travel packet and issues the V-93 boarding foil. Foil is placed in a passport or on a Form DS-232, Unrecognized Passport or Waiver Cases. (See 9 FAM Appendix O, Section 710).