



Instruction to fill DS-160 online form

No Review Process For Dependents Alone



| | Author | Reviewer | Approver |
|------------------|-----------------|-------------------------|--------------------|
| Name | Selvi Dharmaraj | Prem Kumar Natarajan | Kavitha Sainath |
| Role | Sr.Coordinator | Sr.Executive | Associate Director |
| Signature | | | |
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Guidelines to fill the DS160 online application form for the US Visa stamping

Please go through the DS160 guidelines thoroughly before filling the DS160 form online. Please note that there is No Review Process For Dependents Alone. Kindly fill the form as per instructions, submit the form and upload the Confirmation page in stamping app.

Please have the below documents handy to fill the DS160 form

1. Passport (Biographic page, previous visa details, previous travel details)
2. Educational documents
3. Previous Experience documents
4. For Work Permit / Dependent visa – Primary applicant’s Approval notice – (Receipt Number)

Please fill in separate DS160 form for each applicant

Login to <https://ceac.state.gov/genniv/>

Select the appropriate consulate location where you would be getting the visa stamping done and click on “Start an Application”

Please save the online application frequently to avoid loss of data due to any reasons.

Personal, Address, Phone, and Passport Information

Name Provided: :Surname, Given name (as per the passport)

(Note: If you don’t have a surname in the passport,

update Given name in the surname section and

provide the given name as FNU (in given name) : eg – Surname: Amit Kumar Given name: FNU

Full Name in Native Alphabet :Doesn’t apply – except for Chinese nationals

Other Names Used: AS APPLICABLE TO THE APPLICANT

Tele code Name Used: No – except for Chinese nationals

Sex: Male / female – as applicable

Marital Status: Single / married – as applicable

Date of Birth: dd month yyyy (as in passport)

Place of Birth: Exactly as per passport, provide complete information i.e. Village/District, City, State in the same field

Nationality: As applicable

Other Nationalities: As applicable

National Identification Number: Does not apply

U.S. Social Security Number: Does not apply / please mention if you have one



U.S. Taxpayer ID Number: Does not apply / please mention from W2 form

Edit Address and Phone Information

Home Address: Please provide your current residential address (need not match with the address in passport)

City: As applicable

State/Province: As applicable (do not use abbreviations please)

Postal Zone/ZIP Code: xxxxxx (as applicable)

Country: As applicable

Same Mailing Address? Provide Yes.

Primary Phone Number: Update Primary phone #(Your contact number)

Secondary Phone Number: Update Emergency contact #(Your spouse or parents number)

Work Phone Number: **Spouse:** Provide work phone number if your spouse is working. If not specify does not apply. **Child:** Provide does not apply

Note: Please do not update same number in all fields.

Email Address: Update Primary applicant Email id (Cognizant/Personal email id)

Edit Passport Information

Passport/Travel Document Type: Regular

Passport/Travel Document Number: Please provide your currently valid passport number

Passport Book Number: Does not apply

Country/Authority that Issued Passport/Travel Document: Republic of India

City where issued: As mentioned in the passport (do not use abbreviations)

State/Province Where Issued: As mentioned in the passport (do not use abbreviations)

Country where issued: as mentioned in the passport

Issuance Date: Dd month yyyy (as in passport)

Expiration Date: Dd month yyyy (as in passport)



Have you ever lost a passport or had one stolen? as applicable(If yes then provide the additional information as requested in the DS160 form).In case of lost passports please carry the Police Complaint (FIR) in original along with you to the visa interview.

Edit Travel Information

Purpose of Trip to the U.S.: Select Visa Class as applicable (H,L,)
Specify: Select correct category as applicable (H4, L2)
Application Receipt/Petition Number: EACXXXXXXXXXX/WACXXXXXXXXXX **Provide Petition number of Primary applicant** (THIS NUMBER IS AVAILABLE ON THE I-797/I-129S of primary applicant.

Note: Do not mention H4 or I-539 petition number in dependents DS-160.

Have you made specific travel plans? As applicable
IF yes provide the following information
Date of Arrival in U.S.: Please provide the relevant details if any confirmed travel plans are made in this and the below three fields
Arrival City:
Date of Departure from U.S.: Tentative return date (could be your petition expiry date).
Departure City:
Intended Date of Arrival: Dd month yyyy
Please provide a date which is at least 3 weeks from the current date
Intended Length of Stay in U.S.: As applicable, not to exceed 3 years. Please calculate the duration between the intended arrivals in US until the expiry date of the petition and mention accordingly in years / months as applicable
Address where you will stay in the U.S.: Please provide your place of stay – could be a hotel address / a rented apartment. **It shouldn't be the work address.**
Person/Entity Paying for Your Trip: Other Company/organization or **self** if personally funded trip and provide the relevant details

Name of Company/Organization Paying for Trip: Cognizant Technology Solutions India Private Ltd

Telephone Number : Update Cognizant board number as applicable.

Coimbatore-91-04223965701
Kolkata- 91-03323573211



Bangalore- 918043624348
Kochi-91-0484392109
Gurgaon- 91-911244160800
Hyderabad- 04044514444
Pune - 02066521331
Mumbai - 02244228081
Chennai- +04430760000

Relationship to You : Update as Other

Address of Company/Organization Paying: Update Primary Applicant respective Cognizant office address. (Cognizant Indian base location address.)

Edit Travel Companions Information:

Other Persons Traveling with You: As applicable (Provide Yes if travelling with dependents) – It doesn't have an impact if your dependents are not traveling along with you, post visa issuance.

Are you traveling as part of a group or organization? No

Edit Previous U.S. Travel Information

Have you ever been in the U.S.? Yes / no (as applicable)

Provide information on your last five U.S. visits:

Date Arrived (1): Dd month yyyy

Length of Stay: as applicable

Do you or did you ever hold a U.S. Driver's License? Yes / no (as applicable)

Have you ever been issued a U.S. Visa? Yes / no (as applicable)

Date Last Visa was issued: Dd month yyyy

Visa Number: XXXXX – the number at the right corner in red available on the stamped visa page

Are you applying for the same type of visa? Yes / no (as applicable)

Are you applying in the same country where the visa above is

Issued and is this country your principal country of residence? Yes / no (as applicable)

Have you been ten-printed? Yes / no (as applicable)



Has your U.S. Visa ever been lost or stolen? Yes / no (as applicable)

Has your U.S. Visa ever been cancelled or revoked? Yes / no (as applicable)

Have you ever been refused a U.S. Visa, been refused admission to the United States, or withdrawn your application for admission at the port of entry? Yes / no (as applicable)

Has anyone ever filed an immigrant petition on your behalf with the United States Citizenship and Immigration Services? Yes / no (as applicable) – NOTE: Please provide the detail only if your Green Card application is in progress and your I140 is approved.

Edit U.S. Point of Contact Information

Contact Person Name in the U.S.: Surname, Given name - Any Cognizant associate details at your work location onsite.

Organization Name in the U.S.: Cognizant Tech Solutions US Corp

(If you are unable to update both contact person name in US & Organization name in US – update organization name as do not know and in US contact address first line Provide Cognizant Tech Solutions Us Corp followed by address – in 2nd line”

Relationship to You: Update as Other

U.S. Contact Address: Please provide Primary applicant 'WORK PLACE' address here.

Phone Number: Onsite contact person’s mobile number

Email Address: Onsite contact person’s email id

Edit Family Information: Relatives

Father's Surnames: Update Surname

Father's Given Names: Update Given names

Father's Date of Birth: Dd month yyyy – not mandatory

Is your father in the U.S.? Yes / no (as applicable)

Mother's Surnames: Update Surname

Mother's Given Names: Update Given names

Mother's Date of Birth: Dd month yyyy – not mandatory



Is your mother in the U.S.? Yes / no (as applicable)

Do you have any immediate relatives, not
Including parents in the U.S.? YES / NO (AS APPLICABLE) If YES then provide the information
as requested in the below fields

Relative Name (1): AS APPLICABLE

Relationship to you: AS APPLICABLE (provide their Immigration Status in the US)

Edit Family Information: Spouse

Spouse's Full Name: Update Surname & Given Name as per passport

Spouse's Date of Birth: Dd month yyyy

Spouse's Nationality: India / as applicable

Spouse's City of Birth: As applicable

Spouse's Country of Birth: India / as applicable

Spouse's Address: Other (specify address)

Street Address: As applicable

City: As applicable

State/Province: As applicable

Postal Zone/ZIP Code: xxxxxx – as applicable

Country: As applicable

Edit Present Work Information

Primary Occupation: Home maker -----if your dependent is not working
Other -----If dependent is working **as applicable**
Student-----If your dependent is studying **as applicable**

Specify Other: Update the designation if your Dependent is working

Present Employer or School Name : As applicable

Present Employer or School Address : As applicable

Monthly Salary in Local Currency (if employed):Provide your monthly(Gross) salary in INR

Briefly describe your Duties: Please provide your current job duties that you are performing in
at least 4-5 sentences.



Edit Previous Work Information

Were you previously employed?

Yes / no – as applicable. If yes then please provide the relevant information in these fields. (Do not mention “does not apply or Do not know” in any of the below fields)

Employer Name (1):

Employer Address:

City:

State/Province:

Postal Zone/Zip Code:

Country:

Telephone Number:

Job Title:

Supervisor's Surname:

Supervisor's Given Name:

Employment Date From: Dd mm yyyy

Employment Date To: Dd mm yyyy

Have you attended any educational institutions at a secondary level or above? Yes

Please provide details in the descending order i.e Masters (if applicable); Bachelors; class 12 and class 10. Please add the details separately

Master of -Duration as applicable

Bachelor of -Duration as applicable

Academic 12 -Update only year of passing (Example: DD/MM/2000 TO DD/MM/2001)

Academic 10 -Update only year of passing (Example: DD/MM/2000 TO DD/MM/2001)

Name of Institution (1):

Address of Institution:

City:

State/Province:

Postal Zone/ZIP Code:



Country:

Course of Study:

Date of Attendance from: Dd mm yyyy

Date of Attendance to: Dd mm yyyy

Don't forget to add the class 12 and class 10 details (Mention 10th and 12th standard as academic 10th and academic 12th and provide the duration as 1 Year of study from June xxxx to April xxxx)

Edit Additional Information

Do you belong to a clan or tribe? Yes / no – as applicable

Provide a List of Languages You Speak:

Language Name: (1):

Language Name: (2):

Language Name: (3):

Note : Mention each languages separately

Have you traveled to any countries within the last five years? Yes / no – as applicable

Country Visited (1):

Country Visited (2):

Have you belonged to, contributed to, or worked for any professional, social, or charitable organization? Yes / no – as applicable

Do you have any specialized skills or training, including firearms, explosives, nuclear, biological, or chemical experience? Yes / no – as applicable

Have you ever served in the military? Yes / no – as applicable

Have you ever served in, been a member of, or been involved with a paramilitary unit, vigilante unit, rebel group, guerrilla group, or insurgent organization? Yes / no – as applicable

Edit Part 1

Do you have a communicable disease of public health significance? (Communicable diseases of public significance include cancrroid , gonorrhoea, granuloma inguinal, infectious leprosy, lymph granuloma venereal, infectious stage syphilis, active tuberculosis, and others diseases as determined by the Department of Health and Human Services.) Yes / no – as applicable

Do you have a mental or physical disorder that poses or is likely to pose a threat to the safety or welfare of yourself or others? Yes / no – as applicable



Are you or have you ever been a drug abuser or addict? Yes / no – as applicable

Edit Part 2

Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other similar action? Yes / no – as applicable

Have you ever violated, or engaged in a conspiracy to violate, any law relating to controlled substances? Yes / no – as applicable

Are you coming to the United States to engage in prostitution or unlawful commercialized vice or have you been engaged in prostitution or procuring prostitutes within the past 10 years? Yes / no – as applicable

Have you ever been involved in, or do you seek to engage in, money laundering? Yes / no – as applicable

Have you ever committed or conspired to commit a human trafficking offense in the United States or outside the United States? Yes / no – as applicable

Are you the spouse, son, or daughter of an individual who has committed or conspired to commit a human trafficking offense in the United States or outside the United States and have you within the last five years, knowingly benefited from the trafficking activities? Yes / no – as applicable

Have you knowingly aided, abetted, assisted or colluded with an individual who has committed or conspired to commit a severe human trafficking offense in the United States or outside the United States? Yes / no – as applicable

Edit Part 3

Do you seek to engage in espionage, sabotage, export control violations, or any other illegal activity while in the United States? Yes / no – as applicable

Do you seek to engage in terrorist activities while in the United States or have you ever engaged in terrorist activities? Yes / no – as applicable

Have you ever or do you intend to provide financial assistance or other support to terrorists or terrorist organizations? Yes / no – as applicable

Are you a member or representative of a terrorist organization? Yes / no – as applicable

Have you ever ordered, incited, committed, assisted, or otherwise participated in genocide? Yes / no – as applicable

Have you ever committed, ordered, incited, assisted, or otherwise participated in torture? Yes / no – as applicable

Have you committed, ordered, incited, assisted, or otherwise participated in extrajudicial killings, political killings, or other acts of violence? Yes / no – as applicable



Have you ever engaged in the recruitment or the use of the child soldiers? Yes / no – as applicable

Have you, while serving as a government official, been responsible for or directly carried out, at any time, particularly severe violations of religious freedom? Yes / no – as applicable

Have you ever been directly involved in the establishment or enforcement of the population controls forcing a woman to undergo an abortion against her free choice or a man or a woman to undergo sterilization against his or her free will? Yes / no – as applicable

Have you ever been directly involved in the coercive transplantation of human organs or bodily tissue? Yes / no – as applicable

Edit Part 4

Have you ever been the subject of a removal or deportation hearing? Yes / no – as applicable

Have you ever sought to obtain or assist others to obtain a visa, entry into the United States, or any other United States immigration benefit by fraud or willful misrepresentation or other unlawful means? Yes / no – as applicable

Have you failed to attend a hearing on removability or inadmissibility within the last five years? Yes / no – as applicable

Have you ever been unlawfully present, overstayed the amount of time granted by an immigration official or otherwise violated the terms of a U.S. visa? Yes / no – as applicable

Edit Part 5

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? Yes / no – as applicable

Have you voted in the United States in violation of any law or regulation? Yes / no – as applicable

Have you ever renounced United States citizenship for the purpose of avoiding taxation? Yes / no – as applicable

Are you a former exchange visitor (J) who has not yet fulfilled the two-year foreign residence requirement? Yes / no – as applicable

Have you attended a public elementary school on student (F) status or a public secondary school after November 30, 1996 without reimbursing the school? Yes / no – as applicable

Edit Location Information



Location where you will be submitting your application

Current Location: Provide your Consulate location, INDIA as per your base location

Preparer of Application

Did anyone assist you in filling out this application? Yes – dependents & children

Preparer Name : Primary applicant name
Organization Name : Cognizant Technology Solutions Pvt Ltd
Address : Respective Cognizant work location
Relationship to you : Spouse/Father

Human Trafficking Prevention

Pursuant to Section 202 of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 you are required to receive a copy of an informational pamphlet on the legal rights and resources of aliens applying for employment- or education-based nonimmigrants visas. Please read the pamphlet carefully. We strongly encourage you to print a copy of a pamphlet and keep it with you if your visa is granted and you travel to the United States.

William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 Pamphlet

I certify that I have viewed and read the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 Pamphlet --> **Click on this check box before submitting the form only then Sign and submit will get enabled.**

Step 1: Click on Next Confirmation



Step 2: Click on Email confirmation:





Step 3: Provide your email id and once you receive the PDF , upload the PDF in stamping app.

Note: No Review Process For Dependents Alone

Sign and Submit: Please submit the form and use the” E-mail confirmation” option to receive a PDF confirmation. Please upload the CEAC confirmation in stamping app (PDF ONLY – NO SCREEN SHOTS Please)