



EMBASSY OF THE UNITED STATES OF AMERICA

Consular Section

Rose Garden Tower, 170 Ngoc Khanh, Hanoi

Website: <https://vn.usembassy.gov/>

Phone: 84-24-3850-5000

Fax: 84-24-3850-5145

Email: HanoiAdoptions@state.gov

IMMIGRANT VISA APPLICANT APPOINTMENT PACKAGE (IH-3)

The Consular Section of the U.S. Embassy in Hanoi is ready to begin processing the immigrant visa for your prospective adopted child. Please read the instructions below and prepare the documents as requested. If you have any questions about the process, please email: HanoiAdoptions@state.gov.

- If for any reason the child is unable to attend the interview as scheduled, please request to schedule a new interview appointment. The request should be made via email to: HanoiAdoptions@state.gov. Please note that there is no assurance that a visa will be approved.
- We will make every effort to process approved visas within one business day after the interview; occasionally visas are delayed due to administrative processing or technical issues.
- Prospective adoptive parents must have both the originals and copies of the documents listed below. We will return the original documents at the time of the interview. All documents not in English must be accompanied by a certified English translation, which must include a statement by the translator stating that the translation is accurate, and that the translator is certified to translate.

Please remember to arrange the copies of all required documents in the order listed below and separate all original documents from copies. **Please note that these documents should be submitted to the Consular Section at least one business day prior to the visa interview date. Failure to present complete documentation may delay or prevent issuance of a visa.**

1. Child's Vietnamese passport and 1 copy of the biodata page.
2. Two 50mm square full-faced visa photos of the child (see specifications below).
3. Copy of both parents' passports (please attach a copy of the non-traveling parent's passport and authorizing paper if applicable).
4. Original Medical Examination Results by IOM (applicable for the case that is not processed on eMedical system).
5. Vaccination Affidavit (applicable for children under 10-years-old). The vaccination affidavit must be completed with the parent's signature notarized. The notarization can be done on the interview date at Consular Section.
6. Adoption Decree released by provincial authority (original, copy, and notarized translation).
7. Giving and Receiving minutes (original, copy, and notarized translation).
8. Certificate of Conformity of Intercountry Adoption (Article 23) (original and copy).
9. Child's Birth Certificate (original and copy).

VISA PHOTO REQUIREMENTS

Each visa applicant must submit **two (2) 50mm square “full face,”** unmounted photos, with white background, taken within the past six months. A “full face” photo is one in which the applicant is facing the camera directly. The applicant should not be looking down or to either side, and the face should cover about 50 percent of the area of the photo. Although variations in hair styles and in head coverings make it difficult to rigorously define the term “face,” in general, the head of the applicant, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom, and from hair line side-to-side. It is preferable that the ears be exposed. The child’s name needs to be written on the back of the photo. Please visit this link for more information and a sample photo

<http://travel.state.gov/content/passports/english/passports/photos/photos.html>.

MEDICAL EXAMINATION RESULTS

Please **do not** open the envelope provided by the Panel Physician. There are two steps that you need to follow:

- **STEP 1:** Medical examination with one of our designated Panel Physicians. You **MUST** take the child to visit the Panel Physician before going to the immunization provider. Bring the following to the appointment:
 - Notification Letter provided by the U.S Embassy in Hanoi;
 - Copy of the DS-260 confirmation page;
 - Child’s original Vietnamese Passport;
 - Copies of the prospective adoptive parents’ (PAPs) passport;
 - Child’s available medical report, including any available vaccination history documents; and
 - The medical examination processing fee. The fee for each applicant is US\$275 for each applicant aged 15 years or older; US\$240 for each applicant aged from 2 to under 15 years; and US\$165 for each applicant under 2 years of age. Fees are payable to the International Organization for Migration (IOM). The IOM offices accept fees in U.S. Dollars, Vietnam Dong in cash or credit/debit card.

Results of the exam are usually available in approximately three business days. **All applicants should verify the names, date of birth, and case numbers on the medical forms before completing the medical exam.**

Below is the address of the Panel Physician in Hanoi and Ho Chi Minh city:

Hanoi:

The International Organization for Migration (IOM)

23rd floor, Building 72 Keangnam, Hanoi Landmark Tower

Pham Hung Street, Me Tri Ward, Nam Tu Liem District, Hanoi

Tel: (+84. 24) 3736 6258 – Fax: (+84. 24) 3736 6259 Website: <http://vietnam.iom.int/>

Ho Chi Minh City:

<i>The International Organization for Migration (IOM)</i> 1B Pham Ngoc Thach Street, District 1, HCMC Tel: (84-28) 3822 2057 Fax: (84-28)3822 1780 Website: http://vietnam.iom.int/	<i>Cho Ray Hospital (CRH), Visa Medical Unit</i> 201B Nguyen Chi Thanh Street, Ward 12, District 5, HCMC Tel: (84-28) 3856 5703/ Website: http://www.choray.vn
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Please note that the examining physician will discuss with you the exam results and any required follow-up treatment for the child. If follow-up treatment is needed, it must occur at the Panel Physician’s office before final visa adjudication.

- **STEP 2: Vaccination:** After completing the medical exam, the Panel Physician will provide vaccination instructions. Fees for vaccinations depend on the age of the child and the required vaccinations. Please remember to bring all of the child's vaccination records to the appointment.