I800 and DS260 Overview & Instruction Guide
Dear Family,

We are excited for your family as you enter the travel stage of your adoption process. At this time, you will need to begin working on preliminary travel paperwork. As you wait for your Letter of Acceptance (LOA) to arrive, you will need to complete the following steps:

1. Completed two additional hours of training provided by America World.
2. I800 Application - mail to the National Benefits Center (NBC) once you receive your LOA.
   Important Note: If both parents have completed the additional 2 hours of Hague training as noted in the I800 Instruction Packet (link provided below) and have possession of their AWAA Training Certificate of Completion and the AWAA Letter of Training Completion sent by your Travel Coordinator, your Family Coordinator will scan and email a copy of the LOA document to submit with your I800 application the day it arrives to enable your family to mail the I800 application at the earliest date possible.
3. DS260 Application (apply online)
4. Mail DS260 supplemental documentation to AWAA with your LOA package

The following information is designed to help prepare you for submitting the I800 Application and DS260 Immigrant Visa Application once you receive your Letter of Acceptance. It will guide you step by step through each document and provide an overview of what to expect from the time your Letter of Acceptance arrives until you travel. We encourage you to have your I800 ready to submit the day your LOA arrives and the DS260 supplemental paperwork ready to mail to AWAA with your LOA package.

Please note there is a link to download a complete sample I800 application on page 12 of this packet. Please print these sample forms and use them to guide you through each form of the application.

Travel Timeline

Your Travel Approval (TA) will most likely arrive 6 - 8 weeks after you receive your LOA and submit your I800 application. Families typically travel 1 ½ - 4 weeks after their TA arrives. A timeline of the I800 process is included on page 7.

Travel Information

The day that your LOA arrives we will email you with all information about the two weeks spent in China to complete your adoption. Until that day, please hold all travel-related questions and continue to focus on submitting your I800 application. The average cost of travel as it relates to international airfare, obtaining visas, and in-country travel expenses can be found on the America World website at the following link listed below.

Travel Costs
http://www.awaa.org/programs/china/cost.aspx

Please let your travel coordinator know if you have any questions about the I800 process. We know this is a complicated process and would be happy to assist you.

Sincerely,

The AWAA Travel Team
<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
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<td>I800 &amp; DS260 Overview</td>
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<td>Instructions for DS260</td>
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<td>Document Tracking Sheet</td>
<td>16</td>
</tr>
</tbody>
</table>
1800 & DS260 Overview
I800 and DS260 Overview

Families under the Hague adoption process are required to mail the I800 application to the National Benefits Center (NBC) once they receive their Letter of Acceptance (LOA), as well as prepare their DS260 Immigrant Visa application and mail the supplementary documents to AWAA with their LOA package. **It is important for each family to have the I800 application prepared to submit as soon as they receive their LOA, and the DS260 supplemental documents prepared to submit with your LOA package.**

Travel Timeline for I800 Applicants

A timeline of the I800 process can be found on page 7. The China Center for Children’s Welfare and Adoption (CCCWA) typically issues the Travel Approval (TA) 8 – 10 weeks after submitting the I800 application to NBC. As the I800 application timeline affects your travel dates it is important for your family to submit your application as soon as your LOA arrives.

I800 Application

Pages 8 -11 provide instructions for completing your I800 application. Several items will need to be included with the I800 application. Links to download a sample I800 application with attachments are included on page 12.

I800 Training Requirements

Families must complete 10 hours of training prior to submitting their I800. Families complete 8 hours of this training during the Hague home study process and an additional 2 hours during the referral and travel stage. The second portion of training will be completed by gaining an overall understanding on the culture and traditions of your child’s country by reading through the Adoption Education: Chinese Culture booklet. You will also be required to familiarize yourselves with your child’s specific province by clicking on the name of their province on page 5 (please note, you are only required to read about your child’s specific province). In addition to reading this information, you will also be required to listen to a recorded travel conference call.

Once you have completely read through the information on your child’s specific province and the Chinese Culture booklet, as well as listened to the recording, please send the Travel Coordinator an email letting them know. At that time we will mail your family a certificate and letter of completion. **It is important for you to complete this as soon as possible as the certificate and letter must be included with your I800 application which you may submit the day your LOA arrives.**

If both parents have completed the additional 2 hours of Hague training as noted in the “I800 Training Requirements”, and have possession of their AWAA Training Certificate of Completion and the AWAA Letter of Training Completion sent by your Travel Coordinator, your Family Coordinator will scan and email a copy of the LOA document to you to submit with your I800 application the day it arrives to enable your family to mail the I800 application at the earliest date possible.

**Important Note for China Healthy Program:** Families who are not participating in the China Waiting Children program will not be able to receive their certificate and letter in advance as part of the I800 Training Requirement is fulfilled during the review of the child’s referral information and the child’s province is unknown until the day the referral arrives.
List of Provinces & Information

As part of fulfilling the I800 training requirements, please click on the province(s) specific to your child and read through the information to better familiarize yourself with your child’s background. For more information pertaining to the I800 training requirements, please reference page 4.

<table>
<thead>
<tr>
<th>Anhui</th>
<th>Inner Mongolia</th>
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<td>Jiangxi</td>
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<td>Fujian</td>
<td>Jilin</td>
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<td>Gansu</td>
<td>Liaoning</td>
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<td>Guangdong</td>
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<td>Hainan</td>
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<td>Hebei</td>
<td>Shanxi</td>
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<td>Heilongjiang</td>
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<td>Yunnan</td>
</tr>
<tr>
<td>Hunan</td>
<td>Zhejiang</td>
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</tbody>
</table>
**I800 and DS260 Overview**

**DS260 Immigrant Visa Application**

Along with applying for the I800 through USCIS each family will submit a DS260 form online which is submitted to the US Consulate in Guangzhou, China. Once the family’s I800 is approved by USCIS it will be sent electronically to the Consulate where they will review the approval and send a document called the “Article 5” to the CCCWA. The Article 5 is issued by the US Consulate 10 - 15 business days after they have received all supporting documentation required, including your I800 provisional approval, DS260 application and the cable letter notification from NVC. Once you email these documents to AWAA, our facilitator in Guangzhou will submit them, along with your supplemental paperwork, to the Consulate. From then, it typically takes 10 - 15 business days for the Consulate to issue your Article 5. Please note that at this time the Consulate allows drop-off and pick-up for Article 5 documents on Mondays, Tuesdays & Thursdays. As the U.S. Consulate prefers to work directly with adoption agencies, please contact AWAA with any questions or concerns regarding your case. If the question warrants a response from the U.S. Consulate, AWAA will forward the inquiry. Please do not contact the Consulate directly with inquiries as they deal with thousands of families’ paperwork each year and do not have the capacity to handle this additional work.

**DS260 Payment**

The filing and processing fee for the DS260 form is $495. You can either send a $495 check to AWAA with your DS260 or pay online. If you pay online please select “Visa Fee” from the dropdown menu and forward your payment confirmation to your Travel Coordinator.

**NVC Notification Information**

The I800 approval is called the “Notice of Provisional Approval”. NBC will send AWAA a copy in the mail but each family should also contact AWAA to confirm they have received the copy.

About 5 – 10 business days after the I800 is approved the family will receive a letter notifying them that the I800 approval was cabled to the US Consulate in Guangzhou, China by the National Visa Center (NVC). AWAA will not receive a copy of this letter and **it is important that the family sends a copy of the NVC letter to AWAA as soon as it arrives.** AWAA will then submit the letter to the U.S. Consulate in Guangzhou. A sample of this letter can be downloaded below:

**Sample NVC Notification of Cable Letter:**

[Sample NVC Letter](#)
I800 and DS260 Overview

Process Timeline

Family prepares I800 application and DS260 supplemental paperwork

Letter of Acceptance (LOA) Arrives

Family submits I800 application to NBC

NBC approves I800 2 ½ - 4 weeks later, emails approval to NVC

NVC sends approval to US Consulate in Guangzhou & notification letter to family 5 - 10 days later
Family sends NVC notification letter to AWAA

Family mails supplemental DS260 documentation to AWAA with LOA Package.

AWAA sends documents to facilitator staff in Guangzhou

Family submits DS260 application online

AWAA submits NVC letter, DS260 confirmation and supplemental documents to US Consulate in Guangzhou

Consulate approves DS260 form, sends approval ("Article 5") to CCCWA 2-3 weeks later

CCCWA issues Travel Approval
A few days - 3 weeks later

Family travels to China 1 ½ -4 weeks later
Instructions for Submitting 1800
I800 Instructions

Instructions & Links to Download the I800, Supplement 1 & I-864W Forms:

- I800 Supplement 1, Consent to Disclose: [http://www.uscis.gov/files/form/i-800sup1.pdf](http://www.uscis.gov/files/form/i-800sup1.pdf)

I800 Application – Items to Include:

The items you will need to include with your I-800 application include:

1. Cover letter of all items included
2. I-800 Application
3. Supplement 1, Consent to Disclose Information
4. I-864W
5. Photocopy of I800A approval
6. Photocopy of your online, 10 hour, Hague training certification of completion
7. America World’s training certificate of completion (provided by AWAA)
8. America World letter (provided by AWAA)
9. Photocopy of child’s Chinese referral
10. Photocopy of Child’s translated referral
11. Photocopy of Letter of Acceptance

AWAA Instructions for Completing Form:

Use the instructions above from USCIS and the I800 sample on page 12 for detailed instructions. The information below provides further guidance on specific questions:

**I800 – Part 1:**

The “Family Name,” “Given Name,” and “Middle Name” **MUST** match the passport name of the petitioner on your I800A. Provide other variations of your name in the “Other Names Used” box.

**I800 – Part 2: “Processing Information” – information below only applies for families adopting more than one child**

The instructions below apply only to families adopting more than one child and filing more than one I800 form within the validity period of an approved I800A. Families adopting one child still need to fill out this section.

For each child’s I800 application, please mark the following boxes:

1. Question 4: Please mark “Yes”
2. Question 5: Please mark the appropriate box: “Yes” if the children are siblings, or “No” if the siblings are unrelated*

*Important: “If more than one form I800 is filed during the approval period for different children, a $720 fee is required for the second and each subsequent form I800. However, if the children are siblings, no additional filing fee is required” (I800 form, page 3)
I800 Instructions

I800 – Part 3: “Information About the Beneficiary (Convention Adoptee)”

3. Question 1: Child’s last name on referral information is listed as: Last name, Given Names. You will need to put the appropriate names in the blanks on the form (see sample)
4. Question 6: “child’s orphanage”, “child’s province”, China (bolded items can be found on cover page of referral information
5. Question 25: Refer to the I800 & DS260 Instructions email for your child’s orphanage address

Referenced in question #27:

• I-864W: [http://www.uscis.gov/files/form/i-864w.pdf](http://www.uscis.gov/files/form/i-864w.pdf), see sample for further instructions on how to this form out

I800 – Part 4: “Information about Fees, Expenses, and Other Compensation”

As the I800 form indicates, please list “all fees, expenses, and other compensation made, directly or indirectly to any individual, agency, entity, governmental authority, or other payee or recipient,” (page 8).

Helpful Tip: Please reference your “Adoption Expenses Tracking Chart” to find a list of all payments made to AWAA throughout your adoption process. It may also be helpful to check with credit card/bank statements, AWAA agreement, AWAA website costs, receipts, etc in order to assist in formulating a comprehensive list of all expenses made in relation to your adoption. Your family can request an emailed receipt from AWAA of all adoption expenses made to AWAA when you return home with your child, the year the adoption is finalized.

Fees you have paid to America World (may vary slightly, please confirm with your records):

- $250 application fee
- $2,000 initial program fee*
- $2,000 mid program fee*
- $1,075 Dossier Translation Fee*
- $3,000 post adoption deposit
- $400 Referral Translation fee*
- $750 Post Adoption Admin Fee
- $2,000 final program fee
- Optional AWAA Fees- DAP- Dossier Assistance Program, Special Focus Admin Fee (if adopted two children), referral update fee

*discounts may have applied- please confirm with your receipts

Fees you have already paid to other entities (may vary slightly, please confirm with your records):

- Home study fees- original reports and any updates if applicable
- Post Adoption Report fees
- USCIS Fees- application and fingerprinting fee, renewal fee if applicable, supplement 3 fee (if applicable)
- Hague online training
- Secretary of State- for each state where you certified dossier documents
- Chinese Consulate or Embassy- for each place where you authenticated dossier documents
- Passport- if applicable
- Other fees- if applicable- notary, courier Fed Ex Fees

Fees you will pay in the future (cont. on page 11)
### 1800 Instructions

**1800 – Part 4: “Information about Fees, Expenses, and Other Compensation” (cont.)**

**Fees you will pay in the future:**
Please estimate the date of the following travel expenses using the date your family receives your Letter of Acceptance (LOA).

<table>
<thead>
<tr>
<th>Anticipated Date of Payment</th>
<th>Payee</th>
<th>Relationship to Child (If any)</th>
<th>Purpose of Payment</th>
<th>Amount of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week after LOA Date</td>
<td>AWAA</td>
<td>Placing Agency</td>
<td>Orphan Care Fee</td>
<td>$450</td>
</tr>
<tr>
<td>1 week after LOA Date</td>
<td>Home Study Agency (list name)</td>
<td>Home Study Agency</td>
<td>Post-Adoption Report Fees</td>
<td>$1,800 - $3,800*</td>
</tr>
<tr>
<td>1 week from LOA Date</td>
<td>AWAA</td>
<td>Placing Agency</td>
<td>DS260 (Child’s US Visa)</td>
<td>$495</td>
</tr>
<tr>
<td>2 weeks from LOA date</td>
<td>AWAA</td>
<td>Placing Agency</td>
<td>Chinese Visas (2)</td>
<td>$390</td>
</tr>
<tr>
<td>6 weeks from LOA date</td>
<td>Airline</td>
<td>No relation</td>
<td>Airfare (2 adults)</td>
<td>$1,800 - $3,400</td>
</tr>
<tr>
<td>6 weeks from LOA date</td>
<td>Airline</td>
<td>No relation</td>
<td>Airfare (1 child)</td>
<td>$250 - $1,000</td>
</tr>
<tr>
<td>8 weeks from LOA date</td>
<td>AWAA</td>
<td>Placing Agency</td>
<td>In-Country Travel Package (2 adults)</td>
<td>$5,000 - $7,000</td>
</tr>
<tr>
<td>9 weeks from LOA date</td>
<td>CCCWA/Provincial Affairs</td>
<td>No relation</td>
<td>International program fee</td>
<td>$7,300</td>
</tr>
<tr>
<td>6 months after returning home 12 months after returning home</td>
<td>Home Study Agency (list name)</td>
<td>Home Study Agency</td>
<td>Post-Adoption Visit Travel Fees</td>
<td>$0 - $700 (if applicable)</td>
</tr>
</tbody>
</table>

*If non-AWAA home study agency, please contact your home study office for amount and timeframe in which they collect this fee*
I800 Sample Forms

Sample Complete I800 Application and Supporting Documents:
http://www.awaa.org/downloads/travel/Sample_I800_Application.pdf

Sample I800 form:

Sample I800 Supplement to Disclose Information:

Sample I864W:
Instructions for Submitting DS-260
DS-260 Overview

The DS-260 process occurs in two steps:

1. **Submitting the Supplemental Documentation**
   This paperwork will be sent back to the Travel Coordinator with your original signed LOA. These documents will then be sent to China so it is ready to be submitted to the US Consulate in Guangzhou once the online DS-260 is complete.

2. **Completing the Online DS-260**
   This will be completed after receiving your NVC letter which contains your Invoice ID number and case number. At the end of completing this form, you will be given a confirmation page with barcodes. This will need to be submitted to the Travel Coordinator with a copy of your NVC letter as soon as possible.

DS-260 Supplemental Documentation

**Documents to submit to AWAA with your LOA package:**

- a. Photocopy of child’s Chinese referral
- b. Photocopy of Child’s translated referral
- c. 2 Passport photos of your child on photo paper cut to 2x2 size with child’s Chinese name and age (in photo) written on back
- d. DS260 Payment Form
- e. Check for $495 payable to AWAA or copy of online payment receipt

**How to Include the Child’s Passport Photo**

- Insert your child’s emailed referral photo labeled “Passport Photo” into a word processing program (i.e. Microsoft Word)
- Crop photo as close to a 2x2 standard passport photo size
- Print two colored copies of the photo onto photo paper
- Write your child’s referral name and age on the back of each photo (estimate your child’s age to the best of your ability)
- Include with your DS260 supplemental documentation to AWAA

DS-260 Online

After your I800 is approved you will receive a letter from the NVC noting your case was forwarded to the US Consulate in Guangzhou, China. **You cannot complete the online DS260 until you receive your NVC Letter in the mail or via email, typically 1 - 2 weeks after receiving your 1800 Approval.** In this letter, they will also assign your family a case number and an invoice ID number. You will use this case number and invoice ID number when filing your DS-260 online.
DS260 Payment Form

Please complete the following information and submit it to America World with your DS260 supplemental documentation.

**DS260 Fee**

<table>
<thead>
<tr>
<th>Adoptive Parents Names</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Visa Fee</strong> ($495 per child)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount Paid</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Paid Online</strong></td>
<td></td>
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<tr>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td><strong>Date paid</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions on Mailing DS260 application**

2. Include the following items in your DS260 package:
   a. Photocopy of child’s Chinese referral
   b. Photocopy of Child’s translated referral
   c. 2 Passport photos of your child on photo paper cut to 2x2 size with child’s Chinese name and age (in the photo) written on back
   d. DS260 Payment Form
   e. Check for $495 payable to AWAA or copy of online payment receipt

3. Pay online at the AWAA payment site $495 under “Visa Fee”. In the “Notes” section, please write “DS260 payment” OR write a check for $495 payable to AWAA.

4. Mail all items from step #1, along with this sheet, through a priority traceable mail carrier.

5. Send an email to a Travel Coordinator containing the tracking number for your package as well as the expected arrival date.

I ___________________, give permission to America World to send my DS260 application and additional documentation to the U.S. Consulate in Guangzhou.

**Signature:** ____________________________ **Date:** ________________
### I 800 Application

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<tbody>
<tr>
<td>G1145 Form</td>
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<tr>
<td>I800 Application</td>
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<tr>
<td>Supplement 1, Consent to Disclose Information</td>
</tr>
<tr>
<td>I-864W</td>
</tr>
<tr>
<td>Photocopy of I-797 “I800A – Approval Notice”</td>
</tr>
<tr>
<td>Photocopy of Hague Training Certificate of Completion</td>
</tr>
<tr>
<td>AWAA Training Certificate of Completion</td>
</tr>
<tr>
<td>AWAA Letter of Training Completion</td>
</tr>
<tr>
<td>Photocopy of Referral Acceptance - signed with the &quot;acceptance&quot; box checked</td>
</tr>
<tr>
<td>Photocopy of Child’s Chinese Referral</td>
</tr>
<tr>
<td>Photocopy of Child’s Translated Referral</td>
</tr>
<tr>
<td>Cover Letter of All Items Included</td>
</tr>
</tbody>
</table>

***Check or money order for $720 (if applicable – see note below)***

**Note:** If adopting two or more unrelated children, you will need to include a check or money order for $720 payable to “US Department of Homeland Security”. However, if the children are siblings before the proposed adoption, no additional filing fee is required.

### I800 Application Is Submitted To:

<table>
<thead>
<tr>
<th>Submitting by Regular Mail</th>
<th>Submitting by Express Mail and Courier Service deliveries (e.g. FedEx, UPS)</th>
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<tbody>
<tr>
<td>USCIS</td>
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<tr>
<td>P.O. Box 660087</td>
<td>ATTN: Hague</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121 Business, Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
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</tbody>
</table>

### DS 260 Application

<table>
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<th>Included</th>
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<tbody>
<tr>
<td>Photocopy of Child’s Chinese Referral</td>
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<tr>
<td>Photocopy of Child’s Translated Referral</td>
</tr>
<tr>
<td>2 passport photos of child on photo paper cut to 2x2 size with Chinese name and age written on back</td>
</tr>
<tr>
<td>Check for $495 payable to AWAA or copy of online payment of $495 per child</td>
</tr>
<tr>
<td>DS260 Payment Form</td>
</tr>
</tbody>
</table>

### DS 260 Supplemental Documentation Is Submitted To:

America World Adoption Association  
Attn: China Travel Coordinator  
6723 Whittier Avenue Suite 202  
McLean, Virginia 22101