



*Embassy of the United States of America
Baghdad, Iraq*

Special Immigrant Visa (SIV) Application Guide

If you wish to apply for the SIV program, you will be required to send the following information to IraqSIVapplication@state.gov. All information must be contained in **one** email with the principal applicant's name on the subject line. Once we have received the email you will receive an automated confirmation of delivery. Please be patient while we take the time to review your application for completeness.

Application Requirements:

1. Email and phone number (s) of the Principal Applicant (this is the Iraqi individual who works on behalf of the U.S. Government)
2. A copy of Jensia (al Bitaqā al Shakhseya) for the Principal Applicant, spouse and any eligible children (children must be un-married and under 21)
3. Biographic Data for the Principal Applicant and each family member, in the following format:
 - Name:
 - Father's Name:
 - Grandfather's Name:
 - Family Name (Tribe):
 - All other Names/Alias:
 - Nationality:
 - Passport Number: (if available)
 - Date of Birth:
 - Place of Birth
 - Gender:
 - Marital Status:
 - Relationship to Principal Applicant:
4. **A completed DS-157 form:**
(<http://www.state.gov/documents/organization/79964.pdf>) Form must be completed in full and contain start and finish dates for all employment and educational fields.
Example: 01-14-2003 to 04-22-2007
5. A copy of employment badge(s) of the Principal Applicant (if available)

6. **Employment Verification:** A scanned letter or email from your employer's human resources office stating position, title, start and finish dates of employment.

7. Letter of Recommendation from Supervisor:

The Principal Applicant must provide a letter of recommendation via a forwarded email or scanned letter from the recommending supervisor. The recommending supervisor should normally be the United States citizen who directly supervises the employee, or supervises the company for which the Iraqi worker is employed. In all cases, before offering a recommendation for the employee for purposes of obtaining an SIV for the employee, the recommending supervisor must have met the employee and must certify, in writing, that the referred applicant is personally known to the supervisor and, to the best of the his or her knowledge, presents no threat to the national security or safety of the United States. The recommendation must also contain the supervisor's corporate e-mail address.

If the above verification is not possible to obtain from a U.S. Citizen Supervisor the Applicant may provide a letter of recommendation signed by the employee's non-citizen supervisor and co-signed by the U.S. citizen who is responsible for the contract. The U.S. Supervisor must indicate that based on his or her relationship with the employee's contract supervisor, he or she is confident that the information contained in the letter of recommendation is correct. In either case the Supervisor must state that, to the best of his or her knowledge, the employee presents no threat to the national security or safety of the United States.

Employee Letter of Recommendation Requirements:

- Employee Name:
- Company Name:
- Beginning and end dates of employment:
- Position Title:
- Confirmation that you are the supervisor of the employee
- Confirmation that the employee is currently (or resigned) in good standing
- Confirmation that the employee presents no threat to the national security or safety of the United States, to the best of the supervisor's knowledge
- Name, title, email and phone number of the supervisor

If you have further questions about the SIV program, please first review the "frequently asked questions" at http://travel.state.gov/visa/immigrants/info/info_4172.html. If your question is not answered, please write to the Iraq SIV program (IraqSIVapplication@state.gov)