

HOW TO TELL IF A CASE IS “INTERVIEW READY” A Case Manager’s Guide

This document is not legal advice, nor is it intended to provide advice or guidance in making immigration decisions. The sole permitted use of this document is to assist case managers in quickly and accurately identifying whether an “At NVC” CEAC status has completed the required steps to advance their case to the “interview ready” stage.

Proving ‘Documentarily Qualified’ (DQ) Status

Knowing what steps occur on the road to becoming documentarily qualified will help you, as a case manager, diagnose cases as you come across them, properly identify where in the process they currently stand, and identify what additional steps they might need to take in order to get themselves over the interview ready line.

However, if an applicant is already documentarily qualified, there are some relatively easy ways for them to demonstrate that status, even though their public CEAC status may still read “At NVC”

Practice notes: Any document which verifies “interview ready status” needs three elements: where, who, and when.

1. **Where:** The document needs to *state clearly and unambiguously* that the case is documentarily qualified.
2. **Who:** The document needs to contain *sufficient unique identifying information* that it can be associated directly with the applicant: a name and a case number.
3. **When:** the document needs to be *as recent as possible*. Status can change, and for SIVs, that change isn’t always in a positive direction.

Documents Which Prove ‘Documentarily Qualified’ (DQ) Status

These documents can quickly prove Interview Ready Status:

1. **NVC Documentarily Qualified Email Letter**
See page 2 of this document for an example and notes.
2. **CEAC “Messages” Notice**
See page 3 of this document for an example and notes.

1. NVC Documentarily Qualified Email Letter (SIVs and IVs)

NVC sends notice via email to the applicant after the case is reviewed, either to ask for corrections, or to notify the applicant that the case is documentarily qualified. See image 1A below for an example.

Under other circumstances, receipt of this email would indicate an interview would be scheduled soon. That is **not** the case for Afghans in Afghanistan; it is the DQ status itself which triggers manifest eligibility.

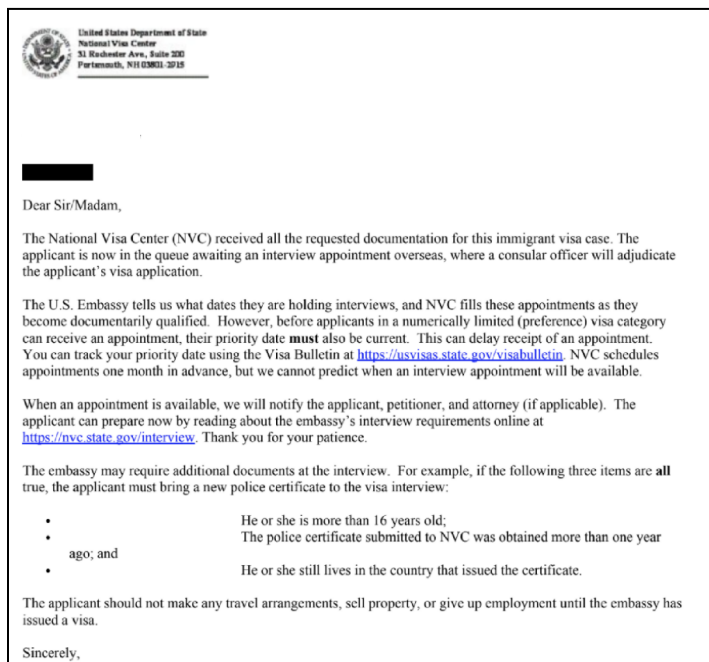
Where: The emailed letter expressly states that the visa application is now in a documentarily qualified, interview ready status.

Who: The emailed letter will include the applicant's name and their KBL number. Make sure to double check both to ensure this letter belongs to this case.

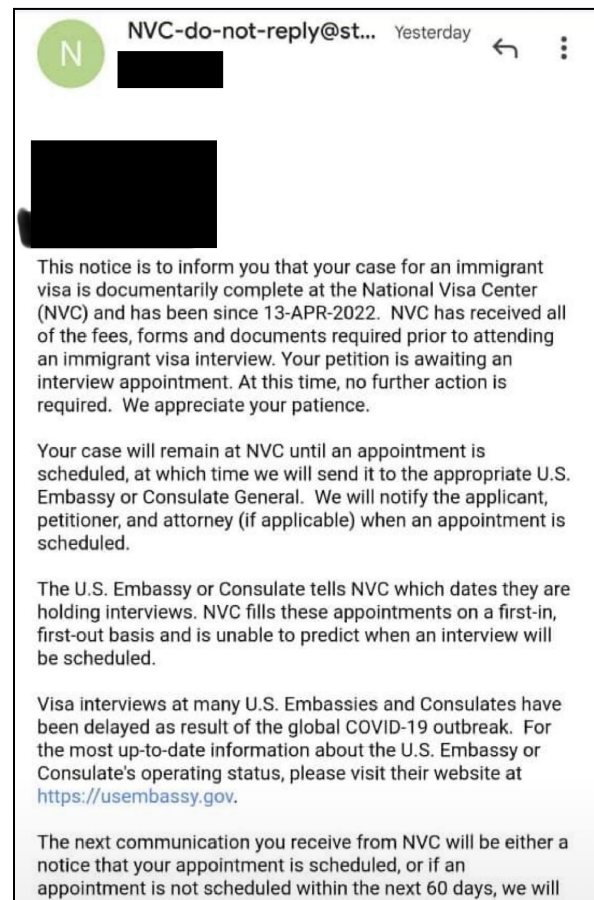
When: The letter has a date. Double check it.

In addition, DoS now sends what are called "60 day email letters" to DQ cases.

These letters are very similar in appearance but will include a date in the first paragraph. See image 1B below for an example.



1A: DoS Documentarily Qualified Email Letter



1B: DoS 60-Day Email Letter

2. CEAC Portal ‘Messages’ Documentarily Qualified Notice

In the “Messages” area of the CEAC portal, it is very easy to determine interview ready / DQ status. The subject of the message will read “All required applicant documents have been received and approved.”

Even more helpful, the message very clearly reads “Documentarily Qualified.”
See image 2A below for an example.

Where: Message readily identifies DQ status.

Who: See black redacted area in image 2A below – this will include a name and KBL number.

When: Message date is easily readable.

The screenshot shows the 'Messages' section of the CEAC portal. At the top right, it says 'PRINCIPAL APPLICANT:' followed by a black redaction box. Below this is a notice: 'You cannot reply to message(s) from here. Please contact the National Visa Center (NVC) by filling out the [Ask NVC Form](#). You can provide comments to NVC for rejected documents when uploading the replacement document.'

The main area is titled 'Inbox' and contains a table of messages:

Subject	Date
All required applicant documents have been received and approved	09-MAY-2022 06:34:46 EDT
DS-260 Review note	22-FEB-2022 12:51:48 EST
A change to the assigned post has generated a new case ID.	10-FEB-2022 07:31:53 EST

Below the table, the status 'DOCUMENTARILY QUALIFIED' is displayed.

2A: CEAC Portal ‘Messages’ Area DQ Notice