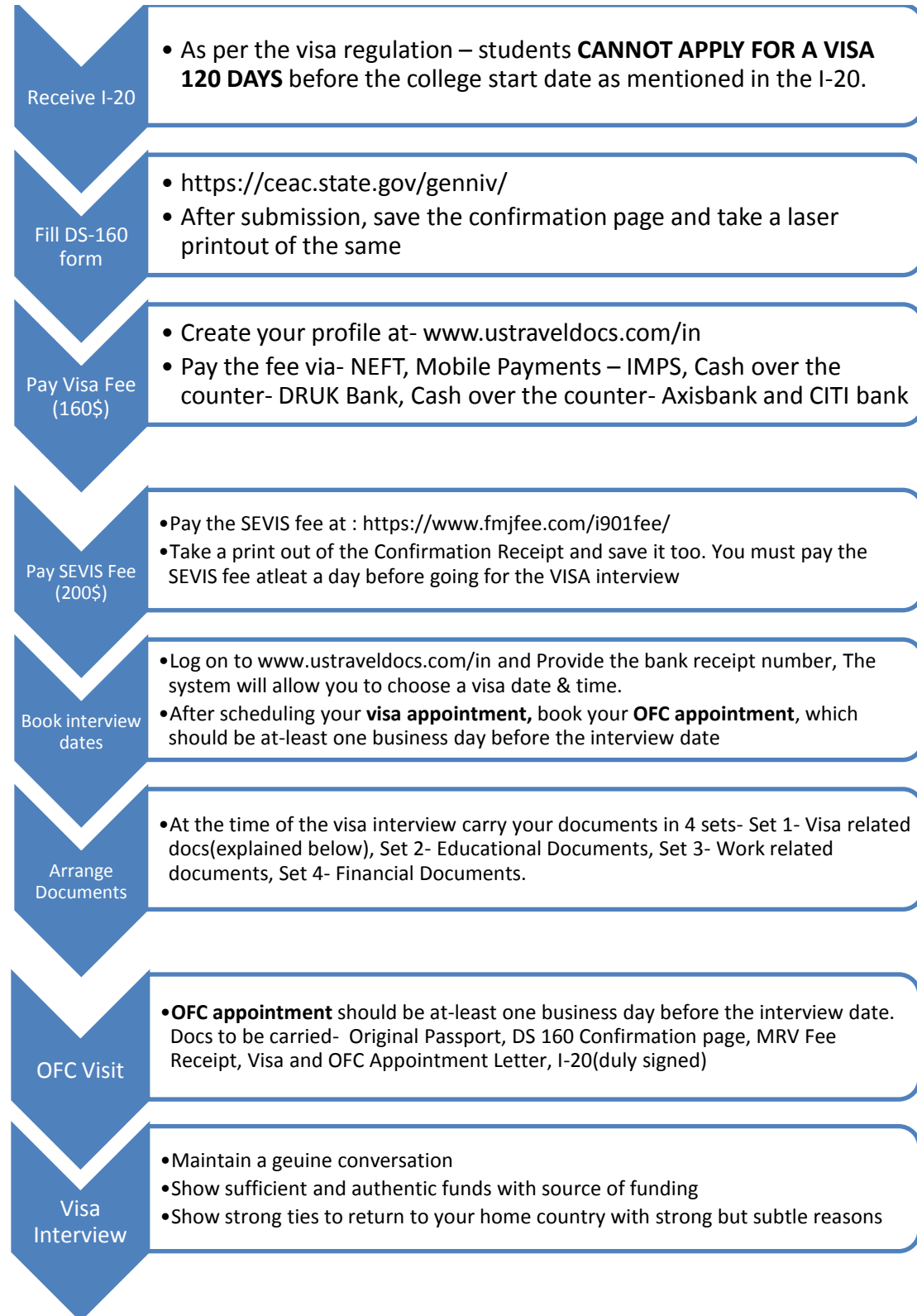


The US Visa Process



Step – 1 (Filling up DS-160 form)

You have to first complete your online visa application form (DS-160).

Link: <https://ceac.state.gov/genniv/>

To complete your visa application form you must have

1. Your valid passport
2. Your I-20 (admission conformation from the University)

Make you sure that all the information is correct on your visa application form (DS 160).

Complete your DS-160 application online. Answer questions as thoroughly as possible before submitting, as incomplete forms may not be accepted. Make sure you save it often as the **page expires after 20 minutes**.

Once you have completed filling the visa application form, you will receive a **CEAC BAR CODE**.

This bar code is required for scheduling your **visa appointment** and paying your **visa application fee**

Print the DS-160 barcode confirmation sheet at the end of the DS-160 application on a **laser printer**. After you have printed it, email the confirmation page to yourself so you have a backup copy. The file is a PDF file, so Adobe you will need Adobe Acrobat on your computer to open it.

Step-2 (How to pay the visa application fee)

In order to ensure the proper amount is paid and activated in a timely manner, first create a profile and choose the Schedule Appointment option. On the payment confirmation screen you will be presented with payment options and further details of how to initiate payment. This can take from 2-3 hours to up to 2 business days from time of payment for your receipt to be activated.

You have to create a profile to schedule a visa appointment, to pay the visa application fee and track your passport.

To create your profile log on to

www.ustraveldocs.com/in

Click on **Apply Now** and then Click on **New User**

- **Create your profile**

(Important make sure – Select country for Visa is INDIA)

- User name (mention your email ID)
- First name
- Last Name
- Password
- Confirm your password

Step-3- Once you have logged in

Click on schedule your appointment – fill in all the details and in the end it will ask you the payment option, which can be chosen as per your preference. If you decide to make the payment over the counter at the AXIS / Citi banks, make sure before going to the bank, you must print and carry the applicable U.S. visa fee collection slip available after logging into your profile.

Overview

In most cases, each visa applicant, including children, is required to pay a non-refundable, non-transferable Machine Readable Visa (MRV) application fee, whether a visa is issued or not.

Remember: Applicants are limited to the number of times they can reschedule their appointments. Please plan accordingly so that you are not required to pay another visa application fee. Visa application fees are non-refundable.

Fee Payment Options

- National Electronic Funds Transfer (NEFT) * New
- Mobile Payments – IMPS * New
- Cash – Over the Counter at DRUK Bank
- Cash – Over the Counter (AXIS Bank and Citibank)

National Electronic Funds Transfer (NEFT)

You may pay your MRV Fee using the popular and convenient NEFT payment system. You may pay your nonimmigrant visa application fee with a NEFT transfer directly from your bank account. Over 87,000 bank branches are enabled to make NEFT payments. You may also make your NEFT payment through online banking or mobile banking meaning you do not have to visit your nearest bank branch. Be aware that your bank may apply charges to your account for NEFT transactions.

After logging into your profile and while on the payment confirmation screen, you will receive a unique account number to which you will send the NEFT payment. **Please make only one payment per unique account number as there are the payment is non-refundable.**

IT IS CRITICAL THAT YOU KEEP THE UNIQUE ACCOUNT NUMBER THAT YOU ACTUALLY USE TO MAKE YOUR NEFT PAYMENT. You must have this number as proof of payment in order to schedule your visa interview appointment. It is the applicant's responsibility to save this number. If not, you may not be able to schedule an interview with your payment.

Payment by Mobile Phone – for details check web site.

Payment at AXIS bank /Citibank

You can pay your nonimmigrant visa application fee in cash at any of the designated AXIS or Citibank branches. Before going to the bank, you must print and carry the applicable U.S. visa fee collection slip available after logging into your profile.

Take the completed fee collection slip to the bank when you pay your fee. After receiving your payment, the bank will give you a receipt.

Step-4- (How to schedule your Visa Appointment and your OFC Appointment)

Log on to www.ustraveldocs.com/in,

IMP: Applicants for U.S. visas are required to appear in person for an appointment at the Offsite Facilitation Center (OFC) and the visa interview at the U.S. Embassy or Consulate. You must schedule the OFC appointment at least one day before the interview appointment date. You can schedule both appointments, either online using this website or through the [call center](#).

Visa Appointment

- Log in
- Click on schedule your visa appointment (make sure all required fields are filled correctly)
- Provide the bank receipt number
- The system will allow you to choose a visa date & time.

After scheduling your **visa appointment** make sure to make your **OFC appointment**, which should be at least one day before the interview date (IMP: The Embassy/Consulate are closed on Saturday, Sundays and all Public holidays, if your visa appointment is scheduled for a Monday – you have to either go on a Friday or a Thursday at the OFC for your fingerprints and Photo).

Applicants for U.S. visas are required to appear in person for an appointment at the

- **OFC and the**
- **Visa Interview at the U.S. Embassy or Consulate.**

OFC Locations

Mumbai: Trade Center, Gr. Floor, G Block, Bandrakurla Complex, Bandra East, Mumbai - 400051	Chennai: No 3, Cenotaph Road, Teynampet, Chennai, Tamil Nadu – 600018
Hyderabad: 502, Gowra Grand, S.P.Road, Begumpet, Secunderabad – 500003	Kolkata: Jasmine Tower, 31, Shakespeare Sarani (1st Floor) Kolkata – 700017
Delhi: S - 1 American Plaza, (Hotel Eros Managed by Hilton), International Trade Tower Nehru Place, New Delhi – 110019	

OFC Operation Hours:

Monday through Friday – 8:00 a.m. to 5:00 p.m

Sunday – 1:00 p.m. to 6:00 p.m

Payment of Sevis fee :

Pay the SEVIS Fee of \$200 (Online) by following link:-
<https://www.fmjfee.com/i901fee/>

Take the print out of the Confirmation Receipt. You must pay the SEVIS fee before going for the VISA interview

Documents required for OFC Visit:

- 1) Original Passport
- 2) DS 160 Confirmation page
- 3) MRV Fee Receipt
- 4) Visa and OFC Appointment Letter
- 5) I-20(duly signed)

Documents Required For Visa Interview

SET-1

- Passport
- MRV Fee receipts
- Visa Interview Letter
- DS-160 Conformation
- I-20
- SEVIS Fee receipt
- 3 Passport size Photographs (specifications given below)

SET-2

Educational documents

- GRE/GMAT/SAT Scores
- IELTS/TOEFL Scores
- Bachelors degree or Provisional Degree Certificate Or Course Completion Certificate
 - Mark Sheets for all the years (individual) and consolidated mark sheet as well
- Senior Secondary School Certificate (Class 12th)
 - Mark Sheets
- High School Certificate (Class 10th)
 - Mark Sheet

SET-3

Work related documents

- Joining Letter
- Salary Slips
- Reliving letter (only if you have resigned or if have work at more than one place)

SET-4

Financial Documents (all financial documents including but not limited to)

1. Saving bank account statements –
2. Fixed deposits
3. LIC Policies
4. Shares and Bonds
5. Mutual Funds
6. PF /GPF
7. Tax returns

8. Property documents (residential, commercial, ancestral and farm land)

***Above is a general list – You may add any other financial document that you have after discussing it with the visa counselor.**

Important:-

- Your passport should be valid for travel to the United States with a validity date at least six months beyond your intended period of stay in the United States
- I-20 or DS-2019. This is the form that you received from your university or your sponsoring agency confirming acceptance into their programs. If you have a form I-20, be sure to fill in pages 2 and 5, sign page 2, and check that your date of expected arrival is still current before you take it to your interview. If you have a DS-2019 form, be sure to read page 2, check arrival date, and sign the bottom of page 1.
- Applicants are advised to also carry 3 copies of their passport size photograph to the Embassy / Consulate on the day of the interview.

Kindly click on the following link to check the photograph specifications
http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html#nonimmigrant

Acceptable Funds for Visa:

- Savings account – 6 Months Statement
- FD – FD Certificate
- Policies – Surrender Value
- Shares – Demat Account Statement
- Bond – Bond Certificate
- Mutual Fund – MF Docs
- PF/GPF – Letter from organization or Passbook
- Gold – Evaluation from Jeweler
- Properties – Evaluation by Chartered Accountant/ Engineer

**** In case someone into Farming, they need to produce following documents:**

- J Form,
- Farm papers

For Business, following documents would be required:

- Current Account Statement
- ITR for last 3 years
- CA Statement
- Turnover Reports(Last 3 years)

In case the sponsor is a salaried person, following docs will be needed:

- Salary Slips for last 6 months
- ITR/Form 16 for last 3 years