

Uploading supporting documentation to CEAC

In order for your case to be considered further, you must send additional documents to the U.S. Embassy for review. You will do this using the Department of State's Consular Electronic Application Center (CEAC). You can log in to your CEAC account at <http://ceac.state.gov>

NOTE: Please ensure that the email address associated with your case remains updated. This is how the U.S. Embassy will communicate with you with instructions and updates.

From the Case Summary page you can manage all applicants on a specific case and complete all required tasks. NOTE: if you have interviewed with family members on different petitions, you will not see them listed here. They will have their own Case Summary page associated with their NVC case number.

AFFIDAVIT OF SUPPORT (AOS)					
	Role	Affidavit of Support Fee	Affidavit of Support Documents & Financial Evidence		
LUNN, CHARLIE	Petitioner/Primary Sponsor	PAY NOW	START NOW		

APPLICANT INFORMATION					
Add Applicant	Remove Applicant	Status	IV Fee	IV Application	Civil Documents
LUNN, ROCCO PRINCIPAL		PRINCIPAL APPLICANT	PAID	COMPLETED	START NOW
LUNN, CLAUDETTE CHILD	<input type="text" value="ACCOMPANY"/>		PAID	INCOMPLETE	N/A
LUNN, VAN CHILD	<input type="text" value="ACCOMPANY"/>		PAY NOW	N/A	N/A

Uploading new civil documents or supporting evidence

To upload a required document in the CEAC, click on the arrow next to the document name.

Then choose "attach document" to move to the upload screen.

MATTHEW OXENDINE				
Required Documents For MATTHEW OXENDINE				
Action	Document Type	Date Uploaded	Status	
	BIRTH CERTIFICATE		MISSING	
	Attach Document	19-FEB-2016	ACCEPTED	
	Not Available			
	PHOTOGRAPHS	19-FEB-2016	ACCEPTED	
	Photograph.pdf			
Optional Documents For MATTHEW OXENDINE				
Add A Document				
Action	Document Type	Date Uploaded	Status	
	OTHER DOCUMENT.pdf	19-FEB-2016	REJECTED	

To upload a document follow the detailed steps on the upload screen.



Upload a Document
On behalf of Applicant: MATTHEW OXENDINE
You are attaching a BIRTH CERTIFICATE on this screen.

1. To find the file you want to submit, click "Browse."
2. A pop-up screen will appear. Navigate to the folder where you've saved your documents.
3. Double-click on the document you want to upload. The file name should then appear in the "Select a File" box.
4. Click the "Upload" button. (If you would like to add comments, do this before you upload the file.)
5. After uploading your file, you will return to the previous screen, where you can choose to upload another document.
6. **IMPORTANT:** Once you have uploaded all of your documents, you need to click on the "Submit Documents" button on the previous screen. If you do not do this, NVC will be unable to access your documents.

If you are having trouble scanning or uploading files, read these helpful [tips](#)

Select a File

Comments (Optional)

Warning...
Once you have uploaded all of your documents, you need to click on the "Submit Documents" button on the previous screen. If you do not do this, NVC or your Consulate will be unable to access your documents.

Help: Upload Document
The document size cannot exceed 2 MB and must be one of the following document types: .jpg, .jpeg, and .pdf.

Then press "Upload"



You will repeat this process for each document requested.

To submit other documents, such as evidence of relationship or identity documents, click on the "Add a document" button for the correct applicant and follow the same process.

ROCCO LUNN Submit Documents

Where to obtain documents
[Afghanistan Documents](#)
[Other Country Documents](#)

Required Documents For ROCCO LUNN

Action	Document Type	Date Uploaded	Status	Response Note
	PASSPORT BIOGRAPHIC PAGE		MISSING	
	PHOTOGRAPHS		MISSING	
	BIRTH CERTIFICATE		MISSING	
	POLICE CERTIFICATE (AFGHANISTAN)		MISSING	

Optional Documents For ROCCO LUNN

Action	Document Type	Date Uploaded	Status	Response Note
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[Scanning and Uploading Tips](#) [FAQ](#)

The Department of State is not responsible for lost or misplaced items (documents, flash drives, etc.) left on third-party equipment or with third-party vendors.

Submit Documents



On the upload screen, you will have to choose the **type** of document you are submitting from a drop-down list.



Upload a Document

On behalf of Applicant: MATTHEW OXENDINE

You are attaching a on this screen.

- To find the file you want to submit, click "Browse."
- A pop-up screen will appear. Navigate to the folder where you've saved your documents.
- Double-click on the document you want to upload. The file name should then appear in the "Select a File" box.
- Click the "Upload" button. (If you would like to add comments, do this before you upload the file.)
- After uploading your file, you will return to the previous screen, where you can choose to upload another document.
- IMPORTANT:** Once you have uploaded all of your documents, you need to click on the "Submit Documents" button on the previous screen. If you do not do this, NVC will be unable to access your documents.

If you are having trouble scanning or uploading files, read these helpful [tips](#)

Document Type:
 --SELECT ONE--
 --SELECT ONE--
 ADOPTION DOCUMENTATION
 BIRTH CERTIFICATE
 COURT AND PRISON RECORDS
 FORM DS-234 J SPECIAL IMMIGRANT VISA BIODATA FORM
 IRAQI FAMILY BOOK
 MARRIAGE CERTIFICATE
 MARRIAGE TERMINATION DOCUMENTATION
 MILITARY RECORDS
 MILITARY/CIVILIAN IDENTIFICATION BADGE
 OTHER
 PASSPORT BIOGRAPHIC PAGE
 PETITIONER'S BIRTH CERTIFICATE
 PETITIONER'S MARRIAGE CERTIFICATE
 PETITIONER'S MARRIAGE TERMINATION DOCUMENTATION
 PHOTOGRAPHS
 POLICE CERTIFICATE
 PROOF OF LEGAL RESIDENCE IN FOREIGN COUNTRY
 PROOF OF U.S. CITIZENSHIP OR LPR STATUS
 REFUGEE BENEFITS ELECTION FORM
 TRANSLATION

Warning...
 Once you have uploaded all of your documents, you need to click on the "Submit Documents" button on the previous screen. If you do not do this, NVC or your consulate will be unable to access your documents.

Upload Cancel

upload Document
 document size
 exceed 2 MB and
 one of the
 g document
 .jpg, .jpeg,

Once you have uploaded all of the documents requested by the officer, please click on the red "Submit Documents" button.

This action sends the documents to the U.S. Embassy so the officer can perform document review.

MATTHEW OXENDINE

Submit Documents

Where to obtain documents

Required Documents For MATTHEW OXENDINE

Action	Document Type	Date Uploaded	Status	Response Note
	BIRTH CERTIFICATE		MISSING	
	Not Available	19-FEB-2016	ACCEPTED	
	PHOTOGRAPHS Photograph.pdf	19-FEB-2016	ACCEPTED	



You know that everything is successfully submitted when the status for all of your documents changed to "Submitted."

BABY TWIN ALTAMAIRANO

Submit Documents

Where to obtain documents

Required Documents For BABY TWIN ALTAMAIRANO

Action	Document Type	Date Uploaded	Status	Response Note
	BIRTH CERTIFICATE TULIPS.JPG	24-MAR-2017	SUBMITTED	
	PASSPORT BIOGRAPHIC PAGE PPT.pdf	26-APR-2017	SUBMITTED	
	PHOTOGRAPHS Photo.pdf	26-APR-2017	SUBMITTED	



Uploading new or updated financial documentation

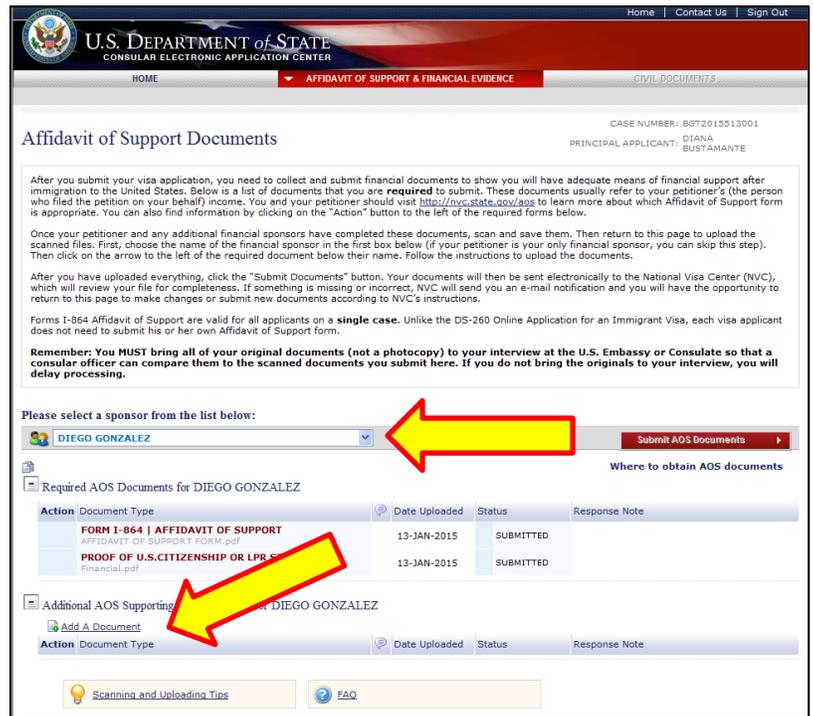
To upload additional financial documents or add a joint sponsor, you will start on the Affidavit of Support Tab.



From this page you can add a new sponsor or a household member.



When adding or updating financial documents, you have to first choose the sponsor whose documents you are uploading from the drop-down list.



The Affidavit of Support form is a required document, but proof of income should be uploaded under this additional documents area. Click "Add A Document"

Correcting and resubmitting documents

On the case status chart, you'll see the note "Invalid Doc" in the AOS or Civil Documents column if there is something that has been reviewed and needs you to correct and re-submit. To update, just click on the words.

AFFIDAVIT OF SUPPORT (AOS)						
Add Sponsor		Add Household Member		Role	Affidavit of Support Fee	Affidavit of Support Financial Requirements & Support Fee
OXENDINE, MISIL		Petitioner/Primary Sponsor		PAID	INVALID DOC	

This will take you to the appropriate tab with the uploaded documents. You can read the status and specific feedback on this screen.

Action	Document Type	Date Uploaded	Status	Response Note
	BIRTH CERTIFICATE	19-FEB-2016	✗ REJECTED	Translation required
View Document		19-FEB-2016	✓ ACCEPTED	
Delete Document		19-FEB-2016	✓ ACCEPTED	
	PHOTOGRAPHS Photograph.pdf	19-FEB-2016	✓ ACCEPTED	

To correct a document, you must first delete the rejected document. Go to the document name, choose "delete document," and then you'll be able to upload and attach a replacement for review (see page 1).

Additional document submission instructions are available online at <http://nvc.state.gov/ceac>

For enquiries please send an email to ABJvisa@state.gov

or visit our website <https://ci.usembassy.gov/visas/immigrant-visas/>