

# USA Visitor Visa Application Pack

## **USA Visitor Visa**

The US is a great country to visit as a tourist, spend your holidays, and at the same time it is great to do business in. This information pack explains everything you need to know about coming to the US on a Visitor Visa.

Anyone wishing to enter the US temporarily for business, pleasure or medical treatment purposes has to qualify for a US Visitor visa. The US Visitor visa is a nonimmigrant visa that is valid only for temporary stay in the US.

### **There are two types of Visitor Visas:**

#### **Business Visitor Visa (B1)**

You should apply for business visitor visa if you plan to travel to the US for a business convention or a seminar, negotiate contracts, meet with business associates, buy or sell an estate. Personal and domestic employees should apply for this type of visa if they are accompanying their employer who is a US citizen based abroad and visiting the US temporarily or if they are accompanying a foreign citizen employer who is in the US on a non-immigrant visa.

#### **Pleasure, Tourism or Medical Treatment – Visitor Visa (B2)**

You should apply for this kind of visa if you plan to travel to the US to visit friends or relatives, or with tourist purposes, for medical treatment, or to participate as an amateur in musical and sports events for which you will receive no payment.

### **Application forms for these two types of visas are included in this information pack.**

The US Department of State (DOS) and the Department of Homeland Security (DHS) have strict rules about who can enter the US as a visitor. 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 Visitor Visa**

The US government actively encourages visitor visa applications and does not place quotas on the number of visitors allowed into the United States each year. The main requirement for getting a US Visitor Visa is for applicants to show that they can be classified as visitors under the Immigration and Nationality Act. The Act will presume that anyone trying to get a Visitor Visa is a potential immigrant. US Visitor Visa applicant will need to prove that this is not the case. This can be done by demonstrating that:

- The purpose of their travel is business, pleasure or medical treatment;
- They plan to remain in the US temporarily for a specified period of time;
- They have enough funds to cover the costs of their stay in the US;
- They have strong economic and social ties to their home country which will ensure that they will go back at the end of the visit.

### **There are two types of Visitor Visas:**

The **B1** category includes business visitors who plan to travel to the US for a business convention or a seminar, negotiate contracts, meet with business associates, buy or sell an estate. Personal and domestic employees should apply for this type of visa if they are accompanying their employer who is a US citizen based abroad and visiting the US temporarily or if they are accompanying a foreign citizen employer who is in the US on a non-immigrant visa.

The **B2** category includes visitors who plan to travel to the US to visit friends or relatives, or with tourist purposes, for medical treatment, or to participate as an amateur in musical and sports events for which you will receive no payment.

**B1/B2 visa holders are not allowed to take up paid work in the USA**

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### **Length of stay**

Consular officers usually issue a visa for the maximum time allowed for that category because it saves time for the applicant and the consulate. The maximum validity of Visitors Visas is 10 years. They are valid for multiple entries within this period. The maximum single duration of stay is six months.

However, some applicants are given visas only for 6 months. In this case they must enter the country within the next 6 months, or the visa will expire. An applicant is usually given a 6 month visa the first time they travel to the US. If they use it properly and exit the US before the date they were required to, the next time they are likely to be issued a 10 year multiple entry visa.

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## Applying for a Visitor Visa

US Visitor Visa applicants should apply to the nearest US Embassy or Consulate to the place of their permanent residence. As the processing time of visa applications is quite long, it is advisable to apply for a Visa well before the intended departure date.

The first step in the Visa application process is to fill out the required documents.

## Required Documents

1. The first thing to do is complete this [Nonimmigrant Application Form DS-156](#) online. Make sure you answer all questions in English using **only English characters**. Press the continue button at the end of the form. On the last page, you will see a bar code. You will need it to schedule your interview. Print the form and bring it to your interview. Do not fold the printed application form.  
Please note that some US embassies now use [a new DS-160 Online Nonimmigrant Visa Electronic Application](#) , so follow the link in order to find out id the Embassy you plan to apply to is one of them.
2. All male applicants aged 16-45 should complete a supplementary form DS-157 about their travel plans. If you are a national of one of these countries which are considered as sponsoring terrorism (**Cuba, Syria, Sudan, and Iran**), you will have to complete if you are aged 16 and up, regardless of gender.
3. You should have a valid passport with a validity date at least six months beyond your intended period of stay in the United States
4. One photograph 2x2 inches stapled or glued to form DS-156. Please see this page for [photograph requirements](#).

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### **Visitor Visa Application Processing Fees**

For current fees for When you go to your interview, you will need to show that you have paid a visa application processing fee. Currently the price for processing a visitor visa application is **\$131.00** and it is not refundable if you are refused a visa.

### **Visitor Visa Issuance Fee**

In addition to the Visa application processing fee, there might be is a visa issuance fee to be paid if you have approved for a Visitor Visa. Visit [this page](#) to find if this fee applies to your country and if it does how much the fee is.

### **Visa Interviews and Collecting Fingerprints**

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 is 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.

The waiting time for visa appointments is different for each country. You can find more about waiting times by visiting [this site](#).

In order to schedule the interview, you will need the barcode from your DS-156 form and some information from the receipt of paid fee.

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. You will also be asked to put your fingers on a glass screen so that a digital photograph of your fingerprints can be taken. 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.

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### **Additional Documentation**

US Visitor Visa applicants should visit the [webpage](#) of the Embassy or Consulate where they plan to apply for a visa in order to find out what additional documents they need to provide.

Generally, all Visitor Visa applicants will have to provide documents showing the purpose of their trip, arrangements made to cover the costs of the trip either by the applicant or by a third person in the US and that they have family ties or employment which will compel them to return abroad.

### **Additional Documentation for Medical Treatment Visitors**

Persons traveling to the Us to get medical treatment should additionally present the following documentation:

- Medical diagnosis from a local doctor explaining what the illness is and why the patient requires treatment in the US.
- A letter from a medical facility in the US stating that they are willing to treat the patient, stating the length and cost of treatment
- A statement from an individual or organization claiming financial responsibility for the treatment, transportation and living expenses. There must be a bank statement included as a proof of ability to cover these costs.



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### **APEC Business Travelers Card (ABTC) holders**

If you have an ABTC, you still need a visa in order to enter the US as a visitor. Follow the procedure above in order to apply for a visa. You will still need to be interviewed; however, you might be eligible for an expedited visa interview appointment. Check the [US Embassy](#) where you plan to apply for more instructions how to obtain an expedited interview.

### **Misrepresentation and Fraud**

Visa applicants should keep in mind that any willful misrepresentation of a fact or fraud may result of permanent denial of entry to the US.

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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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### **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.





### 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

## 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.