

USA Exchange Visitor Visa Application Pack

USA Exchange Visitor Visa

The USA has a rich selection of cultural and educational exchange programs under the **J-1** visa category, which are sponsored by academic institutions and businesses. The program attracts exchange visitors from all over the globe to gain broader experience in research, business, teaching, study and culture. Exchange visitor programs also exist for summer employment programs, internship programs for university students and au-pair work. This information pack explains everything you need to know about coming to the United States on an Exchange Visitor Visa.

If you are visiting the U.S. to take a full time study or vocational course you need to apply for one of two student visas;

F1 visa for students studying academic courses including language courses

M1 visa for students wishing to take up vocational courses i.e. courses with a high degree of practical content like work experience

You may also be able to undertake some activities that are covered on an Exchange Visitor visa on a business **B-1** or tourist **B-2** visa. For example short periods of study or recreational study like a sewing course are permitted on a visitor visa. Any kind of study that would earn credit or certification is not permitted on a visitor visa nor is any vocational work.

Application forms for these visa categories are NOT included in this information pack.

The US Department of State (DOS) and the Department of Homeland Security (DHS) has strict rules about who it lets in to study in the US. It is vital that all prospective applicants apply for a visa in the correct category using the correct application forms. Failure to submit the form correctly and accurately can result in delays and sometimes denial. Failure to submit the correct supporting documents or to lie in your application can lead to a denial and in many cases you will not be allowed to apply for a US visa for a period of ten years.

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Qualifying for a USA Exchange Visitor Visa

The US government actively encourages exchange visitor visa applications and does not place quotas on the number of students allowed into the United States each year. Individuals meet the criteria for a J1 Exchange Visitor Visa if they are coming to the United States as a student, scholar, trainee, teacher, professor, research assistant, medical graduate, or international visitor who are participating in a program of studies, training, research, or a cultural enrichment program that is specifically designed for such individuals by the United States Department of State, through its Bureau of Educational and Cultural Affairs.

Applicants must prove that they have a residence abroad, which they will return to and that at the end of their study course they will leave the United States and must demonstrate that they have sufficient funds to pursue the proposed exchange program.

Activities covered by the J-1 Exchange Visitor Visa programs include:

- Au-pair and nanny
- Summer camp counselors and staff
- Post-graduate students
- Government visitors
- Medical students coming to the United States as residents or interns
- Foreign scholars sponsored by universities as temporary faculty
- Business and Industrial trainees
- Activities that are part of an exchange program approved by the U.S. Department of State

To qualify for a J-1 Exchange Visitor visa, you must first apply for a recognized exchange program. If you are accepted by a designated sponsoring organization, the sponsor will provide you with information and documents necessary to apply for the J visa to enter the U.S.

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US Visa Ineligibility:

There are several classes of people who are inadmissible to the US under the Immigration and Nationality Act (INA), based on:

- Health related grounds – these could be people with communicable diseases or without proper vaccinations
- Criminal or related grounds – for example, controlled substance traffickers
- Security and related grounds – these include members of terrorist organizations
- Likely to become public charge, meaning people who will not be able to support themselves based on their age, health or other conditions
- Illegal entrants, immigration violators, or previously removed from the US

To find more information about persons, inadmissible to the US, you can go the relevant sections of the Immigration and Nationality Act.

In some cases an ineligible person can apply for a waiver of ineligibility and still get a visa. This can happen if it was a minor crime and they can prove they have rehabilitated from it, or, alternatively, a long time has passed after the crime was committed.

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Length of Stay

J-1 visitors can stay in the United States until the exchange program detailed on their visa papers has ended. They are also allowed to stay for a further 30 days in order to prepare for their departure.

Usually J-1 visitors must sometimes remain in their home country for two years before reapplying for a dual intent visa like an H1-B. There are certain circumstances where this mandatory stay is waived:

- **No objection statement (NOS)** issued by the government of the home country of the J visa holders.
- **Exceptional Hardship:** If a J-1 holder can demonstrate that his or her departure would cause exceptional hardship to his or her U.S. citizen or legal permanent resident dependents.
- **Persecution:** If a J-1 holder can demonstrate that he or she can be persecuted in his or her home country.
- **Interested Government Agency:** A waiver issued for a J-1 holder by a U.S. Federal Government agency that has determined that such person is working on a project for or of its interest and the person's departure will be detrimental to its interest.
- **Conrad Program:** A waiver issued for a foreign medical graduate who has an offer of full-time employment at a health care facility in a designated health care professional shortage area or at a health care facility which serves patients from such a designated area.

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Work Entitlement

You may be working full-time on your exchange program and earning money for your work. This is permitted under the J-1 visa providing any work conducted is for the sponsoring organization. You are not free to look for additional work under this category of visa.

Your spouse and/or children may not work in the US unless they have filed Form I-765 Application for Employment Authorization and U.S. Citizenship and Immigration Services (USCIS) has approved permission to work.

J-1 visitors whose governments have a tax treaty with the United States may be exempt Social Security and Medicare taxes for up to five years. Researchers on a J-1 exchange program may be exempt for up to 18 months.

Form I-765 has been included in this application pack

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Dependants

Some sponsors of US exchange programs allow applicants to bring over their immediate family i.e. you spouse, common-law or civil partner and your children. The dependent visa is classed as a J-2 visa. Those sponsors who permit you to bring over your dependents for the duration of your exchange program will issue your dependents with their own Form DS-2019. This must be attached to the dependents visa application form. There is a fee attached to the SEVIS program, which each exchange visitor applicant must pay to the DHS and then attach the SEVIS I-901 fee receipt. Click this link to fill out your I-901 form and proceed to payment:

<https://www.fmjfee.com/i901fee/>

Dependents should apply at the same time as the primary applicant and provide proof of their relationship to the exchange visitor (e.g. marriage and birth certificates.). If the spouse and children apply separately at a later time, they should bring a copy of the exchange visa holder's passport and visa, along with all other required documents.

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Approved Educational Institutions

In order to get a US Student visa you need to be accepted onto an approved exchange program included in the Student and Exchange Visitor Program (SEVP) list. Click the link to find an approved education provider <http://www.ice.gov/doclib/sevis/pdf/ApprovedSchools.pdf>

Being an SEVP approved institution means that the exchange program has a well established academic or vocational reputation.

Before applying for your US Exchange Visitor Visa you should apply to one of the exchange programs on the list. If you are accepted they must issue you with a SEVIS generated DS--2019, which you must submit when you apply for your student visa. Your school must also enter your information into the SEVIS online database.

When you apply for your student visa, the consular officer will check your details on SEVIS to ensure it matches with the DS—2019 record attached to your application form. There is a fee attached to the SEVIS program, which each exchange visitor applicant must pay to the DHS and then attach the SEVIS I-901 fee receipt. Click this link to fill out your I-901 form and proceed to payment: <https://www.fmiffee.com/i901fee/>

Exchange visa applicants should be aware that the Student and Exchange Visitor Program (SEVP) is designed to help the Department of Homeland Security (DHS) and Department of State monitor foreign student and exchange visitors. Information about each exchange visitor and student is kept in the Student and Exchange Visitor Information System (SEVIS), an Internet-based system that records accurate and current information on non-immigrant students, exchange visitors, and their dependents. SEVIS enables educational institutions with foreign students to report on the student's activity and events at the institution to the Department of State (DOS) throughout a student or exchange visitor's stay in the United States.

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Completing the Application Form

You must apply for your J-1 Exchange Visitor Visa to the US Embassy or Consulate where you reside permanently. You can find out contact details of your closest embassy by clicking this link:

<http://www.usembassy.gov/>

Each exchange visitor visa applicant **must** submit the following forms:

Form DS 2019, Certificate of Eligibility for Exchange Visitor Status. A SEVIS-generated Form, DS-2019, is provided to you by your program sponsor, after the sponsor enters your information in the SEVIS system. All exchange visitors, including their spouses and dependents must be registered in the Student and Exchange Visitor Information System (SEVIS).

Form DS-7002, Training/Internship Placement Plan.

Form DS-156, Nonimmigrant Visa Applicant: This form has a unique barcode generated with every application. You should download this form online by clicking this link:

<http://www.state.gov/documents/organization/108128.pdf>

Form DS -157 Supplemental Nonimmigrant Visa Application. This form provides additional information about your travel plans. Submission of this completed form is required for all male applicants between 16-45 years of age. It is also required for all applicants from state sponsors of terrorism age 16 and over, irrespective of gender, without exception. Four countries are now designated as state sponsors of terrorism, including Cuba, Syria, Sudan, and Iran.

Form DS-158, Contact Information and Work History for Nonimmigrant Visa Applicant

A separate form is needed for children, even if they are included in a parent's passport.

Important Notice: The U.S. Embassies and Consulates listed below require all nonimmigrant visa applicants to apply for their visa using the new DS-160 Online Nonimmigrant Visa Electronic Application, instead of the nonimmigrant application forms DS-156, 157, 158, and other related forms:

Afghanistan [Kabul](#) Algeria [Algiers](#) Australia [Melbourne](#) [Perth](#) [Sydney](#) Austria [Vienna](#) Barbados [Bridgetown](#) Bermuda [Hamilton](#) Canada [Montreal](#) [Toronto](#) [Vancouver](#) China [Beijing](#) [Chengdu](#) [Guangzhou](#) [Shanghai](#) [Shenyang](#) Colombia [Bogota](#) Egypt [Cairo](#) Ethiopia [Addis Ababa](#) France [Paris](#) Germany [Berlin](#) [Frankfurt](#) [Munich](#) Hong Kong [Hong Kong](#) India [Chennai](#) [Hyderabad](#) [Kolkata](#) [Mumbai](#) [New Dehli](#) Indonesia [Surabaya](#) Iraq [Baghdad](#) Ireland [Dublin](#) Israel [Tel Aviv](#) Jerusalem [Jerusalem](#) Jordan [Amman](#) Kenya [Nairobi](#) Lebanon [Beirut](#) Libya [Tripoli](#) Malaysia [Kuala Lumpur](#)

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Mexico [Ciudad Juarez](#) [Guadalajara](#) [Hermosillo](#) [Matamoros](#) [Merida](#) [Mexico City](#) [Monterrey](#)
[Nogales](#) [Nuevo Laredo](#) [Tijuana](#) Moldova [Chisinau](#) Montenegro [Podgorica](#) Morocco [Casablanca](#)
Nigeria [Abuja](#) [Lagos](#) Oman [Muscat](#) Pakistan [Islamabad](#) [Karachi](#) Romania [Bucharest](#) Russia
[Moscow](#) [St. Petersburg](#) [Vladivostok](#) [Yekaterinburg](#) Saudi Arabia [Dhahran](#) [Jeddah](#) [Riyadh](#) Syria
[Damascus](#) Turkey [Ankara](#) [Istanbul](#) United Arab Emirates [Abu Dhabi](#) [Dubai](#) United Kingdom
[London](#) Venezuela [Caracas](#)

Click this link to access the DS-160 online application: <https://ceac.state.gov/genniv/>

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Supporting Documents

You and each dependent will need to submit a SEVIS generated Form DS-2019, which was provided to you by your exchange program sponsor. You and your sponsor must sign the DS-2019 form.

Machine readable visa (MRV) fee receipt to show payment of the visa application fee.

SEVIS I-901 fee receipt

A passport valid for travel to the United States and with a validity date at least six months beyond the applicant's intended period of stay in the United States. If more than one person is included in the passport, each person desiring a visa must complete an application.

One (1) 2x2 photograph.

Binding Ties to Home Residence. Applicants must demonstrate they have no intention of abandoning their home of permanent residence and that they are coming to the U.S. for a temporary period. Examples would be mortgage statements or ownership documents for property owned in the home country, letters from your current employer that your job will be held open to you etc.

Dependents Relationship e.g. marriage certificate or birth certificate to prove the relationship of any dependents and proof that you can support them whilst in the USA

All supporting documents must be original copies unless stated. If they are written in a language other than English they must be translated and certified by a recognized, qualified translator. The translation must include the translators name and signature, qualifications and confirmation that the translation is a correct and accurate translation of the original document. The US visa issuing authority verifies all supporting documents are valid and accurate should they believe that a document has been falsified.

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Visa Interviews and Visa Processing Times

After you have completed the necessary forms and paid your fees, you will be able to make an appointment for the interview at the US embassy consular section in the country you are applying from. Everybody aged 14 to 79 are required to pass an interview. In order to find out more about how to make an appointment, visit the webpage of the Embassy or Consulate where you plan to apply by clicking this link:

<http://www.usembassy.gov/>

The waiting time for visa appointments is different for each country. You can find more about waiting times by visiting [Visa Wait Times](#) or by looking on your local US Embassy website.

The applicant is responsible for setting up his / her own visa appointment. You need to provide a receipt showing the visa application processing fee has been paid, when you come for your visa interview. You have to apply for your visa 120 days before you start your exchange program. Applications submitted before the 120 day period will not be attended to until they qualify under the 120 day rule. You can submit your application after the 120 day time limit starts, but applicants are advised to apply early to avoid disappointment. You should take into account that you can enter the United States no earlier than 30 days before you are due to register onto your course. If you need to enter the US earlier than this you must apply for a visitor visa to cover the period in between.

You need to arrive at the outside entrance of the Embassy at your specified appointment time. The primary applicant will be the only person allowed into the building for the interview except in the case of children ages 17 and under.

During the interview the consular section officer will review your application and your supporting documentation. S/he might also ask some questions about your planned visit to the USA.

Fingerprinting, Medical and Personal Data

Your visa application must include a photograph and biometric data such as your fingerprints. Biometric information is classed as facial images and fingerprints. This information is stored on a US government database and will be accessed to check your criminal record or in the event of you being involved in a criminal act either as a victim or a perpetrator. You must give your biometric data at US embassy consular section in the country where you are applying for your US visa. When you attend your biometric interview you will be asked to put your fingers on a glass screen so that a digital photograph of your fingerprints can be taken. You will then be asked to sit before a camera so that your digital photo can be taken. The whole procedure takes around 5 to 10 minutes although appointments are scheduled at half hourly intervals.

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Visa Fees and Submitting your Application

Application fees for US Student visas are as follows:

Form DS-156 Nonimmigrant visa application processing fee: **\$131.00**

There may also be a visa issuance fee which is calculated by country according to the fees your country charges to US citizens. Click this link and select the country where you will apply for you US Student Visa to find out if there is an issuance fee.

http://travel.state.gov/visa/frvi/reciprocity/reciprocity_3272.html

The issuance fee is payable if your application is successful when you attend your visa interview.

All fees are non refundable.

Each US visa issuing authority accepts payment in different ways. The link at the bottom of the page will take you to your relevant US visa issuing office where you can find out how to pay.

Your application form should be posted to the visa application centre in the country where you live. Click on this link to find the one which serves your country of residence.

<http://www.usembassy.gov/>

If you require further help with your US Student visa email: Student/Exchange Visitor Visa Center at: fmjvisas@state.gov.

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Entering the US and Duration of Stay

US Visitors visa applicants should be aware that a visa is not a guarantee for entering the US. The final decision is made by a US Customs and Border Protection official. They have the final authority to grant or deny entry to the US.

If you are allowed to enter the US, the customs official will determine how long you stay by filling out an Arrival/Departure Record (form I-94). In most cases, you will see a specific date in the lower right-hand corner on the Form I-94. This is the date by which you must leave the United States.

Form I-94 is a very important document as it authorizes your stay in the U.S. It's very important to keep in your passport during your stay in the US.

Photo Guide for US Visa Applicants

General

- The photograph for each visa applicant must be an unmounted, full face photo, as described below
- The photograph must have been taken within the last six months
- One (1) photograph must be submitted stapled or glued to the application DS-156

Photo Size

The photo for each visa applicant submitted must measure:

- 2 by 2 inches (roughly 50 mm square) with the head centered in the frame.
- The head (measured from the top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25 mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo

Photo Appearance

- The photograph must be a full-face view in which the visa applicant is facing the camera directly. See these [graphics](#) showing the full-face view, and more.
- The applicant should not look down or to either side, and the face should cover about 50 percent of the photo area.
- Side or angled views are NOT accepted.
- The photograph should be in color and must be taken against a white or off-white background. Photos with dark, busy, or patterned backgrounds will not be accepted.
- In general, the applicant's head, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom and from hairline side-to-side. It is preferable that ears be exposed.
- Head coverings and hats are only acceptable due to religious beliefs, and even then, may not cover any portion of the applicant's face.
- Sunglasses or other wear which detracts from the face are not acceptable unless required for medical reasons (an eye patch, for example).
- A photograph depicting a person wearing a traditional facemask or veil that does not permit adequate identification is not acceptable.
- Photos of military, airline or other personnel wearing hats are not acceptable. Photographs of applicants wearing tribal, national costume, or other headgear not specifically religious in nature are not acceptable.

Digital Photos

Digitally reproduced photographs must be reproduced without discernible pixels or dot patterns. Photocopied photographs are NOT accepted.

Attaching the Photo to the DS-156

- Staple or glue the one photograph to the DS-156 in the designated space. If the photograph is stapled, staples should be placed as far away as possible from the applicant's face.
- Do not enclose photographs in glassine or other types of envelopes. The photograph must be stapled or glued properly to the DS-156 in the designated space.



U.S. Department of State
NONIMMIGRANT VISA APPLICATION

Approved OMB 1405-0018
Expires 05/31/2011
Estimated Burden 1 hour
See Page 2

PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED BELOW EACH ITEM

1. Passport Number		2. Place of Issuance: City			Country	State/Province	DO NOT WRITE IN THIS SPACE				
3. Issuing Country		4. Issuance Date (dd-mmm-yyyy)		5. Expiration Date (dd-mmm-yyyy)			B-1/B-2 MAX	B-1 MAX			
6. Surnames (As in Passport)		7. First and Middle Names (As in Passport)		8. Other Surnames Used (Maiden, Religious, Professional, Aliases)			B-2 MAX				
9. Other First and Middle Names Used		10. Date of Birth (dd-mmm-yyyy)			11. Place of Birth City		Other _____ MAX				
13. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		14. National Identification Number (If Applicable)		15. Home Address (Include Apartment Number, Street, City, State or Province, Postal Zone and Country)							
16. Home Telephone Number		Business Phone Number			Mobile/Cell Number						
17. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single (Never Married) <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		18. Spouse's Full Name (Even if divorced or separated, include maiden name.)			19. Spouse's DOB (dd-mmm-yyyy)						
20. Name and Address of Present Employer or School Name		Address			21. Present Occupation (If retired, write "retired". If student, write "student".)						
22. When do you intend to arrive in the U.S.? (Provide specific date if known) (dd-mmm-yyyy)		23. E-Mail Address				BARCODE DO NOT WRITE IN THIS SPACE 50 mm x 50 mm PHOTO staple or glue photo here					
24. At what address will you stay in the U.S.?		25. Name and telephone numbers of person in U.S. who you will be staying with or visiting for tourism or business: Name									
26. How long do you intend to stay in the U.S.?		27. What is the purpose of your trip?		Home Phone							
28. Who will pay for your trip?		29. Have you ever been in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Cell Phone							
When? _____		For how long? _____		26. How long do you intend to stay in the U.S.?							
28. Who will pay for your trip?		29. Have you ever been in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		When? _____							
For how long? _____											

<p>30. Have you ever been issued a U.S. visa? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____ Where? _____ What type of visa? _____</p>	<p>31. Have you ever been refused a U.S. visa? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____ Where? _____ What type of visa? _____</p>
<p>32. Do you intend to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If YES, give the name and complete address of U.S. employer.)</i></p>	<p>33. Do you intend to study in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If YES, give the name and complete address of the school.)</i></p>

34. Names and relationships of persons traveling with you

<p>35. Has your U.S. visa ever been cancelled or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>36. Has anyone ever filed an immigrant visa petition on your behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, who? _____</p>
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37. Are any of the following persons in the U.S., or do they have U.S. legal permanent residence or U.S. citizenship? Mark YES or NO and indicate that person's status in the U.S. (i.e., U.S. legal permanent resident, U.S. citizen, visiting, studying, working, etc.).

<input type="checkbox"/> Yes <input type="checkbox"/> No	Husband/ Wife _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fiance/ Fiancee _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Father/ Mother _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Son/ Daughter _____	Brother/ Sister _____

38. **IMPORTANT: ALL APPLICANTS MUST READ AND CHECK THE APPROPRIATE BOX FOR EACH ITEM.**
A visa may not be issued to persons who are within specific categories defined by law as inadmissible to the United States (except when a waiver is obtained in advance). Is any of the following applicable to you?

- Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty or other similar legal action? Have you ever unlawfully distributed or sold a controlled substance (drug), or been a prostitute or procurer for prostitutes? Yes No
- Have you ever been refused admission to the U.S., or been the subject of a deportation hearing, or sought to obtain or assist others to obtain a visa, entry into the U.S., or any other U.S. immigration benefit by fraud or willful misrepresentation or other unlawful means? Have you attended a U.S. public elementary school on student (F) status or a public secondary school after November 30, 1996 without reimbursing the school? Yes No
- Do you seek to enter the United States to engage in export control violations, subversive or terrorist activities, or any other unlawful purpose? Are you a member or representative of a terrorist organization as currently designated by the U.S. Secretary of State? Have you ever participated in persecutions directed by the Nazi government of Germany; or have you ever participated in genocide? Have you ever participated in, ordered, or engaged in genocide, torture, or extrajudicial killings? Have you ever engaged in the recruitment of or the use of child soldiers? Yes No
- Have you ever violated the terms of a U.S. visa, or been unlawfully present in, or deported from, the United States? Yes No
- Have you ever withheld custody of a U.S. citizen child outside the United States from a person granted legal custody by a U.S. court, voted in the United States in violation of any law or regulation, or renounced U.S. citizenship for the purpose of avoiding taxation? Yes No
- Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder, or ever been a drug abuser or addict? Yes No

While a YES answer does not automatically signify ineligibility for a visa, if you answered YES you may be required to personally appear before a consular officer.

39. Was this application prepared by another person on your behalf?
(If answer is YES, then have that person complete item 40.) Yes No

40. Application Prepared By

Name _____ Relationship to Applicant _____

Address _____

Signature of Person Preparing Form _____ Date (dd-mmm-yyyy) _____

41. I certify that I have read and understood all the questions set forth in this application and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into the United States. I understand that possession of a visa does not automatically entitle the bearer to enter the United States of America upon arrival at a port of entry if he or she is found inadmissible.

Applicant's Signature _____ Date (dd-mmm-yyyy) _____

Privacy Act and Paperwork Reduction Act Statements

INA Section 222(f) provides that visa issuance and refusal records shall be considered confidential and shall be used only for the formulation, amendment, administration, or enforcement of the immigration, nationality, and other laws of the United States. Certified copies of visa records may be made available to a court which certifies that the information contained in such records is needed in a case pending before the court.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State, A/GIS/DIR, Washington, DC 20520.



SUPPLEMENTAL NONIMMIGRANT VISA APPLICATION

PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED BELOW EACH ITEM
PLEASE ATTACH AN ADDITIONAL SHEET IF YOU NEED MORE SPACE TO CONTINUE YOUR ANSWERS

1. Last Name(s) <i>(List all Spellings)</i>			2. First Name(s) <i>(List all Spellings)</i>			3. Full Name <i>(In Native Alphabet)</i>		
4. Clan or Tribe Name <i>(If Applicable)</i>					5. Spouse's Full Name <i>(If Married)</i>			
6. Father's Full Name					7. Mother's Full Name			
8. Full Name and Address of Contact Person or Organization in the United States <i>(Include Telephone Number)</i>								
9. List All Countries You have Entered in the Last Ten Years <i>(Give the Year of Each Visit)</i>				10. List All Countries That Have Ever Issued You a Passport			11. Have you ever lost a passport or had one stolen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Not Including Current Employer, List Your Last Two Employers								
<u>Name</u>		<u>Address</u>		<u>Telephone Number</u>		<u>Job Title</u>		<u>Supervisor's Name</u>
							<u>Dates of Employment</u> <i>(mm-dd-yyyy) or "Present"</i>	
							<u>From</u> <u>To</u>	
13. List all Professional, Social and Charitable Organizations to Which You Belong <i>(Belonged) or Contribute (Contributed) or with Which You Work (Have Worked).</i>					14. Do you have any specialized skills or training, including firearms, explosives, nuclear, biological, or chemical experience? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain			
15. Have you ever performed military service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete below.								
<u>Name of Country</u>		<u>Branch of Service</u>		<u>Rank/Position</u>		<u>Military Specialty</u>		<u>Dates of Service</u> <i>(mm-dd-yyyy) or "Present"</i>
							<u>From</u> <u>To</u>	
16. Have you ever been in an armed conflict, either as a participant or victim? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain.								
17. List all educational institutions you attend or have attended. Include vocational institutions but not elementary schools.								
<u>Name of Institution</u>			<u>Address/Telephone Number</u>			<u>Course of Study</u>		
							<u>Dates of Attendance</u> <i>(mm-dd-yyyy) or "Present"</i>	
							<u>From</u> <u>To</u>	
18. Have you made specific travel arrangements? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide a complete itinerary for your travel, including arrival/departure dates, flight information, specific location you will visit, and a point of contact at each location.								

Paperwork Reduction Act Statement

Public reporting burden for this collection of information is estimated to average 1 hour per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/ISS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202



CONTACT INFORMATION AND WORK HISTORY FOR NONIMMIGRANT VISA APPLICANT

Please Type or Print Your Answers in the Space Provided Below Each Item
Please Attach an Additional Sheet if You Need More Space to Continue Your Answers

1. Last Name(s)	First Name(s)	Middle Name
------------------------	----------------------	--------------------

2. Date of Birth (mm-dd-yyyy)	3. Place of Birth		
	Country	City/Town	State/Province

4. Permanent Home Address and Telephone Number (Include Apartment Number, Street, City, State or Province, Postal Zone, and Country)

5. Full Name and Address of Spouse (If Applicable) (Postal box numbers are unacceptable.)

Name (Last, First, Middle)	Telephone Number
Address	

6. Full Names and Addresses of Children, Parents, and Siblings (Postal box numbers are unacceptable.)

Name (Last, First, Middle)	Relationship
Address	
Telephone Number	

Name (Last, First, Middle)	Relationship
Address	
Telephone Number	

Name (Last, First, Middle)	Relationship
Address	
Telephone Number	

Name (Last, First, Middle)	Relationship
Address	
Telephone Number	

Name (Last, First, Middle)	Relationship
Address	
Telephone Number	

7. List at Least Two Contacts in Applicant's Country of Residence Who Can Verify Information About Applicant (Do not list immediate family members or other relatives. Postal box numbers are unacceptable.)

Name (Last, First, Middle)	Telephone Number
Address	

Name (Last, First, Middle)	Telephone Number
Address	

Paperwork Reduction Act Statement

*Public reporting burden for this collection of information is estimated to average 1 hour per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. In accordance with 5 CFR 1320 5(b), persons are not required to respond to the collection of this information unless this form displays a currently valid OMB control number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/GIS/DIR) Washington, DC 20520.

Work Experience - Present

Job Title	Date (mm-dd-yyyy) From	Date (mm-dd-yyyy) To
Employer's Name and Address		
Telephone Number		
Describe Your Duties		

Work Experience - Previous

Job Title	Date (mm-dd-yyyy) From	Date (mm-dd-yyyy) To
Employer's Name and Address		
Telephone Number		
Describe Your Duties		

Work Experience - Previous

Job Title	Date (mm-dd-yyyy) From	Date (mm-dd-yyyy) To
Employer's Name and Address		
Telephone Number		
Describe Your Duties		

Work Experience - Previous

Job Title	Date (mm-dd-yyyy) From	Date (mm-dd-yyyy) To
Employer's Name and Address		
Telephone Number		
Describe Your Duties		

I certify that I have read and understood all the questions set forth in this form and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into the United States.

Applicant's Signature _____ Date (mm-dd-yyyy) _____



TRAINING/INTERNSHIP PLACEMENT PLAN

Check one: <input type="checkbox"/> Trainee <input type="checkbox"/> Intern	Occupational Field		Number of Years of Experience
	Level of Degree	Date Awarded (<i>mm-dd-yyyy</i>)	Field of Study

PARTICIPANT INFORMATION

Trainee/Intern Name (<i>Last, First, MI</i>)		U.S. Residence Address	
U.S. Telephone Number	FAX Number	Email Address	

SITE OF ACTIVITY INFORMATION

Host Organization		Address	
Supervisor's Name (<i>Last, First, MI</i>)		Email Address	
Phone Number	FAX Number	Supervisor's Title	
Dates of Program (<i>mm-dd-yyyy</i>) From _____ To _____		Hours Per Week	Will Trainee/Intern receive a stipend? <input type="checkbox"/> Yes <input type="checkbox"/> No
			If so, how much? \$ _____ per _____

CONTRACT AGREEMENT

NOTE- Sponsors will not approve any contracts, and Trainees/Interns may not begin their programs until both a Training/Internship Placement Plan (*page 2*) and proof of required insurance that meets 22 CFR 62.14 is on file with the sponsor.

Trainee/Intern- I hereby acknowledge, understand and agree to the attached Training/Internship Placement Plan.

Trainee/Intern Signature	Date (<i>mm-dd-yyyy</i>)
--------------------------	----------------------------

Supervisor- I certify that I will provide on-site supervision and that this training/internship is known and approved by this company/business or organization (*site of activity*). I will ensure that the required insurance is in place that meets 22 CFR 62.14 and provide the sponsor with written evaluations of the trainee/intern's performance, including the number of hours performed, the type of training, and the quality of the performance. At minimum, I will submit the evaluation at the mid-point and end of the program.

Supervisor's Signature	Date (<i>mm-dd-yyyy</i>)
------------------------	----------------------------

Sponsor- I approve the attached Training/Internship Placement Plan. I certify the following:

1. Sufficient planning, equipment, and trained personnel will be dedicated to provide the training/internship specified;
2. The training/internship program is not designed to recruit and train aliens for employment in the United States;
3. Trainees/Interns will not displace full-time or part-time U.S. employees; and
4. That training and internship programs in the field of agriculture meet all requirements of the Employment Relationship under the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act (*29 CFR Part 500*).

I understand that false certification may subject me to criminal prosecution under 18 U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."

Sponsor's Signature (<i>RO/ARO</i>)	Date (<i>mm-dd-yyyy</i>)
Program Sponsor Name	Program Number

Program Sponsor Name		Program Number	
TRAINING/INTERNSHIP PLACEMENT PLAN			
An acceptable Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (<i>i.e. classes, individual instruction, shadowing, etc.</i>). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (<i>i.e., if the trainee/intern is rotating through different departments</i>).			
Name of Trainee/Intern (<i>Last, First, MI</i>)		Field of Training/Internship	
Name of Phase	Start Date for this Phase _____ (<i>mm-dd-yyyy</i>)	End Date for this Phase _____ (<i>mm-dd-yyyy</i>)	Phase _____ of _____
Specific Objective for This Phase			
Skills to be Imparted for This Phase			
Justification for On-The-Job Training			
Chronology or Syllabus of Training or Tasks Performed During This Phase			
Method of Evaluation and the Frequency of Supervision During This Phase			

I-765, Application For Employment Authorization

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (<i>Circle One</i>) until _____ (Date). _____ (Date). Subject to the following conditions: _____ Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for: Permission to accept employment.
 Replacement (*of lost employment authorization document*).
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First)	(Middle)	Which USCIS Office?	Date(s)
2. Other Names Used (include Maiden Name)	Results (Granted or Denied - attach all documentation)		
3. Address in the United States (Number and Street)	(Apt. Number)	12. Date of Last Entry into the U.S. (mm/dd/yyyy)	
(Town or City)	(State/Country)	(ZIP Code)	13. Place of Last Entry into the U.S.
4. Country of Citizenship/Nationality	14. Manner of Last Entry (Visitor, Student, etc.)		
5. Place of Birth (Town or City)	(State/Province)	(Country)	15. Current Immigration Status (Visitor, Student, etc.)
6. Date of Birth (mm/dd/yyyy)	7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
8. Marital Status <input type="checkbox"/> Married	<input type="checkbox"/> Single		
<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced		
9. Social Security Number (include all numbers you have ever used) (if any)			
10. Alien Registration Number (A-Number) or I-94 Number (if any)			
11. Have you ever before applied for employment authorization from USCIS?			
<input type="checkbox"/> Yes (If "Yes," complete below) <input type="checkbox"/> No			
16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.). Eligibility under 8 CFR 274a.12 () () ()			
17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below. Degree: _____ Employer's Name as listed in E-Verify: _____ Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number: _____			

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature _____ Telephone Number _____ Date _____

Signature of Person Preparing Form, If Other Than Above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name _____ Address _____ Signature _____ Date _____

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned