How to Apply for Chief of Mission (COM) Approval
Special Immigrant Visa (SIV) Program for Afghan Nationals
Embassy of the United States of America - Kabul, Afghanistan

To apply for Chief of Mission (COM) approval for the SIV program, email the following information to AfghanSIVapplication@state.gov. All information must be contained in **one email**. The email's subject line must contain the principal applicant's name as it is written in the passport and date of birth using the following format: DAY MONTH YEAR.

Do not include family member information in the subject line. If a COM approval letter is issued, instructions will be provided on how to add a spouse and unmarried children, under age 21, to your case. We recommend that you continue to use the same email address for all correspondence throughout the process.

Please do not submit anything more than what is listed below unless we request you to do so. Specifically, do not submit photographs, certificates of appreciation, training certificates, resumes, or academic transcripts. These documents have no bearing on your COM approval application and will not be considered.

REQUIRED DOCUMENTATION:

1. Verification of 12 Months Employment With or on Behalf of the U.S. Government in Afghanistan:

A letter from your employer's Human Resources (HR) department confirming that you were employed by, or on behalf of, the U.S. Government in Afghanistan on or after October 7, 2001, for at least one year.

The letter must contain:
• Name;
• Date of birth;
• Job title;
• Job location;
• Start date;
• End date; and
• Reason for separation if no longer employed.

Note: If you were directly employed by the U.S. Government, you may submit a copy of the employment contract for consideration.

2. Form DS-157, Supplemental Nonimmigrant Visa Application:

The form is available at http://www.travel.state.gov/visa/forms/forms_1342.html. It is important that you follow the instructions found at the following link when completing the DS-157. This form must be completed in full and include start and finish dates for all employment, and academic and military history.

3. Letter of Recommendation From Your Direct, U.S. Citizen Supervisor:

The letter must be from a direct U.S. citizen supervisor who knew you personally. It should cover the same period of employment covered by the HR employment verification. The letter should be dated and signed by your supervisor. It must contain:

- Name of applicant;
- Date of birth;
- Badge number;
- Job title;
- Job location;
- Start date of supervision;
- End date of supervision;
- Supervisor's name, title, corporate or U.S. Government/military email address and phone number;
- Justification for recommending you for COM approval, i.e. that you provided faithful and valuable service to the U.S. Government;
- The supervisor's explanation of any ongoing serious threat you have experienced or are experiencing as a consequence of your employment by or on behalf of the U.S. Government;
- The supervisor's opinion on whether you pose a threat to the national security or safety of the United States; and
- That the recommender is your supervisor.

If the above recommendation is not possible to obtain from a U.S. citizen supervisor, please carefully review http://travel.state.gov/visa/immigrants/info/info_4495.html for guidance.

4. Evidence of Afghan Nationality:

A copy of your Afghan passport. If no passport is available, submit a copy of the taskera with English translation.

5. Biographic data:

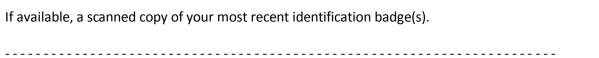Provide the following biographic data for the principal applicant:

- First name:
- Last name:
- All other names/alias:
- Mother's name
- Nationality:
- Passport number:
- Date of birth:

- Place of birth:
- Gender:
- Marital status:
- Email address and phone number:
- Work location (base or city and province):
- Residence location (base or city and province):

6. Statement of Threats Received as a Consequence of Your Employment With or on Behalf of the U.S. Government:

You must write, sign, and date a brief statement describing the threat you face or have faced as a result of your employment with or on behalf of the U.S. Government in Afghanistan. Statements provided by other parties are not acceptable. Please provide as many details as possible.

7. Employee Badge:

If available, a scanned copy of your most recent identification badge(s).

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While this list specifies the documents required of all applicants, we may request additional information and documentation should questions arise during processing. Once you have submitted your complete COM approval application packet to AfghanSIVApplication@state.gov, please allow approximately six to eight weeks for a response.

If you have further questions about the Afghan SIV program, please first review the information at http://travel.state.gov/visa/immigrants/info/info_4495.html. If your question is not answered, you may write to the Afghan SIV program at AfghanSIVApplication@state.gov.

INSTRUCTIONS FOR COMPLETING FORM DS-157 FOR THE SIV PROGRAM
Do not leave any boxes blank. All questions must contain an appropriate response or your application will be delayed. Please read and follow the below instructions carefully when completing the DS-157. If the form does not provide sufficient space for your response, you may use additional sheets of paper.

1. Enter your family name or surname as it appears in your passport, if any. Do not enter names that appear after d/o or s/o. If there is only one name, please enter that name here.

2. Enter your first name as it appears in your passport (if any; if there is only one name, enter FNU here.

3. Enter your full name in native alphabet (Dari) as it appears in your passport.

4. Enter your clan or tribal name. If you do not have a clan or tribal name, write 'none.'

5. Enter your spouse's full name. If you are unmarried, write 'N/A.'

6. Enter your father's full name as it appears in his passport.

7. Enter your mother's full name as it appears in her passport.

8. Enter the name, address and phone number of your U.S. contact person or organization in the following format: Sam Smith, 2100 Peach Street, Houston, TX 77003, phone (713) 555 1212. If you do not have a U.S. contact person or organization, write 'none.'

9. List all the countries you have visited during the past 10 years and the year of the visit, e.g. China 2004, Italy 2007. If you have never traveled outside of Afghanistan, write 'none.'

10. List all the countries which have issued you a passport, including your current one. If you have never been issued a passport and do not hold a current passport, write 'none.'

11. Check the appropriate box.

12. List your two previous employers, not your current one. If you have had only one employer or no employer before your current job, you should explain that in the box. List your previous employers regardless of whether they have a connection to the United States. Please explain your job if you were self-employed. Please state very specifically your employer's name, location, and your job title.

13. List all professional, charitable, and social organizations in which you are or were a member. Do not write the names of employers. However, if one of your employers was also the Taliban government, at any level, write that here. If you have never been a member of an organization, write 'none.'

14. If your answer is 'yes', provide details of your specialized skill.

15. This refers to any military service, including Northern Alliance, Taliban, or any other.

16. This refers to all armed conflicts in which you have been involved, regardless of when it occurred. If your answer is 'yes,' provide details.

17. List the names and addresses of all the educational institutions you attended after elementary school. Include the month and year you started and finished. If you did not attend any educational institution after elementary school, you should state that in this box.

18. Check the appropriate box.

ADDITIONAL TIPS TO PREVENT A DELAY IN PROCESSING YOUR APPLICATION:
• Ensure the scanned copies of documents you provide are clear. Print your documents in black print on white paper before scanning.
• Use the same spelling of your name on all documents and email correspondence. The spelling should match how your name is written in your passport. You should list aliases after your correct name.
• Submit your most recent Afghan passport.
• If possible, please submit copies of your employment badge(s).