



U.S. Embassy Lomé, Togo

Important Update: Effective January 1st, 2025, you MUST visit the Embassy in Lomé at least *twice* during the immigrant visa process.

First Visit: In-Person Document Review

Your **first** visit to the U.S. Embassy in Lomé is for an In-Person Document Review with a consular staff member to ensure you are prepared for your visa interview. This mandatory review will give you an opportunity to retrieve any missing documents ahead of your visa interview to avoid delays in processing your application.

You do not need to schedule an appointment for the In-Person Document Review. The Consular Section will notify you via email of the document review appointment date which will be approximately two to four weeks ahead of your visa interview.

*****In most cases, you must upload the documents to your case at ceac.state.gov/iv prior to your In-Person Document Review appointment or Visa Interview.** Please follow the Embassy's instructions for uploading the requested documents and bring the original documents with you. Failure to upload copies of the documents ahead of time and failure to bring the original documents to the interview may cause you to be turned away for rescheduling on the day of your interview and/or may result in significant delays in processing your visa.***

Second Visit: Visa Interview

Your **second** visit is for the visa interview with a Consular Officer. The visa interview will occur on the date and time scheduled for you by the National Visa Center (NVC). If you do not complete In-Person Document Review before your visa interview, or **if you have not scanned all of the required documents at ceac.state.gov/iv, you will be required to reschedule your appointment.**

Please follow the steps below [before](#) your immigrant visa interview at the U.S. Embassy in Lomé, Togo.

Step 1: Create an account online

You MUST create an account online with our customer service provider at <https://ais.usvisa-info.com/en-tg/iv>.

If you need to schedule or reschedule your visa appointment, you may do so at <https://ais.usvisa-info.com/en-tg/iv> after creating your online account. Rescheduling is only possible on a date after the initial appointment assigned to you by NVC.

Contact information

U.S. Embassy Lomé

Boulevard Eyadema B.P. 852,
Lomé, Togo

Phone:
(+228) 2261 5470

Email:
ConsularLome@state.gov

Website:
[U.S. Embassy Lomé](https://www.usembassy.gov)

Reschedule:
[ConsularLome@state.gov](https://ceac.state.gov/iv)

Map:



Other links

- [Diversity visa instructions](#)
- [After your interview](#)
- [Frequently asked questions](#)
- [Where to find civil documents](#)

Social media



Interview Preparation Video



You must upload all pertinent documents to your case at ceac.state.gov/iv prior to your In-Person Document Review appointment and Visa Interview. You will then need to bring the originals to both your pre-screening and interview appointments.

Step 2: Schedule a medical exam in Togo

As soon as you receive your appointment date, you must schedule a medical exam in Togo. Click the “Medical Exam Instructions” button below for a list of designated doctor’s offices in Togo. Please schedule and attend a medical exam with one of these doctors before your interview. **If you do not schedule your medical exam at least four weeks before your interview date, your appointment may be canceled by the Embassy. The Embassy requires medical exams for each applicant, including newborn children, prior to an interview.**

[Medical Exam Instructions](#)

Step 3: Complete your pre-interview checklist

It is important that you bring all required original documents to your interview. We’ve created a checklist that will tell you what to bring. Please print the checklist below and bring it to your interview along with the listed documents. **You must upload all pertinent documents to your case at ceac.state.gov/iv prior to your In-Person Document Review appointment and Visa Interview.**

[Pre-Interview Checklist](#)

Step 4: Review interview guidelines

Read our interview guidelines to learn about any special actions that you need to take before your visa interview.

[Interview Guidelines](#)



Medical Exam Instructions

All immigrant visa applicants, regardless of age, require a medical examination prior to the issuance of a visa. Only a physician accredited by the U.S. Embassy can perform this exam. **It is your responsibility to schedule a medical exam with one of the doctors listed below before your visa interview appointment** at the U.S. Embassy. Medical examination results from other physicians will not be accepted.

Approved physicians

CLINIQUE STE HELENE

Dr. Koffi Ahlonko Bruce

Tel: +228 22 21 65 39 / + 228 91 92 28 56

POLYCLINELLE WOSSINU & GBOGBO

Dr. Mawukoenya Wossinu Quacoe

Rue no. 49 & 224 Soviepe, Avenue Maria

Tel: +228 22 50 39 89 / 90 /91

Items to bring to your medical examination

The doctor will need the following items to complete the medical exam forms:

- Your visa interview appointment letter,
- Your passport,
- Two (2) recently taken passport-sized color photographs, and
- A copy of your immunization records.
- DS-260 confirmation page

Any medical examination fees, including X-ray and blood test fees, must be paid directly to the examining physician.

During the medical exam

The medical examination will include a medical history review, physical examination, and chest X-ray, gonorrhea test, and blood tests (for applicants 15 years of age or older). The United States also requires tuberculosis (TB) testing for all applicants two years of age and older. Please be prepared to discuss your medical history, medications you are taking, and current treatments you are undergoing. More information on general medical requirements for U.S. immigrants is available on [the Centers for Disease Control and Prevention's website](#).

U.S. immigration law requires immigrant visa applicants to obtain certain vaccinations prior to the issuance of a visa. Current immigrant vaccination requirements are available on [CDC.Gov](#). You can also read Frequently Asked Questions about our medical examination requirements at [Travel.State.Gov](#).

After the medical exam

When your examination is completed, the doctor will either provide you with exam results in a sealed envelope or **send them directly to the U.S. Consulate. IF GIVEN AN ENVELOPE TO CARRY TO YOUR INTERVIEW, DO NOT OPEN THIS ENVELOPE. Instead, bring it to your visa interview.** Any x-rays taken will be given to you. You **DO NOT** need to bring the x-rays to your visa interview unless you suffer from tuberculosis. However, you **must** carry the x-rays with you when you travel to the United States for the first time. The medical report must be less than six (6) months old when you enter the United States as an immigrant.

Pre-Interview Checklist ☒



Please use the list below to determine the items that every applicant must bring to the immigrant visa interview. You must upload the documents to your case at ceac.state.gov/iv prior to your In-Person Document Review appointment or Visa Interview.

Any documents that are not in either English or French must be accompanied by a certified English translation.

- ☐ A copy of your NVC interview letter (does not apply to Diversity Visa, fiancé(e), adoptive, or asylee/refugee applicants).
- ☐ Unexpired passport valid for six (6) months beyond your intended date of entry to the United States and a photocopy of the biographic page (where your name and photo are located).
- ☐ Two (2) color photographs of each person applying for a visa (5 cm x 5 cm, or 2 inch x 2 inch). Please review our [online photo requirements](#).
- ☐ Confirmation page from the Form DS-260 Application for an Immigrant Visa you submitted online at ceac.state.gov/iv.
- ☐ Your **original** birth certificate, English translation, and a photocopy.
- ☐ Medical examination results in a sealed envelope (*if the physician gives you these results*).
- ☐ Original or certified copies of birth certificates for all children of the principal applicant (*even if he or she is not accompanying*)

Applicants who fall into any category listed in italics below should bring these additional documents:

For family-based visa applications:

- ☐ The appropriate [Form I-864 Affidavit of Support](#) for **each** financial sponsor along with a photocopy of the sponsor's IRS transcript or most recent U.S. federal income tax return, and any relevant W-2s.
- ☐ Proof of your U.S. petitioner's status and [domicile](#) in the United States (photocopy of both sides of the Lawful Permanent Resident card I-551, Certificate of Naturalization, or U.S. passport).
- ☐ Evidence of the relationship between the petitioner and visa applicant (such as photographs, letters, or emails).
- ☐ *If you are married:* Your **original** marriage certificate and a photocopy.
- ☐ *If you were previously married:* Your **original** divorce or spouse's death certificate, and a photocopy.
- ☐ *If you are older than 16 years of age:* The **original** police certificate from your country of current residence, countries of previous residence, and any country where you have been arrested. If the three items below are **all** true, you must bring a more recent police certificate to the interview:
 1. You are older than 16 years;
 2. You obtained a police certificate and submitted it to NVC more than one year ago; and
 3. You still live in the country that issued the police certificate.
- ☐ *For employment-based visa applications:* Letter from your U.S. employer dated less than one month ago.
- ☐ *If you have ever been convicted of a crime:* Court and criminal records, English translation, and a photocopy.
- ☐ *If you have served in any country's military:* Military records, English translation, and a photocopy.
- ☐ *If you are adopted:* Adoption papers or custody documents, English translation, and a photocopy.
- ☐ *If you are the petitioner's stepchild:* The **original** marriage certificate of the petitioner and your biological parent and a photocopy along with divorce records for any previous marriages of either parent.

Interview Guidelines



Sending documents to the U.S. Embassy in Lomé

If the U.S. Embassy requests additional information or documentation from you, you must scan these documents into the case electronically at ceac.state.gov/iv and schedule an appointment to bring the physical copies to the U.S. Embassy following the instructions on the pink letter handed to you by the consular officer at the end of the interview.

Rescheduling or cancelling your interview

If you are unable to attend your appointment, you may reschedule at <https://ais.usvisa-info.com/en-tg/iv> after creating your online account. Rescheduling is only possible on a date **after** the initial appointment assigned to you by NVC.

There may be a significant wait before the next available appointment, so please attempt to attend the date already assigned. For some family-based and employment preference visa categories, a visa became available within the month you have been scheduled by NVC. DV applicants should be aware that visas are numerically limited and must be issued by September 30 of the program year. **There is no guarantee that a visa will still be available on the date of your rescheduled interview.** Please carefully consult the [Visa Bulletin](#) before you decide to reschedule your interview.

Security screening procedures

All visitors to the U.S. Embassy must follow certain security procedures. Any visitor who declines to be screened by U.S. Embassy security personnel will be unable to enter the embassy. To avoid delaying your entry and those in line behind you, please bring only what is required for your interview.

Accompanying persons

The following persons may accompany a visa applicant to their interview:

- Interpreter: Applicants may bring ONE interpreter if they do not speak English, French, Ewe, Mina, Cotocoli or Kabiye well enough to participate in an interview.
- Special Needs Visitors: Applicants may bring ONE person to help if they are elderly, disabled, or a minor child.

Attorneys are **not** permitted to accompany clients into the waiting room or to their interview.

Immigrant visa fees

If you have not paid all required fees to the National Visa Center, please be prepared to pay these fees on the day of your interview. All fees may be paid in U.S. dollars or FCFA equivalent. We only accept these two forms of currency. Furthermore, we do not accept any U.S. dollar notes printed before 1997 or with additional markings that would limit the note's circulation in Togo.

Please note that if you are found ineligible to receive a visa, the application fee cannot be refunded. A complete list of fees can be found [here](#).

Do not make travel plans outside of Togo

If your visa is approved, we will keep your passport at the embassy while we prepare your immigration packet and print a visa for your passport. After your interview, the consular officer will give you instructions on where and when to pick up your passport. If you have to travel within Togo while your passport is still with us, please make sure you have a valid picture ID other than your passport.



After Your Visa Interview

A consular officer can make a decision on a visa application only after reviewing the formal application and interviewing the applicant. ***There is no guarantee that you will receive a visa.*** Do not sell your house, car or property, resign from your job or make non-refundable flight or other travel arrangements until you have received your immigrant visa.

If more information is needed

Sometimes a consular officer is unable to make a decision on a visa application because he/she needs to review additional documents or the case requires further administrative processing. When additional documents are requested, the consular officer will give you a refusal letter that specifies the additional document(s). Some of these documents may be uploaded to the [Consular Electronic Application Center \(CEAC\)](#) after which you must notify the embassy at ConsularLome@state.gov. However, if an original document was requested, you must schedule an appointment to bring it to the embassy following instructions on the pink letter you were provided at the interview.

Administrative processing takes additional time after the interview. Most administrative processing is resolved within 60 days. However, the timing varies based on the circumstances of each case. Before inquiring about the status of administrative processing, please wait **at least** 60 days after your interview.

What happens after visa approval

Passport, Visa, with or without a sealed immigrant packet – We will place your immigrant visa on a blank visa page in your passport. Please review your passport before your interview to ensure that you have sufficient pages for a visa. When you receive your visa, check to make sure that there are no errors in your name, gender, marital status, or date of birth. We may also give you a sealed envelope containing documents that you must give to U.S. immigration authorities when you arrive in the United States for the first time. ***Do not open this envelope. You must carry it with you; do not pack it in your checked luggage.*** If you receive a CD containing X-rays after your medical examination, carry this on you.

In the case of some applicants whose documents were processed by NVC electronically, the sealed immigrant packet is no longer required for admission to the United States. ***If you do not receive this packet, consular staff will explain why, and your visa will be annotated to reflect the absence of the packet to the U.S. Customs and Border Patrol.***

USCIS Immigrant Fee – All individuals who are issued immigrant visas overseas must **pay an [Immigrant Fee](#)** to U.S. Citizenship and Immigration Services (USCIS) **prior to traveling** to the United States. This fee is for processing your residency status and printing your Permanent Resident Card, which you will need to evidence to a potential employer of your right to work. The only immigrant visa holders exempt from paying this fee are: children entering the United States under the Hague Process, biological children of U.S. citizens entering the United States before the age of 18, returning residents, and those traveling on a fiancé(e) (K) visa or follow-to-join Asylee/Refugee boarding foil.

When You Should Travel – You must enter the United States **before** the expiration date on your visa, which is no more than six months from your medical exam date. If you do not use your visa by the expiration date, you will need to reapply and pay all the relevant fees again, including medical exam and application fees. The principal applicant must enter **before or at the same time** as other family members with visas. Biological children of a U.S. citizen who are turning 18 prior to the expiration of the visa are highly advised to enter before the 18th birthday if the family wishes to have the child benefit from the Child Citizenship Act. Unless they are eligible for benefits under the Child Status Protection Act, children who are issued a visa before turning 21 years of age must enter the United States before the 21st birthday to avoid losing their right to immigrate.

Getting a Green Card – Your Form I-551 Permanent Resident Card, also known as a green card, will be automatically mailed to the address in the United States that you write in your visa application form. This is a very important document that proves you have permission to reside and work in the United States, so it is important that you provide the U.S. Embassy with the best address where you expect to reside at the time of your interview.

After Your Visa Interview



If you plan to travel outside the U.S. *before* your green card arrives: Please consult [USCIS's](#) and [CBP's](#) websites for rules about what documents you need to re-enter the country. We also recommend you check with the airline to ensure you are in compliance with their rules. ***Once your card is issued, you should not remain outside of the United States for more than one year.*** If you do, you may lose your status as a Lawful Permanent Resident and be denied entry at a U.S. Port of Entry. You will then need to start the immigration process anew.

Children's Issues – In the United States, children are required to have certain vaccinations before they can enroll in school. We recommend that you bring a copy of your child's complete vaccination records with you to the United States. If your child is adopted, or you have full custody as a result of a divorce, or you share custody with another parent, you should bring a copy of all applicable adoption or custodial papers from the authoritative court in your home country. You will need these papers (translated into English) for issues such as school enrollment, medical care, and eventual citizenship.

Information for New Immigrants – Please visit the USCIS web page for helpful information on moving to the United States. You can read the USCIS publication, "[Welcome to the United States: A Guide for New Immigrants](#)" online.

Diversity Visa Applicants – Additional Information



If you are interviewing for a Diversity Visa (DV), all of the above instructions apply to you, however, at this time, you are not required to come to an **In-Person Document Review**. Please schedule and attend a [medical examination](#) prior to your visa interview, and [gather the required documents](#).

Below are additional instructions that apply **only** to DV applicants.

Bring to your interview

In addition to the documents listed on the [Pre-Interview Checklist](#) in this package, DV applicants should also bring the following items to your visa interview:

- ☐ Appointment information printed from the “Entrant Status Check” on the [E-DV website](#).
- ☐ Documents showing that you have at least a qualifying high school education (i.e. baccalaureate) **or** two years of qualifying work experience in the last five years immediately prior to the application (for the principal applicant only; more information is available [online](#)).
- ☐ Payment in cash of the \$330 Diversity Visa Application Fee for each applicant.

Review your DV Lottery entry

Prior to your visa interview, we recommend that you review the data on your initial E-DV entry. On your initial E-DV entry. On your initial E-DV application, you must have correctly entered your marital status. If you are legally married you must have listed your spouse, even if you are currently separated from him/her (unless your spouse is a U.S. citizen or Lawful Permanent Resident).

Additionally, you must have listed ALL of your living children who are unmarried and under 21 years old. This includes all of your natural children (regardless of if they are born in or out of wedlock), your spouse’s children, or children you have formally adopted in accordance with the laws of your country (unless your child is a U.S. citizen or Lawful Permanent Resident).

Failure to have listed an existing spouse or children at the time of your entry in the Diversity Visa lottery will result in the immediate denial of the visa applications for you and your family. Any fees paid to the U.S. government in support of your visa application(s) are not refundable. If you failed to include a child who was born before the lottery, including a biological child who does not currently reside with you or a step-child who does and was legitimated by marriage before the lottery, or a current spouse whom you married before you entered the lottery, you should **not** proceed with the visa application as ***you will be denied the visa***. You can review the eligibility requirements [online](#).

DV appointment availability may be limited, especially towards the end of the program cycle. Applicants are encouraged to comply with all program requirements as soon as possible to secure an appointment earlier in the program cycle.