# **VISA PROCEDURE**

## ASSUMPTION

You are having your i20 in hand.

# CHRONOLOGICAL ORDER OF PROCEDURES

1)	Payment of SEVIS Fee I-901 (Can be done later, But follow the order)	(2)
2)	Filling of Online DS-160 Visa application	(3)
3)	Payment of Visa fee	(29)
4)	Booking Visa slots	(39)
5)	Documents to be carried for Visa interview	(45)

**Note:** As per new process, while filling your DS-160 you cannot upload your photo. You will get a display message **"Photo will be taken at the ASC"** over your photo section in confirmation page. So don't get confused by checking old tutorials/posts/videos online.

PAGE

# 1) Payment of SEVIS Fee I-901

Very simple procedure.

Open below link and go through the I-901 Fee payment tutorial – by US Immigration and customs enforcement. It is self-explanatory.

https://studyinthestates.dhs.gov/assets/tutorials/i-901-fee-payment/story.html

Fee payment link

https://fmjfee.com/

# **DS-160 Visa application filling** 2)

### Open - http://www.ustraveldocs.com/in/in-niv-ds160complete.asp

Home Login Contact Us	FAQ
Nonimmigrant Visa Information	Veu are bare: Home / Complete Mr DS 160
Nonimmigrant Visa Application Apply for a Visa Pay My Visa Fee	Complete My DS-160
Complete My DS-160 Schedule My Appointment	On this page:
Offsite Collection Services Change Document Delivery Address Track My Passport Apply for an Expedited Appointment	Guidelines for Completing the DS-160 Form     More Information
Renew My Visa Application Pending Further Action	Overview
Immigrant Visa Information	Each applicant - including children - must have their own Form DS-160 visa application. The Form DS-160 must be completed and submitted online prior to your interview at the Embassy or Consulate. The barcode number on the
Special Visa Cases	Form DS-160 confirmation page is required in order to book your interview. The Form DS-160 must be submitted
Locations General Information	online and the printed contirmation page must be brought to the interview. The Embassy or Consulate will not accept handwritten or typed applications and you will not be permitted to attend your interview without a Form DS- 160 confirmation page.
	Note: When you sign your DS-160 electronically, you are certifying that all the information contained in it is true and correct. Misrepresenting any facts could render you ineligible to enter the United States. Please double-check that all your answers are accurate and that every question is answered completely.
	Note: Any inquiries on completing the DS-160 will be addressed on the following website: http://travel.state.gov/content/visas/english/forms/ds-160-online-nonimmigrant-visa-application/frequently- asked-questions.html. We are unable to answer any questions or provide guidance on this process.
	Guidelines for Completing the Form DS-160
	Complete and submit your Form DS-160 after reviewing the <u>nonimmigrant visa application process</u> . You must submit your DS-160 application online prior to making an appointment for an interview at the Embassy or Consulate.
	The interview Embassy/Consulate you select at the beginning of the Form DS-160 must be the same Embases/Consulate where you schedule your interview appointment.
	Empassyconsulae where you schedule your merview appointment.

### Bottom of the page you will find the link to fill DS160. Click on here

#### More Information Any inquiries on completing the DS-160 will be addressed on the following website: http://travel.state.gov/content/visas/english/forms/ds-160--online-nonimmigrant-visa-application/frequentlyasked-questions.html. We are unable to answer any questions or provide guidance on this process.

The Form DS-160 is online here.

Select your consular office where you will be appearing for visa interview and click on start an application. You can any time resume your application by click on retrieve my application and giving the application ID.



Note down ur application id – Very important. If page time outs or you wish to continue later you would require ur application id. Also select a security question and answer – Required to retrieve ur application at a later part.



<u></u>		Contact Us   Help   Ex
US DE	PARTMENT of STATE	NGLISH
CONSULA	R ELECTRONIC APPLICATION CENTER	
COMPLETE	REVIEW	SIGN
	Online Nonimmigrant Visa Application (DS-160)	
Gettino Started	Personal Information 1	
Personal >		
Personal 1		
Personal 2	NOTE: Data on this page must match the information as it is writ	ten in your passport.
Address and Phone		
Passport	Sumames	Help: Surnames
Travel		Enter all surnames as
Travel Companions	(e.g., FERNANDEZ GARCIA)	listed in your passport.
Previous U.S. Travel		listed in your passport,
U.S. Contact	Given Names	enter that sumanie.
Family		Help: Given Names
Work / Education /	(e.g., JUAN MIGUEL)	If your passport does
Training	Full Name in Native Alphabet	name, please enter
Background	Does Not Apply/Technology Not Available	rnu in Given Names.
Halm: Navigation Buttons	Q: Have you ever used other names (i.e., maiden, religious,	Help: Other Names
rep: wavgation Buttons	professional, allas, etc.)r	Other names used
Click on the buttons above to access previously entered data.	A: OYes No	include your maiden name, religious name, professional name, or any other names which you are known by or have been known by in the past.
	Q: Do you have a telecode that represents your name?	Help: Telecode
	A:	Telecodes are 4 digit

# Answer questions in the below page. Full name in native alphabet – Does not apply

After completing page one click on next.

arital Status 🛈	
SELECT ONE-	
ate and Place of Birth	
Date 🕖	Help: Date of Birth
(Format: DD-MMM-YYYY)	If day or month is unknown, enter as shown in passport.
City	
State/Province	
Country/Region	
- SELECT ONE -	Help: Country/Region
	Select the name that is currently in use for the place where you were born.
blic reporting burden for this collection of information is estimated sponse, including time required for searching existing data sources cumentation, providing the information and/or documents require or do not have to supply this information unless this collection disp imber. If you have comments on the accuracy of this burden estin ducing it, please send them to: <u>PRA_BurdenComments@state</u> A Section 222(f) provides that the records of the Department of S nsular offices of the United States pertaining to the issuance and e United States shall be considered confidential and shall be used nendment, administration, or enforcement of the immigration, na nited States. Certified copies of such records may be made availab rtifies that the information contained in such records is needed in	d to average 75 minutes per s, gathering the necessary d, and reviewing the final collection plays a currently valid OMB control nate and/or recommendations for .gov States and of diplomatic and refusal of visas or permits to enter only for the formulation, tionality, and other laws of the ble to a court provided the court a case pending before the court.

Fill Personal 2 page after reading questions. Below are my answers.

✓ Getting Started	Personal Information 2	
✓ Personal		
Personal 1	Country/Region of Origin (Nationality)	
Personal 2		
✓ Address and Phone	Q: Do you hold or have you held any nationality other than the one indicated above on nationality?	
✓ Passport	A:	
✓ Travel		
✓ Travel Companions	Q: Are you a permanent resident of a country/region other	
✓ Previous U.S. Travel	than your country/region of origin (nationality) indicated above?	
✓ U.S. Contact	A:	
✓ Family	Yes Ves No	
✓ Work / Education / Training	National Identification Number	Help: Identification
Security and Background     Student/Exchange Visa	Does Not Apply U.S. Social Security Number Does Not Apply	Your National ID Number is a unique number that your government provides.
	U.S. Taxpayer ID Number	The U.S. Government provides unique numbers to those who seek employment
Help: Navigation Buttons		(Social Security Number) or pay taxes
Click on the buttons above to access previously entered data.		(Taxpayer ID).
		ext: Address and Phone )

Your address, phone numbers and email id in the next page.. after filling click on next

✓ Getting Started	Address and I none information			
✓ Personal	Home Address			
<ul> <li>✓ Passport</li> </ul>	Street Address (Line 1)			
✓ Travel				
✓ Travel Companions	Street Address (Line 2) *Optional			
✓ Previous U.S. Travel				
V U.S. Contact	City			
✓ Family				
✓ Work / Education / Training	State/Province Does Not Apply			
<ul> <li>Security and Background</li> </ul>	Postal Zone/ZIP Code			
Student/Exchange Visa	ent/Exchange Visa			
	Country/Region			
Help: Navigation Buttons	Mailing Address			
Click on the buttons above to access previously entered data.	Q: Is your Mailing Address the same as your Home Address?			
	A: • Yes No			
	Phone	Help: Phone		
	Primary Phone Number	You must provide a primary phone number. The primary phone number should be the		
	Secondary Phone Number	phone number at which		

# Address and Phone Information

On the passport page read the questions and provide details. For Indians Passport book number is not applicable.

Passport type – Regular

Passport num – Ur passport number.

Getting Started	1 assport information	
Personal		
Address and Phone	Passport/Travel Document Type 🛈 REGULAR	Help: Passport/Travel
Passport		Document remote
Travel	Passport/Travel Document Number	Enter the information of the travel document yo
Travel Companions		traveling to the U.S.
Previous U.S. Travel		Your travel document should be a valid,
J.S. Contact		unexpired passport or other valid, unexpired
amily		documentation that is sufficient to establish
Vork / Education / raining		your identity and nationality.
Security and Background	Passport Book Number	Help: Passport Book
Student/Exchange Visa	Does Not Apply	Number
	Country/Authority that Issued Passport/Travel Document	The Passport Book
	INDIA T	called the inventory
		control number. You
In Navigation Buttons	Where was the Passport/Travel Document Issued?	Passport Book Number
ap. Ivavigation Buttons	City	on your passport. The location of the Passport
ck on the buttons above		Book Number on your
tered data.	Chate (Dereviewe #16 allower an another st	depending on the
	State/Province "If shown on passport	country that issued you
		your passport issuing
	Country/Region	authority if you are
	INDIA	whether or not your
		passport contains a Passport Book Number
		Passport book Number
	Issuance Date 🕕	
	(Format: DD-MMM-VVVV)	

#### тс . .

On the travel tab. Enter below details.

Intended date of travel – Approximate date of when you'll fly to USA.

	Travel Information	
Getting Started		
✓ Personal		
✓ Address and Phone	NOTE: Provide the following information concerning your trave	plans.
✓ Passport		
✓ Travel		
✓ Travel Companions	Provide the following information:	
✓ Previous U.S. Travel	Purpose of Trip to the U.S. 🛈	
V U.S. Contact	ACADEMIC OR LANGUAGE STUDENT (F)	
✓ Family	Specify 📵	
✓ Work / Education /	STODENT (FT)	
Training	🔹 <u>Add Another</u> 💻 <u>Remove</u>	
<ul> <li>Security and Background</li> </ul>		
Student/Exchange Visa		
	Q: Have you made specific travel plans?	
Help: Navigation Buttons	Intended Date of Arrival 🧐	Help: Arrival Plans
Click on the buttons above	(Format: DD-MMM-YYYY)	If you are unsure of
to access previously entered data.	Tetra ded Langth of Charlin U.C.	please provide an
	24 MONTH(S) V	estimate.
	Address Where You Will Stay in the U.S.	

Address Where Yo	u Will Stay	y in the	U.S.
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Street Address (Line 1) UNIV. OF NORTH CAROLINA AT CHARLOTTE

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Street Address (Line 2) \*Optional 9201 UNIVERSITY CITY BLVD

City CHARLOTTE

State NORTH CAROLINA

ZIP Code (if known)

28223

(e.g., 12345 or 12345-1234)

Person/Entity Paying for Your Trip 💷 OTHER PERSON

Provide the following information:

Surnames of Person Paying for Trip

(e.g., FERNANDEZ GARCIA)

Given Names of Person Paying for Trip

(e.g., JUAN MIGUEL)

Telephone Number

Email Address

(e.g., emailaddress@example.com)

A: • Yes • No

Relationship to You 🛈 PARENT

Q: Is the address of the party paying for your trip the same as your Home or Mailing Address?

Does Not Apply

¥

## Address where you II stay

Provide the college address as you will not be sure where you will be staying off campus In the travel companions page choose NO unless u have a dependent.



Click on the buttons above

to access previously entered data. In the previous US travel information page. Answer the question after reading the questions. My case below.



US Point of contact information page.

Mention the name in ur i20 under the heading "SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL" and the college address as below. My case below.

✓ Getting Started	J.S. Point of Contact Information	
✓ Personal		
✓ Address and Phone	Contact Person or Organization in the United States	
✓ Passport		Help: Contact
✓ Travel	Contact Person	Your U.S. Point of Contact can be any
✓ Travel Companions	Surnames	individual in the U.S. who knows you and can
✓ Previous U.S. Travel		verify, if necessary, your identity. If you do not
✓ U.S. Contact	Given Names	personally know anyone in the U.S., you may
✓ Family	CHAU	enter the name of the store, company, or
✓ Work / Education / Training	Do Not Know	organization you plan to visit during your trip.
✓ Security and Background	Organization Name UNIV OF NORTH CAROLINA AT CHARLO	
✓ Student/Exchange Visa	Do Not Know	
Help: Navigation Buttons Click on the buttons above to access previously entered data.	Address and Phone Number of Point of Contact U.S. Street Address (Line 1) 9201 UNIVERSITY CITY BLVD U.S. Street Address (Line 2) *Optional City CHARLOTTE State NORTH CAROLINA  T ZIP Code (if known) 28223 (e.g., 55555 or 55555-5555) Phone Number 7046877781 (e.g., 5555555555) Email Address cbtran@uncc.edu (e.g., emailaddress@example.com) Does Not Apply	

In family information: relatives page, enter details about ur parents.

✓ Getting Started	Family Information: Relatives
✓ Personal	
✓ Address and Phone	NOTE: Please provide the following information concerning your biological parents. If you are adopted, please provide the following information on your adoptive parents.
¥ Passport	
✓ Travel	
✓ Travel Companions	Eather's Full Name and Date of Birth
✓ Previous U.S. Travel	
VU.S. Contact	Sumames
✓ Family	(e.g., Hernandez Garcia) Do Not Know
Relatives	Giuse Names
✓ Work / Education / Training	(e.g., Juan Miguel) Do Not Know
✓ Security and Background	Date of Birth
✓ Student/Exchange Visa	(Format: DD-MMM-YYYY)
	Q: Is your father in the U.S.? A: ○ Yes ● No
Help: Navigation Buttons	
Click on the buttons	Mother's Full Name and Date of Birth
above to access previously entered data.	Sumames
	(e.g., Hernandez Garcia) Do Not Know
	Given Names
	(e.g., Juanita Miguel) Oo Not Know
	Date of Birth
	Q: Is your mother in the U.S.?
	A: O Yes O No

Mention yes only if u have immediate relatives in USA – Siblings.

Mention yes if u have any other relatives in USA - uncle, aunt, grandparents



In present work/education page - If ure working, mention work details here. If not enter college details here.

	Present Work/Education/Training Infor	matio	n	
✓ Getting Started	These in work Education Training mior	manor		
✓ Personal				
✓ Address and Phone	NOTE: Provide the following information concerning your current e	mploymen	t or education.	
✓ Passport				
✓ Travel				
✓ Travel Companions	Primary Occupation			
✓ Previous U.S. Travel				
✓ U.S. Contact	Descent Employer or School Name			
✓ Family	ACCENTURE SERVICES PVT LTD			
✓ Work / Education / Training	Present employer or school address:			G
Present	Street Address (Line 1)			
Previous			Office addr	ess if you are
Additional	Street Address (Line 2) *Optional		wu	rking
✓ Security and Background				
✓ Student/Exchange Visa	City		College addr	ess if you are a
	State/Province		Stu	dent.
Help: Navigation Buttons	Postal Zone/ZIP Code			
Click on the buttons above to access previously entered data.	Phone Number			
	Country/Region			
	Monthly Income in Local Currency (if employed)			
	Briefly describe your duties:			

Previous work/education page.

If u worked in multiple companies then mark Yes for previously employed and enter details of employer

For educational institution u will be entering ur education background in reverse order

- 1) UG
- 2) 12<sup>th</sup> STD Higher secondary
- 3) 10<sup>th</sup> STD Secondary

My case below.

Getting Started	Trevious work Education Training in	tormation .
/ Personal		
Address and Phone	NOTE: Provide your employment information for the last five ye	ars that you were employed, if
Passport	applicable.	
Travel		
Travel Companions		
Previous U.S. Travel	Q: Were you previously employed?	
U.S. Contact	A: O Yes ® No	
Family		
Work / Education /	Q: Have you attended any educational institutions at a secondary level or above?	Help: Level of Education
Present Previous Additional Security and Background Student/Exchange Visa Help: Navigation Buttons	A: • Yes O No Provide the following information on the educational institution(s) you have attended. Name of Institution COLLEGE Street Address (Line 1) Street Address (Line 2) *Optional City	You must answer Yes to this question if you have ever attended, for any length of time, a high school/secondary school (or its equivalent in your country) or college, university, graduate school, a doctoral program, or a vocational program.
Click on the buttons above to access previously entered data.	State/Province  Postal Zone/ZIP Code  Country/Region  Country Country Country	Help: Course of Study For middle school/junior high or high school course of study please indicate "Academic" or "Vocational." For all other educational levels please indicate your major or concentration.

Course of Study	
B.TECH IN INFORMATION TECHNOLOGY	
Date of Attendance From () (Format: DD-MMM-YYYY) Date of Attendance To ()	Date as per college transcript/ Degree certificate.
(Format: DD-MMM-YYYY)	
<ul> <li>Add Another</li> <li>Remove</li> </ul>	
Name of Institution HIGHER SECONDARY SCHOOL	
Street Address (Line 1)	
Street Address (Line 2) * <i>Optional</i>	
City	
State/Province	
Postal Zone/ZIP Code	
Country/Region	
Course of Study HIGHER SECONDARY - 12TH STD - ACADEMIC	Date as per HSC Certificate.
Date of Attendance From	
Date of Attendance To ()	how I mentioned.
Add Another     Remove	

Name of Institution		
HIGHER SECONDARY SCHOOL		
Street Address (Line 1)		
Street Address (Line 2) *Optional		
City		
State/Province		
Does Not Apply		
Postal Zone/ZIP Code		
Does Not Apply		
Country/Region		
T		
Comment Charles		
SECONDARY - 10TH STD - ACADEMIC		
		Date as per SSC Certificate.
Date of Attendance From		
(Format: DD-MMM-YYYY)		
Date of Attendance To 😐		Mention course of study like
		how I mentioned.
(Format: DD-MMM-YYYY)		
<ul> <li>Add Another</li> <li>Remove</li> </ul>		
ack: Work/Education: Present 🛛 🛗 Save 🛛 Next: W	ork/Education: Additional 🕨	

Click on next

Additional work/education/training – Read questions and answer appropriately. Below is my case.

	Additional Work/Education/Training Information
✓ Getting Started	Additional work Education Huming information
✓ Personal	
✓ Address and Phone	NOTE: Provide the following work, education, or training related information. Provide complete
✓ Passport	and accurate information to all questions that require an explanation.
✓ Travel	
✓ Travel Companions	-
✓ Previous U.S. Travel	Q: Do you belong to a clan or tribe?
✓ U.S. Contact	A: Ves  No
✓ Family	
✓ Work / Education / ►	Provide a List of Languages You Speak
Training	Language Name
Present	
Previous	Add Another     Remove
Additional	
✓ Security and Background	Language Name TAMIL
✓ Student/Exchange	
VISa	<ul> <li><u>Add Another</u></li> <li><u>Remove</u></li> </ul>
	Q: Have you traveled to any countries/regions within the last
Help: Navigation Buttons	five years?
Click on the buttons	A: Ves  No
above to access	
previously entered data.	Q: Have you belonged to, contributed to, or worked for any professional, social, or charitable organization?
	A. Ves  No
	Q: Do you have any specialized skills or training, such as
	experience?
	Q: Have you ever served in the military?
	A: Ores No

For security and background – PART 1 to PART 5 – **Answer NO for all questions.** Read once before u answer.



Help: Navigation Buttons	Back: Work/Education/Training	Save	Next: Security/Background Part 2 >
Click on the buttons above to access previously entered data.			

In additional point of contact information. Add 2 entries of contact information of someone u know. No family members and relatives.

	Additional Point of Contact Information
✓ Getting Started	
✓ Personal	NOTE: You have indicated that you will be studying in some capacity while in the United States
✓ Address and Phone	List at least two contacts in your country of residence who can verify the information that you
✓ Passport	have provided on this application. Do not list immediate family members or other relatives. Postal office box numbers are unacceptable.
✔ Travel	
✓ Travel Companions	
✓ Previous U.S. Travel	Summer
✓ U.S. Contact	Sumames
✓ Family	
✓ Work / Education / Training	Given Names
✓ Security and Background	Street Address (Line 1)
✓ Student/Exchange → Visa	Street Address (Line 2) *Optional
Additional Contact	
SEVIS	City
	State/Province Does Not Apply
Help: Navigation Buttons	Postal Zone/ZIP Code
Click on the buttons above to access	Does Not Apply
previously entered data.	Country/Region
	Telephone Number
	Email Address C., emailaddress@example.com)

The final page to enter details. SEVIS information page.

Input SEVIS number from ur i20 document. School address as mentioned in i20 or below.

Getting Started	SL VIS IIIOIIIau0II	
Personal		
Address and Phone	NOTE: You have indicated that the purpose of your trip to the visitor. Provide the following information regarding the insti	e U.S. is to be a student or exchang tution at which you intend to study.
Passport		
Travel		
Travel Companions	SEVIS ID	
Previous U.S. Travel	(e.g., N0123456789)	
U.S. Contact		
Family	Provide additional information below:	
Work / Education / Training	Name of School UNIV OF NORTH CAROLINA AT CHARLOTTE	
Security and Background	Course of Study	Help: Course Study
Student/Exchange 🕨 🕨 Visa	Street Address (Line 1)	For high school course of study please indicate
Additional Contact	9201 UNIVERSITY CITY BLVD	"Academic" or "Vocational." For all other educational levels
SEVIS	Street Address (Line 2) *Optional	please indicate your major or concentration.
	City CHARLOTTE	]
lelp: Navigation Buttons	2000	
lick on the buttons bove to access	NORTH CAROLINA	1
reviously entered data.	Postal Zone/ZIP Code 28223	1
	(e.g., 12345 or 12345-1234)	
	Back: Additional Contact	Next: REVIEW >

Most of the time when u keep filling the form for more than 3-5 mins your session will timeout and u have to again retrieve ur application to continue using the below details.

Your session has timed out. To re information: • Application ID: • First 5 letters of applicant' • Applicant's year of birth • Answer to the security que	ecover your application, you will need to enter the following s surname estion (selected when the application was first created)	
Recover Application		

Once you finish filling your application. Click on review. You will be able to review all the details entered and edit if necessary. After u review all data. Confirm if ur consulate detail is correct. Click on sign and submit.

	Location Information		
✓ Personal/Address/ Phone/Passport			
🖌 Travel			Print
✔ U.S. Contact			
🖌 Family			
/ Work/Education/ Training	Location where you will be submitting	your application	Edit Location Information
/ Security and Background	Current Location:	CHENNAI, I	NDIA
/ Student/Exchange Visa			
Location >			
	4 Back: Student/Exchange Visa	📄 Save	Next: Sign and Submit 🕨

#### Help: Navigation Buttons

Click on the buttons above to access previously entered data.

Preparer of Application	
Q: Did anyone assist you in filling out this application?	
A: O Yes O No	Select NO
E-Signature	
I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.	
Enter your Passport/Travel Document Number:	
Enter the code as shown:	
Click the button below to electronically sign your application:	
Sign and Submit Application	
Back: REVIEW     Back: REVIEW     Next: Confirmation (	

# Sign and Submit

Read the following information carefully before dating, electronically signing and submitting the application.

Your application is now ready to be submitted. Please note that this does not necessarily mean that your application for a nonimmigrant visa is complete, as additional information may be needed after Department of State personnel have reviewed the application.

By clicking "Sign and Submit Application" you are electronically signing the application. You are required to electronically sign your application yourself, unless otherwise exempt by regulation, even if the application has been prepared by someone other than yourself. Your electronic signature certifies that you have read and understood the questions in this application and that your answers are true and correct to the best of your knowledge and belief. The submission of an application containing any false or misleading statements may result in the permanent refusal of a visa or the denial of entry into the United States. All declarations made in this application are unsworn declarations made under penalty of perjury. (28 U.S.C. 1746).

Additionally, by clicking "Sign and Submit Application" you are certifying that you understand that you are required to submit your visa to the United States Immigration Officer at the port where you apply to enter the United States, and that possession of the visa does not entitle you to enter the United States if, upon your arrival, you are found to be inadmissible under U.S. immigration laws. You are certifying that you understand that any willfully false or misleading statement or willful concealment of a material fact made by you within the application may subject you to permanent exclusion from the United States and, if you are admitted to the United States, may subject you to criminal prosecution and/or deportation.

The information that you have provided in your application and other information submitted with your application may be accessible to other government agencies having statutory or other lawful authority to use such information, including for law enforcement and immigration law enforcement purposes. If fingerprints are collected as part of your application process, they may be used for the purpose of comparing them to other fingerprints in the FBI's Next Generation Identification (NGI) fingerprint system or its successor systems (including civil, criminal, and latent fingerprint repositories). The photograph that you provide with your application may be used for employment verification or other U.S. law purposes.

Once you have clicked "Sign and Submit Application" you will be unable to make changes. Electronically sign by clicking the button below after you have reviewed the information in your application and determined that it is correct. After signing the application, click "Next" to continue with the application.

You have successfully signe	ed and submit	tted your application. You
cannot make any changes to	o your applica	ation at this point. Please
click 'Next: Confirmation' to	complete the	e application process.
Back: REVIEW	🗎 Save	Next: Confirmation )

### Click on confirmation. VERY IMPORTANT STEPS NEXT

U.S. DEPART CONSULAR ELECT	TMENT of STATE RONIC APPLICATION CENTER Application (DS-160)	Select Tooltip Language ENGLISH	
Confirmation This confirms the submission application for:	n of the Nonimmigrant visa		
Photo will be taken at the ASC. THI	Name Provided: Date Of Birth: Place of Birth: Gender: Country/Region of Origin (Nationality) Passport Number: Purpose of Travel: Completed On: Confirmation No: S IS NOT A VISA Note Confirmation Confirma	Location Selected: MDR U.S. Consulate General Chenna 220 Anna Salai At Gemini Circle Chennai 600 006	DS-160 Confirmation number
Note: Electronically submitting y step is to review the internet pa will need to schedule a visa inte information may include specific frequently asked questions. YOU MUST BRING the confirm: Passport; I-20A or B/or I- You may also provide any additi	your DS-160 online application is the FII ge of the <u>embassy or consulate</u> where y vriew, though some applicants may que clocal instructions about scheduling inte ation page and the following document( 20MN; Proof of SEVIS registration a ional documents you feel will support yo	RST STEP in the visa application process. The nex ou plan to apply for your visa. Most visa applicant lify for visa renewal. The <u>embassy</u> or <u>consulate</u> reviews, submitting your visa application, and oth s) with you to the Application Service Center: and fee payment uur case.	t ts er

- 1) Click on print confirmation and save it as a PDF for future printing.
- 2) Come back Print application and save it as PDF for future printing (Do not exit U cannot do it if u don't do it this time)
- 3) Come back Email confirmation and send the confirmation to your email address.

You are done !!

# 3) PAYMENT OF VISA FEE

## Open the below Link and create a new profile.

https://cgifederal.secure.force.com/?language=English&country=India

APPLY FOR A U.	S. VISA
Terms & Conditions :	Registered Users
Il fees paid are non-refundable. visa does not guarantee entry nto the U.S. visa allows a foreign citizen oming from abroad, to travel to	<sup>①</sup> To schedule a visa interview or enter your visa delivery address, you will need to register and create a profile online. If you already have a profile, please do not create a new one. You can always modify your existing profile by logging in using your user ID and password. If you have lost your password, please simply retrieve it by clicking Forgot Your Password? If you are a first time user, click New User? To create your profile.
me united States port-or-entry and request permission to enter the U.S. Permission to enter can only be given by a Department of Homeland Security (DHS), Customs and Border Protection (CRP) official	Email Password Type in the words displayed in the box below.
You may not enter the U.S. with an expired visa. The visa must be valid at the time you enter the U.S.	Type the text Privacy & Terms
	Login Forgot Your Password?   New User?

Login using the username and password you created. Click on **"New application/Schedule appointment"** 

Continue New Application / Schedule Appointment Course Schedules Descent	→ <u>Visa Type</u> Nonimmigrant Visa → <u>Post</u> →	Visa Category         Visa Class           Students and Exch         F-1	
First Available Appointment Is Wednesday April 20, 2016.	My Dashboard My Dashboard lets you track the progress of your visa application from start to finish. Plate select an option.	<u>Visa Information</u>	Fee Payment \$160
	<u>Family Details</u> Members: 0	No appointment is currently scheduled.	Document Delivery Information:

Select Non Immigrant Visa type and continue.



Select country and state of residence and continue.

New Application / Schedule Appointment	> Mea Type	
Group Scheduling Request	DU UMUUMAA AMU	
rovide Feedback	Exam 7: Disease Select Wood Provem or State of Decidence	
Ipdate Profile	sup z mease seect four country of bala of readence.	
ogout	India - Andaman and Nicobar Islands	
	📋 India - Andhra Pradesh	
	🔘 India - Arunachai Pradesh	
	India - Assam	
	🕒 India - Bihar	
	India - Chandigath	
	India - Chattiagam	
	India - Dadra and Nagar havei	
	🍈 India - Daman	

Select your Language of interview and continue.

# NOTE : ALWAYS SELECT ENGLISH ELSE YOU NEED A TRANSLATOR FROM NATIVE LANGUAGE TO ENGLISH

Appointment	Nonimmigrant Visa	
Group Scheduling Request		
Provide Feedback	Step 3: Language Of Intention	
Update Profile	Step 5. Language Of Interview.	
Logout	Hindi	
	Kannada	
	<ul> <li>Malayalam</li> </ul>	
	🔘 Tamil	
	<ul> <li>Telugu</li> </ul>	
	<ul> <li>Urdu</li> </ul>	
	english	
	Back	Continue
78		
CGI		www.ustraveldocs.com

Select Student and exchange visitors type and continue

New Application / Schedule Appointment	Visa Type Post	
Group Scheduling Request	Nonimmigrant VISa CHENINAI	
Provide Feedback	Step 2: Plage calesta vice estadou that applies to you	
Update Profile	Step 5. Flease select a visa category that applies to you.	
Logout	Business/Tourism, Crew and All Other Visas	
	Students and Exchange Visitors	
	O L-1 (Blanket)	
	<ul> <li>Employment</li> </ul>	
	Back	Continue
C CGI	www.ustraveldocs.com	

Select F1 Student visa class and continue

New Application / Schedule Appointment	→ Visa Type → Post → Visa Category → Visa Class
Group Scheduling Request	Nonimmigrant visa CHENIVAI Students and Exch
Provide Feedback	
Update Profile	Select visa Class:
Logout	Student
	<ul> <li>F-1 Visa This is the most common type of student visa. If you wish wish to engage in academic studies in the United States at an approved school, such as an accredited U.S. college or university, private secondary school, or approved English language program then you will need an F-1 visa. You will also need an F-1 visa if your course of study is more than 18 hours a week.</li> </ul>
	M-1 Visa If you plan to engage in non-academic or vocational study or training at a U.S. institution then you will need an M-1 visa.
	F-1 - Academic or language studies
	F-2 - Spouse/Child of F-1 visa holder
	M-1 - Vocational or Other Nonacademic studies
	M-2 - Spouse / Child of M-1 visa holder
	Exchange Visitor
	The United States welcomes foreign citizens who come to the U.S. to participate in exchange programs. Before applying for a visa, all exchange visitor applicants are
	required to be accepted and approved by an authorized program sponsor. When

Once all ur information is fed.. review the details and click continue

ew Application / Schedule ppointment	Visa Type     Post     Post     CHENNIA     Post     CHENNIA     Post     CHENNIA     Post     CHENNIA     Post     CHENNIA     Post     Post     CHENNIA     Post     Po	
roup Scheduling Request	Haniningen visa on Latievi okodens and Lkon I -1	
ovide Feedback	Stan 6: Diagon make sure all calculated information is correct before continuing	
date Profile	Step 6. Please make sure all selected mornation is correct before continuing.	
jout	Visa Type: Nonimmigrant Visa	
	State Of Residence: India - Tamil Nadu	
	Language Of Interview: English	
t Available Appointment Is	Visa Category : Students and Exchange Visitors	
nesday April 20, 2016.	Visa Class: F-1	
	Post Of Interview: CHENNAI	
	Back	ntinue

This is where you will need ur DS-160 Confirmation number, Passport number and SEVIS number. Fill it.

New Application / Schedule Appointment	Visa Type     Post	, Visa Category , Visa Class	PersonalData
roup Scheduling Request	Notimigant usa Cherenni	Students and Exon P-1	
ovide Feedback	Phone F. Phonese marks around all sources		
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ogout		PASSPORT DETAILS	Passport Number Format
	Passport Number: *		Passport Number should not contai
	Passport Issuance Date: *		blank spaces
st Available Appointment Is ednesday April 20, 2016.	Decenart Tecurance Diaces		
	Passport Issuance Place.	India	
	Passport Expiration Date: *	[ P	Date Format MM/DD/YYYY
	Date of Birth: *		Date Format MM/DD/YYYY
	Nationality: *	India	
	Please enter your name as it app the same values as entered there	ears in your passport. If you have filled o	ut a DS-160 or DS-260 please use
	First Name:		
	Last Name:		
	Country of Birth: *	India	•
	Gender: *	None •	
	DS-160 Confirmation Number: *	The second se	

# Fill appropriate details

	Contract Information
O Please provide two phone	numbers where you can be contacted.
Phone Number: *	+91
	1774
Mobile Phone: *	+91
Please enter a valid email if your appointment needs	address that we may use to contact you. For example, we will notify you via ema s to be rescheduled.
Email: *	
	MAILING ADDRESS
status tracker .Passports Dart locations will be returned	not collected within 14 days from 11 Visa Application Centers or 7 days from Blu to the Embassy/Consulate at great delay to you.
Address Line 1: *	
City: *	
City: *	
City: * State: *	
City: * State: * Postal Code: *	
City: * State: * Postal Code: *	
City: * State: * Postal Code: *	
City: * State: * Postal Code: * STU	JDENT AND EXCHANGE VISITOR PROGRAM DETAILS
City: * State: * Postal Code: * SEVIS Number: *	JDENT AND EXCHANGE VISITOR PROGRAM DETAILS
City: * State: * Postal Code: * SEVIS Number: * University Name: *	JDENT AND EXCHANGE VISITOR PROGRAM DETAILS

Do this page if u have dependents. Else skip this section by clicking continue.

w Application / Schedule pointment	Visa Type         Post         Visa Category         Visa Class         Dependents           Nonimmigrant Msa         CHENNAI         Students and Exch         F-1         Dependents
oup Scheduling Request	
ovide Feedback	Step 6: Please click "Add by Name" or "Add Existing Applicant" if you have a group/family member (including
date Profile	child) who needs to apply for a visa with you.
jout	Add By Name
st Available Appointment Is dnesday April 20, 2016.	
	Back

Answer appropriately.

ew Application / Schedule ppointment		Visa Type	► Post	<del>,</del> •	Visa Category	×	Visa Class	×	Visa		
roup Scheduling Request		Nonimingrant visa	CHENNE	u							
ovide Feedback	64	an 7:Diagon angur	the followin	a aucot	iona ta datarmina		ligibility for	ourlet	to priour Mois	or Drogr	
date Profile	31	ep 7.Flease answe	er the followin	g quesi	ions to determine	youre	ingronity for	ourini	terview war	/er Progr	am.
gout											
		Do you have a pre	evious F-1 vi	sa (stud	lent visa)?						
rst Available Appointment Is ednesday April 20, 2016.											
								_			
		Back							Yes		No

Select the location where you will be collecting ur stamped passport after interview and continue.

ppointment	► Vis	sa Type	Post	•	Visa Category	•	Visa Class
iroup Scheduling Request	NO	nimmigrant visa	CHENNAI		Students and Exch		P-1
rovide Feedback	Con est	f. De anna	ntation 1	D-1:			
pdate Profile	Speci	to: You can sho	manon I	Den	ivery		ted using only your passport number on the state
ogout	tracker . will be r	Passports not c returned to the E	ollected with mbassy/Con	in 14 Isulat	days from 11 Visa / te at great delay to y	Appli you.	ication Centers or 7 days from Blue Dart locations
	P	ick Up					
irst Available Appointment Is Vednesday April 20, 2016.	Sele	ct City Chenn	ai		T		
		Chennai					No 82, Kodambakkam High Road, Numgambakkam, Chennai, 600034
		SHOLINGAN	ALLUR-Blue	e Dar	t Express Ltd		89/4 Old Mahabalipuram Road Sholinganallur Chennai, 603103

And now you will be paying the Visa fee. Only after paying the visa fee you will be able to schedule ur visa appointment.



Once u click on confirm you receive the payment method. I opted for AXIS bank over the counter payment method. It is easy, quick and hassle free.

Payment Options			×
Total Fee INR 10880.00			
Please select a payment option:			
Electronic	Mobile	Over the counter	
<u>NEFT</u> Bank of America ≫	IMPS		भ विक्षुणसिम्मेन मैन्दुव्यान्न् अन्वदेव॥ DRUK PNB BANK LTD your partner in growth 1
			Close

Once u select AXIS bank payment method u will receive a form with CGI Reference number. Make a payment of 160\$ Equivalent Indian rupees over the counter against the CGI reference number. After this step logout, you will not be able to proceed visa slot booking until the fee is paid.



After u pay the fees in AXIS bank you will get a payment receipt hardcopy like the one below from the Bank.

AXIS BANK PAYMENT ACKNOWLEDGEMENT- US VISA FEES CGI REFERENCE NUMBER 730112345678 BANK REFERENCE NUMBER 100000011 **VISA TIER** 1 DOLLAR AMOUNT 160 INR AMOUNT 9280 DATE

Bank Reference number which u receive is used as receipt number for Visa slot booking.

The number displayed against the Bank Reference number needs to be inputted back on the CGI Website.

#### INSTRUCTIONS FOR APPICANTS

14/09/2012

- Visa fee payments are non-refundable and must be paid in INR.
   Visa fee receipt is non-transferable and cannot be used for other person.
   For any clarifications please visit <u>www.ustraveldocs.com</u>
   This payment acknowledgement is issued by Axis Bank acting as a collecting banker.

Signature and Stamp of the branch teller.

After 3-4 hours of payment. You will get an email like below

••••• Airtel 🗢	14:18	۰ 🖉 46% 💼
$\leftarrow$		
MRV Fee Receipt	Activated	\$
N no-reply 14:02 (15m)		CARDS °
Receipt number and you can now s http://www.ustrave	has chedule an ap eldocs.com/in	been activated pointment at

Once u receive the email, you are ready to book slots for Visa (In section 4)

# 4) **Booking VISA Slots**

Open the same link again to login to book your slots.

https://cgifederal.secure.force.com/?language=English&country=India

Once done click on Continue.

w Application / Schedule	Novermigrant Use CHEVAN	Students and Exch F-1	
oup Scheduling Request			
vide Feedback			
late Profile	My Dashboard	Visa Information	
gout	My Dashboard lets you track the progress of your visa application from start to finish.		Fee Payment \$160
nday April 11, 2016.			
	Family Details Members: 0	No appointment is currently scheduled.	Document Delivery Information:

### Verify the passport pickup location once and continue

New Application / Schedule Appointment	► Visa Type Nonimmigrant Visa	Post Visa Category Visa Class
Group Scheduling Request		
Provide Feedback		
Jpdate Profile	Specify Document	tation Delivery
Logout First Available Appointment Is	Note: You can check status tracker .Passports locations will be returned:     Pick Up	whether your visa is ready to be collected using only your passport number on the not collected within 14 days from 11 Visa Application Centers or 7 days from Blue Dart to the Embassy/Consulate at great delay to you.
ionday April 11, 2016.	Select City Choose (	City 🔻
	Chennai 🖉	No 82, Kodambakkam High Road, Numgambakkam, Chennai, 600034
	Back	Continue

Once u receive a mail regarding the receipt number activation mentioned in previous procedure 3) You will find receipt number automatically filled in the below column. Then click continue.



Select a time and date on when you want to schedule ur visa interview and click continue

ap concaring requeer	Please	e sch	edule	e an app	ointme	nt for a	in inte	rview													
vide Feedback																					
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As on 6<sup>th</sup> April 2016 – Above and below images have the slots availability for the month of April to Sep.

owide Foodback	Pleas	e sch	equie	an a	ppoir	imer	te for a	in inter	view.													
date Destin																						
	Selec	t inte	Niev	vioca	tion :	CI	ENN	AI	٠													
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st Available Appointment Is						-	12		1	2	3	- 4	5	1.1					1	2		
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Once Visa date is selected and continued.. again you will be asked to select a date for OFC appointment. Select a time and date and click on **SCHEDULE** button.

New Application / Schedule Appointment	Sche	edul	le O	FC.	App	ooin	tme	ent													
Group Scheduling Request	This p	age i	s for s	sched	luling	OFC	appo	untmer	its.												
Provide Feedback																					
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Logout	0		Ар	ril 2(	)16					Ма	y 20	16					Jur	ie 2(	016		Ð
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First Available Appointment Is					_	1	2	1	2	3	4	5	6	7	_		_	1	2	3	4
Monday April 11, 2016.	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
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Your visa slot is successfully booked and you will get an appointment confirmation like below. Ensure to email the confirmation to your email and save a PDF version by clicking on Printable version.

Cancel Appointment		Please click on this link to share your feedback on our services								
Reschedule Appointment	Your appointment has been scho	Iake a Survey								
Emergency Request	APPOINTMENT CONFIRMATION									
Group Scheduling Request										
Appointment History	and dick on the 'Email Appointment C	"UP attachment, please enter your email address in the text box beio Confirmation" link below. You may send the appointment confirmatio								
Provide Feedback	to more than one email address.									
Jpdate Profile	Email Id:									
ogout	Email Appointment Confirmation	Download Appointment Calendar Printable Version								
		APPLICANT DETAILS								
	Applicant Name:									
	Passport Number:									
	DS-160 Confirmation Number:									
	Number of Applicants:	1								
	Visa Class:	F-1								
	Visa Category	Students and Exchange Visitors								
	Visa Priority	English								
	0	FC APPOINTMENT DETAILS								
	Address:									

Youre done!!

### Some FAQs

# Instructions

You have scheduled an appointment for a non-immigrant visa to the U.S. Most applicants will have an appointment at the Visa Application Center (VAC), followed by an appointment at the Embassy or Consulate. Please carefully review the important information below. Coming prepared will ensure you the best service possible.

#### What documents do I need to bring?

- Appointment confirmation letter
- · Your current passport and most recently expired passport
- Print out of the DS-160 confirmation page
- · Supporting documents for your application, as applicable
- · Documents and photographs for any children under age 14

#### Who should come to the appointment?

Only visa applicants may attend the appointment. Friends, relatives, attorneys, business contacts, and other individuals without an appointment may not enter the building, except:

-Applicants under age 18 may be accompanied by a parent or guardian, if desired.

-Applicants with disabilities may be accompanied by a caretaker, helper, or interpreter.

#### Should my children come?

Children under the age of 14 do not need to appear in person to apply for a visa. If you are also applying for a visa, you may carry your child's application documents with you, along with one photograph of the child on white background (2 x 2 inches or 51 x 51 mm) in size. Further photo specifications are available: <u>http://www.ustraveldocs.com/in/in-niv-photoinfo.asp</u>.

#### When should I arrive?

You should arrive no more than 15 minutes prior to your appointment time.

#### What items can I bring?

You should bring only the required documents in an unsealed transparent plastic bag or folder. Mobile phones and most purses/bags are not permitted. We do not provide a facility for storage of any items. The following items are prohibited:

- Battery-operated or electronic devices such as mobile phones, digital diaries, pagers, cameras, audio/video cassettes, compact discs, MP3s, floppy disks, flash drives, memory sticks, Blue Tooth devices, laptop or tablet computers and portable music players
- Large shoulder bags/purses, travel bags, backpacks, briefcases or suitcases. Only bags that
  can be carried by hand will be permitted like unsealed plastic bags containing application-related
  papers, small cloth bags and zip folders
- Food or drink items
- Cosmetics (including, but not limited to, spray perfume/cologne and talcum/baby powder)
- Sealed envelopes or packages
- · Flammable items such as Cigarettes, cigars, match boxes, lighters
- · Sharp objects, including scissors, pocketknives ,pen knives or nail files
- · Weapons, weapon-like objects, or explosive material of any kind
- Long Handled Umbrella's (longer than 40 cm when closed)

Note: This list of prohibited items is not exhaustive. Other items may be prohibited at the discretion of security staff. All visitors will be screened with handheld or walk-through metal detectors. These are safe for all individuals, including pregnant women and those with cardiac pacemakers.

#### How will I collect my visa once it is issued?

Your appointment letter lists the pick-up location you chose when making the appointment. If your visa is approved, you will receive an SMS and email when the passport is ready to be collected. To collect your passport, you must bring an original government-issued photo ID and a photocopy of the ID. Information on how to change your pick-up location or authorize someone else to collect your passport is available at: <a href="http://www.ustraveldocs.com/in/in-loc-passportcollection.asp">http://www.ustraveldocs.com/in/in-loc-passportcollection.asp</a>.

Note: You may receive notifications or contacted by email at your registered email id on your profile before and after your visa seeking process.

#### What else do I need to know?

Answers to other frequently asked questions can be found at <u>http://www.ustraveldocs.com/in/in-gen-faq.asp</u>. To reach a customer service representative via email, please write to <u>support-india@ustraveldocs.com</u> or call +91 0120-4844644 / +91 040-46258222.If you are calling from U.S., you can reach us on +1 703 520 2239. There is no public information window at the Visa Application Center (VAC) or Embassy/Consulate.

Please note parking facility is not provided at the Embassy/Consulate and Visa Application Center. Please make alternate arrangements for your vehicle if you are planning on parking in the immediate area.

# 5) Consolidated list of documents to be carried to Visa interview.

### **Mandatory**

SEVIS I-901 payment receipt - Explained in Section 1)

DS-160 Confirmation page with bar code (Don't take DS160 form. Only confirmation page) – Explained in Section 2)

Visa payment receipt – 160\$ Axis bank thing explained above in section 3)

Visa appointment confirmation – Explained in Section 4)

Passport and Old passport (If any)

**I20** Document

### **Supporting Documents**

GRE/ GMAT Score report – Downloadable version

TOEFL/ IELTS Score report – Downloadable version

4 Visa Photographs (2x2 Inch photos)

Bank statements/FD/Passbooks/PF/PPF statements/IT Returns/Pay slips

Loan sanction letter

Relieving letter, Exp. certificate, Proof of employment certificate

Affidavit of support document (Notarized)

CA Statement of assets and properties

Decision letters from universities

SOP / Resume

Original 10<sup>th</sup>, 12<sup>th</sup>, UG/PG degree cert, Transcript, Mark sheets

IDs like Voter ID, Driver license, College ID card, Ration card, Birth cert.

It is always advisable to have multiple copies of mandatory documents.