



I-693 Applicants Processing Information & Steps

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Thanks for selecting us as your Civil Surgeon. Visit USCISclinic.com for [FAQs](#), [More info](#), [Directions](#), [Download i-693 form](#) & [Make Appointments](#). We have included there almost all you need to know. You can [Schedule your visits online](#) or via phone at **(408) 684-8600**. The following instructions for [new](#) clients & may help you expedite the process & have a pleasant experience.

TIPS: [Download i-693](#) only Form for [MILPITAS](#) or for [SAN JOSE](#) from our website and save it in a folder. Right-mouse click on i-693 downloaded form and chose only **Adobe Reader** app to open it. Do **not** use your browser. Adobe Reader will auto-fill your name on top of each of 14 pages. You can see detailed [Instructions](#) on our website. A correctly filled [Sample filled i-693 form](#) can be viewed on our website uscisClinic.com. You can [Download Adobe Reader](#) Free from the Adobe website.

Print I-693 form using default with **no** scaling or to fit paper etc. Make sure your **name** is printed on top and a barcode on the bottom of each page. **Fill** the first two pages with the applicant's demographics. Please check your demographics and A-number for accuracy. If you have difficulty printing it, just email us a pdf filled form with your demographics and we can print it for you.

On Your First Visit, bring a printed I-693 Filled form or a soft copy, any vaccination records, driver's license or passport, Request For Evidence (if you received from USCIS), and a form of payment. We accept HSA or FSA Cards, all Credit Cards, Apple or Google Pay, Zelle, PayPal, Checks or Cash. We will give you receipts for reimbursement from your employer. If you need any help or have questions, just [Contact Us](#). We can be reached at **408-684-8600**. Our email is doctor@uscisClinic.com

PROCESS: Please allow about an hour for each I-693 applicant for the visit. We have **free** parking, Wi-Fi, Coffee, Tea, & Lattes.

During your **1st visit**, we will review your I-693 form, vaccination & medical history & assess any gaps in vaccinations, do your medical exam, give you orders for vaccination and labs. Vaccinations are fully covered by insurance. We will coordinate benefits with your insurance for minimum cost of your exam. You can take vaccinations from any pharmacy like CVS, Walgreen, Costco, Walmart, etc. or from your own provider. We will recommend you to three Labs with the lowest cost for tests & save you money. Our recommended labs, pharmacy & X-Ray places are nearby, you can just walk in without an appointment. You can go to the Lab after your medical exam. No fasting is needed. If you use your own Lab or X-ray, you need to print & bring the reports. Kaiser patients must bring their own printed vaccination and labs. A radiologist must sign and date X-ray reports on the facility letterhead. We do not have ready access to your medical records.

We coordinate benefits with your insurance. Most insurances cover vaccinations & do not cover immigration medical exams. Employers usually pay for it. We will give you a payment receipt for reimbursement.

The lab results from our labs take 3-4 business days after you give specimens. We get results directly from them & you can see results on the patient portal. Schedule a second visit after you receive lab results. You must sign up on Lab's patient portal to monitor your lab results.

Please either bring us the filled I-693 form (first 2 pages) per instructions or email us a copy or upload it on our patient portal. If you have a challenge filling out or printing the form, do not worry, we can help you by providing a workstation for you to fill out i-693 form & print at a nominal cost of \$20.

During your **2nd visit**, Dr. Neema Malhotra and her staff will process your I-693 form by entering the medical info, labs, vaccinations, and findings & review the completed I-693 form with you.

After the applicant has signed before Dr. Malhotra, she will review, process & sign it. You will be given your **sealed I-693 Envelope** for USCIS submission & an **electronic copy** for your records.

After your 2nd visit, please take a moment to give your [Feedback & Review](#). Your feedback is appreciated.

Your medical exam is good for two years but lab tests for sexual diseases are good for 6 months. **I-693 forms must be picked up within 30 days from your 1st visit to our clinic and submitted to USCIS**. Remember, we are medical examiners and cannot give you any legal advice. If you have a Request for Evidence (RFE) from USCIS, the RFE must be included with the sealed envelope and either mailed to your attorney or send to USCIS at the address provided to you by your attorney or USCIS. Send your I-693 completed forms with a Tracking number via FedEx, UPS, or USPS envelope.

We are here to help you & guide you. We are on your team. If you have any challenges, share them with us. We are there to assist you. Do not worry. Just Relax in our waiting room with **free** Wi-Fi, Coffee, Tea, & Lattes. **Looking forward to seeing you.**