

Guidelines on NVC Processing, CEAC, & DS-160 Revision After Submission



NVC Processing

1

Case Creation

After the approval of your petition, your application will be transferred to the NVC for pre-processing. To start with this process, your case must be created in the system via CEAC. NVC will send you a Welcome Letter by e-mail or physical mail. The Welcome Letter includes the Immigrant Visa Case Number, Invoice ID, and instructions for creating an account on the CEAC. The information in this letter can be used to log in to [CEAC](#).

2

Case Review

After all fees have been paid and required documents uploaded to the CEAC account, the NVC will begin to review your case to ensure you provided all the documentation required to schedule the immigrant visa interview. Interviews are based on the availability of appointments offered at the Embassy/Consulate. To determine which cases NVC is currently reviewing, you can go to the [NVC Timeframes](#) page.

3

Public Inquiry

NVC will typically only communicate with you at the point of case creation, when there is a problem with civil documents, or when the case is documentarily complete. At present, NVC only receives inquiries through its online [Public Inquiry Form](#). NVC response times to public inquiries could be lengthy. We suggest that you make a subsequent inquiry only if you do not receive a response within the [published timeframes](#). Currently, the 1-800 NVC customer service number has been temporarily suspended.



Using CEAC

1

Choose an Agent

Once NVC has sent the Welcome Notice with the case number, you have to create an account and choose an agent.

2

Fees Payment

Immigrant visa fee invoices will be issued after a case has been created. There are two processing fees which must be paid one at a time: Immigrant Visa Application Processing Fee and Affidavit of Support Fee. You will need a bank routing number and a checking or savings account number from a U.S. based bank. To pay your fee, log into your case in CEAC and click the 'PAY NOW' button under Affidavit of Support Fee or IV Application Processing Fee on your summary page. After submitting your payments online, please allow up to 1 week for NVC to process your fees before continuing to the next step. You will not be able to access Form DS-260 until NVC has processed your payments.

3

Submit I-864 and Financial Documents

(If required)

The petitioner must complete Form I-864. However if the petitioner's income is insufficient, a joint-sponsor may agree to also complete an I-864 on the your behalf. There are several types of Affidavit of Support forms (I-864, I-864EZ, I-864W, and I-864A). Customer Service Representatives at NVC cannot advise you as to which Affidavit of Support form you should complete. For detailed information about Affidavit of Support requirements and forms, please visit the USCIS website. After the financial sponsor(s) completes the Affidavit of Support form, they should gather evidence of their finances and other supporting documents. Complete the Financial Evidence Assistant by clicking the 'What Financial Evidence Do I Need to Submit' button.



4

Submit Visa Application Form DS-260 and Civil Documents

Once the fee has been paid and processed, you may access and complete the DS-260 form through CEAC. You have 20 minutes to complete each page. Nevertheless, NVC recommends frequently clicking the “Save” button at the bottom of the page to avoid losing data. You can review your form by returning to the CEAC and selecting “View/Edit” from the IV and Alien Registration section of the Immigrant Visa Summary Information screen. Once you submit your DS-260 by clicking the “Sign and Submit Application” button, you can no longer edit the form.

Here are some tips for a seamless application under this step:

- Each digital file uploaded to CEAC must be no larger than 2 MB. If the digital file is too large, compress it or scan it at a lower resolution (black and white) before uploading it. Zipped files or password-protected files are not accepted.
- Each document should be scanned and uploaded as a separate file. If a document has multiple pages, all pages should be scanned and uploaded together in a single file.
- NVC strongly recommends submitting tax transcripts, not tax returns, if applicable to a case.
- Visit [NVC Website](#) for more scanning tips, quality help, naming help, and document orientation issues.
- If an application is not eligible for electronic submission, follow the instructions from NVC on submitting copies of documents by mail in a single package.

5

Documentarily Complete and Transfer to Post

Once the NVC determines that your case is documentarily complete, it will generate an automatic notification in your CEAC account. You can also log into your CEAC and review the summary page with information about the status and location of your case. Once your immigrant visa interview has been scheduled, the case will be transferred to the post. All subsequent communication regarding the case, including rescheduling or transfer requests, must be made with the post and not with the NVC. If you apply for Visa outside of the U.S., you will have to go through consular processing and this is where 61% of the applicants from 2019-2020 were denied. You can learn more about this [here](#).



Revising the DS-160 after Submission

Option 1

Step 1. Log into the CEAC system and select “Retrieve an Application” using the previous application ID number.

Step 2. When asked whether you want to go to the confirmation page or create a new application, select “Create a New Application,” and much of the form will be auto-populated for you.

Step 3. Edit and update the information, and once accurate, submit the new application, which will generate a new confirmation page.

Option 2

If you saved the DAT file from the original application to a hard drive or disk, you can access and amend the previous application at any time. To do this, please follow the following steps:

Step 1. Select “Upload a Previously Saved Application” on the Getting Started page.

Step 2. Once the changes have been made, save and submit the new application, which will generate a new confirmation page.

Permanently saving your application to a hard drive/disk will allow you to access your application after 30 days.

Note:

For either option, if the original DS-160 was used to book the visa appointment and/or pay the MRV fee, you are required to present the confirmation pages from the new AND original DS-160 at the interview. This is because each submission creates a different barcode, and a consular officer uses the application ID/barcode to retrieve the application. It is also recommended that you print out and carry all pages of the new DS-160 application in the event the officer cannot retrieve/access the new application

