



Sección Consular

Embajada de Estados Unidos en Santo Domingo

**Departamento de Estado
Oficina de Asuntos Consulares**

Guía para Subir Documentos en CEAC





Guía para Subir Documentos en CEAC

Estas instrucciones son para solicitantes de visa de inmigrante que recibieron una notificación por correo electrónico de la **Sección Consular en Santo Domingo** solicitando que se envíen documentos adicionales en nuestro Centro Consular de Solicitud Electrónica (CEAC).

Esta guía le proporcionará información útil sobre cómo escanear y subir correctamente documentos en CEAC.





Paso Uno:

Haga Copias Electrónicas de sus Documentos

PASO UNO: Reúna todos los documentos civiles y financieros que se solicitan en el correo electrónico que recibió de la **Sección Consular en Santo Domingo.**

- Escanee sus documentos y guarde esos archivos en su computadora.
- CEAC solo aceptará archivos en formato JPG, JPEG o PDF.
- Escanee cada documento como un archivo separado. Los documentos de páginas múltiples (incluidos los lados anterior y posterior) **deben escanearse en un solo archivo.**
- Cada documento **no debe tener más de 2 MB.**





Paso Dos: Ingrese a CEAC

PASO DOS: Use su número de caso de NVC y su *invoice ID number* para acceder a su cuenta de CEAC en <https://ceac.state.gov/IV>. Estos números fueron proporcionados previamente por el Centro Nacional de Visas (NVC).

Haga clic en “*Documents*” en la parte superior derecha de la página *Summary Information*.

Home | Contact Us | Sign Out

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

CHOICE OF ADDRESS & AGENT | FEES | IV APPLICATION | **DOCUMENTS**

Immigrant Visa

CASE NUMBER: GYQ2019
VISA CLASS: IR5
YOUR CASE IS CURRENTLY AT: GUAYAQUIL
FOREIGN STATE OF CHARGEABILITY: ECUADOR
INTERVIEW LOCATION: GUAYAQUIL
PRIORITY DATE: 11-JUL-2018

Summary Information

Your case is currently being reviewed at the U.S. Embassy or Consulate where your visa interview will take place.

Please complete and submit the Immigrant Visa (IV) Application (form DS-260) for each applicant on the case.

After submitting the DS-260, upload all supporting documentation (as described on [our website](#)) for each applicant, if it hasn't been done already.

Important: If you need to make any of the following changes to your case, please contact the U.S. Embassy or Consulate right away:

FAQs

MESSAGES		
	TOTAL	NEW
View Messages	8	0

CONTACT INFORMATION

Email Addresses [Edit](#)





Paso Tres:

Seleccionar tipo de Documento

Para acceder a sus documentos, haga clic en “Affidavit of Support and Financial Evidence” o “Civil Documents”, en la siguiente pantalla.



- (1)** En esta pantalla va a subir documentos económicos, debe seleccionar la sección de “Affidavit of Support & Financial Evidence”.
- (2)** Si necesita subir documentos civiles (actas de nacimiento, matrimonio o divorcios) debe seleccionar la sección de “Civil Documents”.





Paso Cuatro:

Subir Documentos Económicos

Para subir los **documentos económicos** requeridos, seleccione el nombre del fiador (ya sea peticionario o fiador adicional) del cual desea agregar los documentos. Haga clic en la lista desplegable para seleccionar .

Please select a sponsor from the list below:

 **ANTONIO GONZALEZ** 

[Submit AOS Documents](#)

 Where to obtain AOS documents

 Required AOS Documents for ANTONIO GONZALEZ

Action	Document Type	 Date Uploaded	Status	Response Note
	FORM I-864 AFFIDAVIT OF SUPPORT AFFIDAVIT OF SUPPORT FORM.pdf	13-JAN-2015	 ACCEPTED	





Paso Cuatro: Subir Documentos Económicos

Debajo de la sección “Documentos Adicionales” (Additional AOS Supporting Documentation), seleccione “Agregar un Documento” (+Add A Document).

Please select a sponsor from the list below:

 **ANTONIO GONZALEZ** Submit AOS Documents

 Where to obtain AOS documents

 Required AOS Documents for ANTONIO GONZALEZ

Action	Document Type	Date Uploaded	Status	Response Note
	FORM I-864 AFFIDAVIT OF SUPPORT AFFIDAVIT OF SUPPORT FORM.pdf	13-JAN-2015	✓ ACCEPTED	

 **Additional AOS Supporting Documentation for ANTONIO GONZALEZ**

 [Add A Document](#)

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.





Paso Cuatro: Subir Documentos Económicos

Upload a Document

On behalf of Applicant: ANTONIO GONZALEZ

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](#)

Document Type: 

-- SELECT ONE --

-- SELECT ONE --

- EXPLANATION FOR NOT FILING TAXES
- FEDERAL INCOME TAX RETURN OR TRANSCRIPT
- FEDERAL INCOME TAX SCHEDULE
- FOREIGN TAXES
- FORM 1099
- FORM I-864 | AFFIDAVIT OF SUPPORT
- FORM I-864A | CONTRACT BETWEEN SPONSOR AND HOUSEHOLD MEMBER
- FORM I-864EZ | AFFIDAVIT OF SUPPORT
- FORM I-864W | INTENDING IMMIGRANT AOS EXEMPTION
- FORM W-2 | WAGE AND TAX STATEMENT
- OTHER
- PROOF OF ASSETS
- PROOF OF CURRENT OR SELF EMPLOYMENT
- PROOF OF RELATIONSHIP BETWEEN JS AND HOUSEHOLD MEMBER
- PROOF OF RELATIONSHIP BETWEEN SPONSOR AND HOUSEHOLD MEMBER
- PROOF OF U.S. DOMICILE
- PROOF OF U.S. CITIZENSHIP OR LPR STATUS
- SOCIAL SECURITY ADMINISTRATION EARNINGS STATEMENT

will be unable to access your documents.

Upload Document
Document size
cannot exceed 2 MB and
must be one of the
following document
types: .pdf, .jpg,
.jpeg, .png, .tiff,
.gif, .bmp, .wmf, .emf,
.doc, .docx, .xls, .xlsx,
.ppt, .pptx, .rtf, .txt,
.htm, .html, .xml, .json,
.zip, .rar, .7z, .tar, .gz,
.bz2, .iso, .dmg, .exe,
.msi, .cab, .inf, .log,
.ini, .reg, .bat, .cmd,
.vbs, .js, .vb, .py, .pl,
.sh, .perl, .php, .php3,
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Paso Cuatro:

Subir Documentos Económicos

Upload a Document

On behalf of Applicant:

You are uploading FORM I-864 AFFIDAVIT OF SUPPORT on this screen.

1. To find the file you want to submit, click "Browse."
2. Navigate to the folder where you saved your documents and double-click on the document you want to upload. The file name should then appear in the "Select a File" box.
3. Click the "Upload" button. (If you would like to add comments, do this before you upload the file.)
4. After uploading your file, you will return to the previous screen, where you can choose to upload another document.
5. After you've uploaded all of your documents, click the "Submit Documents" button on the previous screen.

When scanning and uploading documents, remember:

- The size limit for each document is 2MB.
- Multipage documents should be scanned into one PDF file, if possible.
- Translation documents should be included in one PDF file with the original document.
- Files should be compressed in order to shrink the file size with recommended DPI of 150.
- Password protected documents are not acceptable and will be rejected.

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

Document Type: 
FORM I-864 AFFIDAVIT OF SUPPORT 

Select FORM I-864 AFFIDAVIT OF SUPPORT



Comments (Optional)

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

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.

Después que seleccione el documento, seleccione **Browse**. Esto abrirá la pantalla de búsqueda de su computadora. Navegue y seleccione el archivo que quiere subir. Haga clic en **Upload** en la parte inferior de la página para subir el archivo.





Paso Cuatro: Subir Documentos Económicos

Sin embargo, nuestra Sección Consular no podrá leer sus documentos hasta que usted haga clic en **Submit Documents**. El estado de todos los documentos cargados cambiará de “Uploaded” a **“Submitted”**.

ALEJANDRINA V

[Submit Documents](#)

[Where to obtain documents](#)

Required Documents For ALEJANDRINA V

Action	Document Type	Date Uploaded	Status	Response Note
	MARRIAGE CERTIFICATE marriage_certificate....	12-JUN-2019	SUBMITTED	

Siga el mismo procedimiento para todos los documentos que se requieren en la notificación por correo electrónico de la Sección Consular en Santo Domingo.





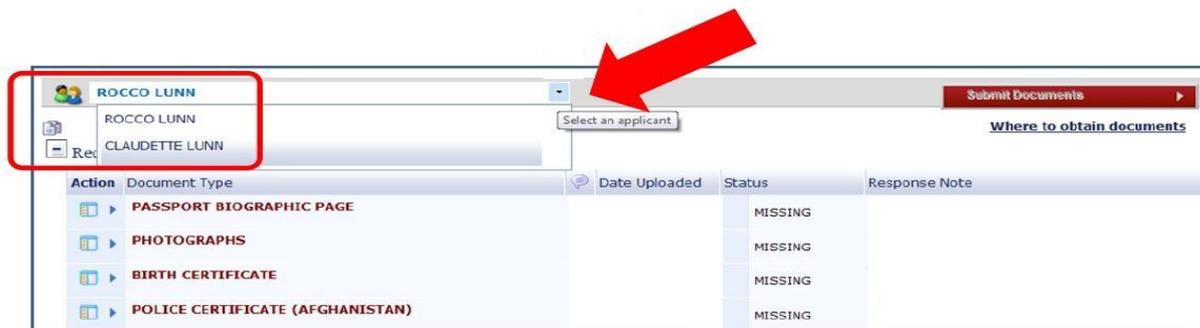
Paso Cinco: Subir Documentos Civiles



1) En caso que se le requiera subir documentos civiles (actas de nacimiento, matrimonio o divorcios) debe seleccionar la sección de “Civil Documents”.



2) Seleccionar la persona que se le requiere el documento.





Paso Cinco: Subir Documentos Civiles

1) Seleccione "Add A Document" 

Upload a Document

On behalf of Applicant: ANTONIO GONZALEZ

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](#)

Document Type:  (2)

- SELECT ONE --
- EXPLANATION FOR NOT FILING TAXES
- FEDERAL INCOME TAX RETURN OR TRANSCRIPT
- FEDERAL INCOME TAX SCHEDULE
- FOREIGN TAXES
- FORM 1099
- FORM I-864 | AFFIDAVIT OF SUPPORT
- FORM I-864A | CONTRACT BETWEEN SPONSOR AND HOUSEHOLD MEMBER
- FORM I-864EZ | AFFIDAVIT OF SUPPORT
- FORM I-864W | INTENDING IMMIGRANT AOS EXEMPTION
- FORM W-2 | WAGE AND TAX STATEMENT
- OTHER
- PROOF OF ASSETS
- PROOF OF CURRENT OR SELF EMPLOYMENT
- PROOF OF RELATIONSHIP BETWEEN US AND HOUSEHOLD MEMBER
- PROOF OF RELATIONSHIP BETWEEN SPONSOR AND HOUSEHOLD MEMBER
- PROOF OF U.S. DOMICILE
- PROOF OF U.S. CITIZENSHIP OR LPR STATUS
- SOCIAL SECURITY ADMINISTRATION EARNINGS STATEMENT

will be unable to access your documents.

Submit Documents

Upload Cancel

Submit Documents

Where to obtain documents

Action	Document Type	Date Uploaded	Status	Response Note
	MARRIAGE CERTIFICATE (1st MARRIAGE-FINAL DIVORCE DECREE) Sentencia AYLS.pdf	31-MAY-2019	SUBMITTED	
	PASSPORT BIOGRAPHIC PAGE pass.jpg	31-MAY-2019	SUBMITTED	
	POLICE CERTIFICATE (DOMINICAN REPUBLIC) Policia.jpg	31-MAY-2019	SUBMITTED	
	PHOTOGRAPHS ANA YAMIKA foto.jpg	09-JAN-2019	ACCEPTED	
	BIRTH CERTIFICATE Ana Yamika born cer...	07-JAN-2019	ACCEPTED	
	MARRIAGE TERMINATION DOCUMENTATION (1st MARRIAGE)	08-JAN-2019	ACCEPTED	

Optional Documents For

Your country of origin and/or the U.S Embassy or Consulate you are visiting may require that you upload additional documents for review. You will be able to find country specific documents in the "Where to obtain documents" link. If additional documents are required, please upload them by clicking the "Add a Document" link below.

 (1)

Action	Document Type	Date Uploaded	Status	Response Note
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Scanning and Uploading Tips

CEAC Electronic Processing

FAQ

How to Upload and Update Documents Video

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

2) Aparecerá una pantalla de carga. Seleccione el tipo de documento que desea subir.





Paso Cinco: Subir Documentos Civiles

Upload a Document

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5. After you've uploaded all of your documents, click the "Submit Documents" button on the previous screen.

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- Translation documents should be included in one PDF file with the original document.
- Files should be compressed in order to shrink the file size with recommended DPI of 150.
- Password protected documents are not acceptable and will be rejected.

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Document Type: 
FORM I-864 AFFIDAVIT OF SUPPORT

Select FORM I-864 AFFIDAVIT OF SUPPORT

Browse...

Comments (Optional)

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

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

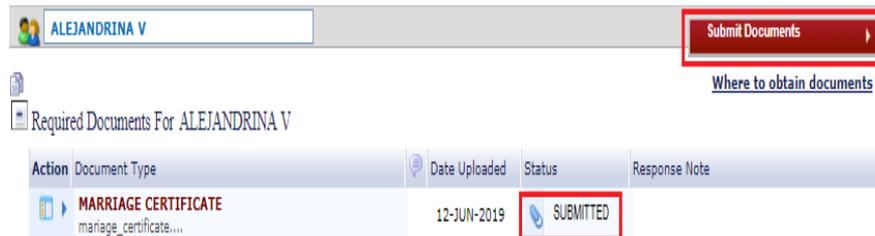
Cancel

(4)

- 3) Seleccionar "Browse". Esto abrirá la pantalla de búsqueda de su computadora. Navegue y seleccione el archivo que quiere subir.
- 4) Haga clic en "Upload" en la parte inferior de la página para subir el archivo.

Sin embargo, nuestra Sección Consular no podrá leer sus documentos hasta que usted haga clic en Submit Documents. El estado de todos los documentos cargados cambiará de "Uploaded" a "Submitted".

Siga el mismo procedimiento para todos los documentos que se requieren en la notificación por correo electrónico de la Sección Consular en Santo Domingo.



ALEJANDRINA V

Submit Documents

Where to obtain documents

Required Documents For ALEJANDRINA V

Action	Document Type	Date Uploaded	Status	Response Note
	MARRIAGE CERTIFICATE marriage_certificate...	12-JUN-2019	SUBMITTED	





Consejos de Escaneo

- Los documentos civiles Dominicanos deben cumplir los requisitos necesarios. Para mayor información, favor visite <https://nvc.state.gov/find>.
- Escanee cada documento como un archivo individual. Los documentos de páginas múltiples (incluidos los lados anterior y posterior) **deben escanearse en un solo archivo.** **(en orden) Affidavit of Support, 1040, IRS transcripts.**
- Asegúrese de que los archivos subidos **estén etiquetados correctamente, con el nombre del documento** correspondiente, según se muestran en CEAC.
- Los documentos escaneados deben mostrar el texto en su posición de lectura (vertical u horizontalmente).
- La información en los documentos subidos debe leerse y verse fácilmente. El escaneo no debe cortar ninguna parte del documento.
- Si el documento original está en color, escanéelo en color en lugar de en blanco y negro.
- Los formularios I-864 (*Affidavit of Support*), I-864A & I-864W, deben escanearse completamente (todas las páginas) y **deben estar debidamente firmados.**





¿Que Sigue?

- Una vez que los documentos solicitados se hayan subido (y enviado) con éxito, **prepárese para asistir a su entrevista:**
 - Debe traer la versión original en papel de todos los documentos enviados en línea a su entrevista en la Sección Consular en Santo Domingo.
 - Los requisitos de la entrevista (incluida la información del examen médico) se pueden encontrar en:
<https://do.usembassy.gov/es/visas-es/>

