Immigration of Alien Spouse
(Applying for Spouse Visa)

Office of the Staff Judge Advocate
LEGAL ASSISTANCE
U.S. Army Japan

This fact sheet is for civilian employee sponsors.
Active Duty stationed in Japan – see the handout titled:
"Exceptional I-130 Filing for US Active Duty Military Members"

To bring your foreign family member to the U.S. when you PCS, they need to have an appropriate visa to live in the U.S. This handout explains USCIS I-130 application procedures.

Filing I-130 Petition online

1. Documentation needed depends on the relationship type.

(Petitioner=US citizen/permanent resident sponsor, Beneficiary=Alien relative)

For spouses:

__ Copy of proof of US citizenship/permanent resident of petitioner (See para 3 and 4, p6, the I-130 instruction)
__ Copy of marriage certificate
__ Copy of proof of termination of all prior marriages (divorce/death certificate, etc., if applicable)
__ Proof of bona fide marriage (e.g., child's birth certificate, joint ownership, tax returns, etc. See 5A "Note", p7, the I-130 instruction)
__ Passport style photo (both petitioner and beneficiary)

2. Scan and upload at https://www.uscis.gov/i-130.

*$535 is the current visa fee.
*Fees subject to change. See page 4 of this handout.
*See the I-130 instruction for the other relationship types.
*Any foreign language document must include an English translation.

Filing I-130 Petition by Mail

1. Prepare I-130 Package. (Petitioner=US citizen/permanent resident sponsor, Beneficiary=Alien relative)

__ Form I-130, Petition for Alien Relative
__ Copy of proof of US citizenship/permanent resident of petitioner (See para 3 and 4, p6, the I-130 instruction)
__ Form G1145, E-notification of application/petition acceptance
__ $535 money order payable to "U.S. Department of Homeland Security"
* Fees subject to change. See the page 3 of this handout.

2. Prepare additional documents depending on the relationship.
For spouse:

__ Form I-130A, Supplemental Information for spouse beneficiary
__ Copy of marriage certificate
__ Copy of proof of termination of all prior marriages (e.g., divorce/death certificate, etc., if applicable)
__ Proof of bona fide marriage (e.g., child's birth certificate, joint ownership, tax returns, etc. See 5A "Note", p7, the I-130 instruction)
__ Passport style photo (2 each for both petitioner and beneficiary)

* See the I-130 instruction for other relationship types.
* Forms can be downloaded at https://www.uscis.gov/forms
* Any foreign language document must include an English translation.

3. Make copies of all documents for your record.

4. Send the packet to the appropriate address. Check official website below:

https://www.uscis.gov/i-130-addresses

* If the petitioner lives in Japan, please choose the address for "Outside the United States".

Immigrant Visa Process

1. Submit I-130 to USCIS.

2. (Process with USCIS) – Receive Notice of Action from USCIS upon approval of the petition.

3. (Process with National Visa Center (NVC)) – Receive Notice and instructions for the next steps from NVC.

- designate an agent.
- pay fees.
- submit DS-260 Immigrant Visa Electronic Application online.
- collect financial documents and supporting documents, then submit to NVC.

4. Receive notice from NVC for the final interview. NVC transfers your application and documents to the US Embassy, Tokyo or Consulate General Naha.

5. Make an appointment with a designated medical facility for the medical exam.

6. (Process with US Embassy/Consulate) - Take the final interview at the US Embassy, Tokyo or Consulate General Naha.

7. Pay immigration fees online after receiving the visa.

8. Enter the US before the visa expires.

9. Receive your green card by mail, normally within 120 days. Social security card is also mailed to your US address within 3 weeks if you applied.

Fees

Fees are charged for the following services:

• Filing an immigrant Petition for Alien Relative, Form I-130 (this fee is charged by USCIS).

• Processing an immigrant visa application, Form DS-260 (see Note below)

• Affidavit of Support fee

• Medical examination and required vaccinations (costs vary)

• Other costs may include: translations; photocopying charges; fees for obtaining the documents you need for the immigrant visa application (such as passport, police certificates, birth certificates, etc.); and expenses for travel to the U.S. Embassy or Consulate for your visa interview. Costs vary from country to country and case to case.

• USCIS immigration fee

For current fees for Department of State services, see Fees for Visa Services (https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html).

For current fees for USCIS services, see Check Filing Fees (https://travel.state.gov/content/travel/en/us-visas/immigrate/family-immigration/family-based-immigrant-visas.html) on the USCIS website.

Note: Fees must be paid for each intended immigrant, regardless of age, and are not refundable.

Fees should not be paid to the NVC or paid at the U.S. Embassy or Consulate where you have your visa interview unless specifically requested. Applicants will be provided with instructions by the NVC on where and when to pay the appropriate fees. Do not send payments to the NVC's Portsmouth, New Hampshire address.

* Retain all receipts because you may be eligible for reimbursement when filing your next PCS travel voucher with DFAS.

USCIS Lockbox

If you have questions about a filing mailed to the Chicago, Dallas, or Phoenix Lockbox, e.g.:
• Questions about a rejection notice from USCIS
• No receipt notice within 30 days after the filing
• Other concerns or questions about a recent filing at one of the three Lockbox locations
In these situations, please email USCIS at LockboxSupport@uscis.dhs.gov

When you send an inquiry, please include the form number, receipt number, petitioner and/or applicant name, and mailing address with your email. Please do not include social security numbers.

If your question relates to an application or petition that has already been accepted by the Lockbox, or if you have a question about your eligibility to file, please call the USCIS Contact Center at (800) 375-5283.

USCIS Online Tools

USCIS also offers online tools for your inconvenience. You can send your question at https://www.uscis.gov/tools and also check case status, processing times, and so on.

Scan the QR codes below with your smartphone to go directly to our websites.

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Ice Comment

Immigration of Alien Spouse *is distributed by the Camp Zama Legal Assistance Office, located in Building 101, Room CE209. Our office hours are 0830 to 1630 Monday, Tuesday, Thursday and Friday. On Wednesday, our hours are 0830 to 1200. You may call for an appointment at DSN 262-4698 or commercial 046-407-4698.*