



**U.S. Consulate General
Guayaquil**
U.S. Department of State
Bureau of Consular Affairs

Guide to Upload Documents to CEAC





Guide to Upload Documents to CEAC

These instructions are for immigrant visa applicants who received an email notification from the **Consular Section in Guayaquil** requesting additional documents to be uploaded to our online Consular Electronic Application Center (CEAC).

This guide will provide you with some helpful information on how to correctly scan and upload documents to CEAC.





Step One:

Make Electronic Copies of your Documents

STEP ONE: Gather all of the civil and financial documents that are requested in the email you received from the **Consular Section in Guayaquil**.

- Scan your documents and save those files on your computer.
- CEAC will only accept files that are in a JPG, JPEG, or PDF format.
- Scan each document as a separate file. Multipage documents (including front and back sides) should be scanned into one single file.
- Each document should not be larger than 2 MB.





Step Two: Log Onto CEAC

STEP TWO: Use your NVC case number and invoice ID number to access to your CEAC account at <https://ceac.state.gov/IV>. These numbers were previously provided to you by the National Visa Center (NVC).

After logging in, look at the chart at the bottom of the Summary Information page. Rejected documents will show as “*Invalid Doc*” on the “*Affidavit of Support*” and “*Civil Documents*” columns. Click on “*Invalid Doc*” to be prompted to the list of documents previously uploaded by you.

AFFIDAVIT OF SUPPORT (AOS)				
	Role	Affidavit of Support Fee	Affidavit of Support Documents & Financial Evidence	
CAMPOVERDE, J	Petitioner/Primary Sponsor	<u>PAID</u>	<u>INVALID DOC</u>	

APPLICANT INFORMATION				
	Status	IV Fee	IV Application	Civil Documents
CABRERA, E PRINCIPAL	PRINCIPAL APPLICANT	<u>PAID</u>	<u>COMPLETED</u>	<u>INVALID DOC</u>





Step Two: Log Onto CEAC

You can also check which documents have been marked as *“Rejected”* by clicking on *“Documents”* in the top right of the Summary Information page.

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

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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](#)

To access to your documents, click on *“Affidavit of Support and Financial Evidence”* or *“Civil Documents”*, on the next screen.

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HOME | **AFFIDAVIT OF SUPPORT & FINANCIAL EVIDENCE** | **CIVIL DOCUMENTS**





Step Three: Uploading Documents

STEP THREE: To begin uploading the required documents, look for the documents with the status *“Rejected”*. Please make sure to read the comments on the *“Response Note”* column to find out the reasons for rejection.

Action	Document Type	Date Uploaded	Status	Response Note
	MARRIAGE CERTIFICATE (1st MARRIAGE-FINAL DIVORCE DECREE)	19-MAY-2019	REJECTED	THIS DOCUMENT IS DIFFICULT TO READ OR PART OF...
	PETITIONER'S MARRIAGE CERTIFICATE petitionermarriageCe...	11-MAR-2019	ACCEPTED	

Click on the drop-down list next to the document name, to see the list of actions that you can take. Click on *“Replace Document”*.

Action	Document Type
	MARRIAGE CERTIFICATE
	View Document
	Replace Document
	Delete Document





Step Three: Uploading Documents

Replace a Document

On behalf of Applicant: ALEJANDRINA V
You are uploading MARRIAGE CERTIFICATE (1st MARRIAGE-FINAL DIVORCE DECREE) 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](#).

Select a File

No file chosen

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.

You'll be prompted to an upload screen. Click on *Choose File*. This will open up the search screen for your computer. Navigate and select the file you are uploading. Click on *Upload* button at the bottom of the page to upload your file.





Step Three: Uploading Documents

You will know that the document was successfully uploaded if its status change from “*Invalid Doc*” to “**Uploaded**”.

ALEJANDRINA V Submit Documents

[Where to obtain documents](#)

Required Documents For ALEJANDRINA V

Action	Document Type	Date Uploaded	Status	Response Note
	MARRIAGE CERTIFICATE mariage_certificate....	12-JUN-2019	UPLOADED	

However, our Consular Section will not be able to read your documents until you press the *Submit Documents* button. The status on all of your uploaded documents will change from “*Uploaded*” to “**Submitted**”.

ALEJANDRINA V **Submit Documents**

[Where to obtain documents](#)

Required Documents For ALEJANDRINA V

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

Follow the same procedure for all of the documents that are required in the email notification received from the Consular Section in Guayaquil.





Scanning Tips

- Ecuadorian civil documents must fulfill the necessary requirements. For more information, please visit <https://nvc.state.gov/find>.
- Scan each document as an individual file. Multipage documents (including front and back sides) should be scanned into one single file.
- Ensure that uploaded files are labeled correctly, under their appropriate document name, as shown in CEAC.
- Scanned documents should show text in readable position (vertically or horizontally).
- Information in uploaded documents should be easily read and seen. Scan should not cut-off any part of the document.
- If the original document is in color, please scan it in color rather than black and white.
- I-864 Affidavit of Support form should be scanned entirely (all pages) and must be properly signed.





What's Next?

- Once the requested documents are successfully uploaded (and submitted), **prepare to attend to your interview:**
 - You must bring the original paper version of all documents submitted online to your interview date at Consulate General in Guayaquil.
 - Detailed interview requirements (including medical examination information) can be found at <https://go.usa.gov/xmSB8>.
 - Check out our interview preparation video at <https://ec.usembassy.gov/visas/immigrant-visas>.
 - Additional information about your appointment can be found at <https://go.usa.gov/xmSBw>.

