



New Online Visa Form DS-160

Improving the Non-Immigrant Visa Application Process

AGENDA

- How the Form Works
- Tips & Checklists
- Common Visa Misconceptions

U.S. Embassy Bridgetown

Background: U.S. Visa Application

- For many years, our NIV application forms (DS-156, DS-157, DS-158) were filled out on **paper** with a pen or a typewriter
- In 2006, we launched **EVAF** – the **Electronic Visa Application Form**
 - forms filled out online and printed, but data not submitted to State Dept electronically
- In 2010, we shift to electronic submission of data:
 - DS-160 Online Visa Application Form at the Consular Electronic Application Center (CEAC)

Key Changes

old	E V A F	C E A C	new
	Electronic Visa Application Form		Consular Electronic Application Center
	Hard copy (paper)		Soft copy (electronic)
	Fill out 3 forms: DS-156, DS-157, DS-158		Fill out 1 form: * DS-160 *
	Print entire application: 3 to 8 pages		Print confirmation page only: 1 page
	Sign on paper		Electronic signature
	Static Form (same for all, unchanging)		Dynamic Form (form changes based on key factors)

U. S. Department of State Streamlines the Visa Process

Online Non-Immigrant Visa (NIV) Form: DS-160

- Speed the NIV application process
- Eventually increase number of NIV applications that U.S. Consular staff can evaluate daily
- Transform the process into a more “green”, environmentally-friendly operation

Note: You are not applying for a visa online. You are submitting your application form online -- you still must be interviewed by a U.S. Consular Officer.

DS-160 Launch

2008 : DS-160 piloted at US Embassies / Consulates in Mexico & Canada

2010/FEB/19 : All visa applicants served by Bridgetown will be able to use DS-160

2010/MAR/22 : DS-160 obligatory at U.S. Embassy Bridgetown

2010/APR/30 : DS-160 obligatory worldwide

Overview of Process

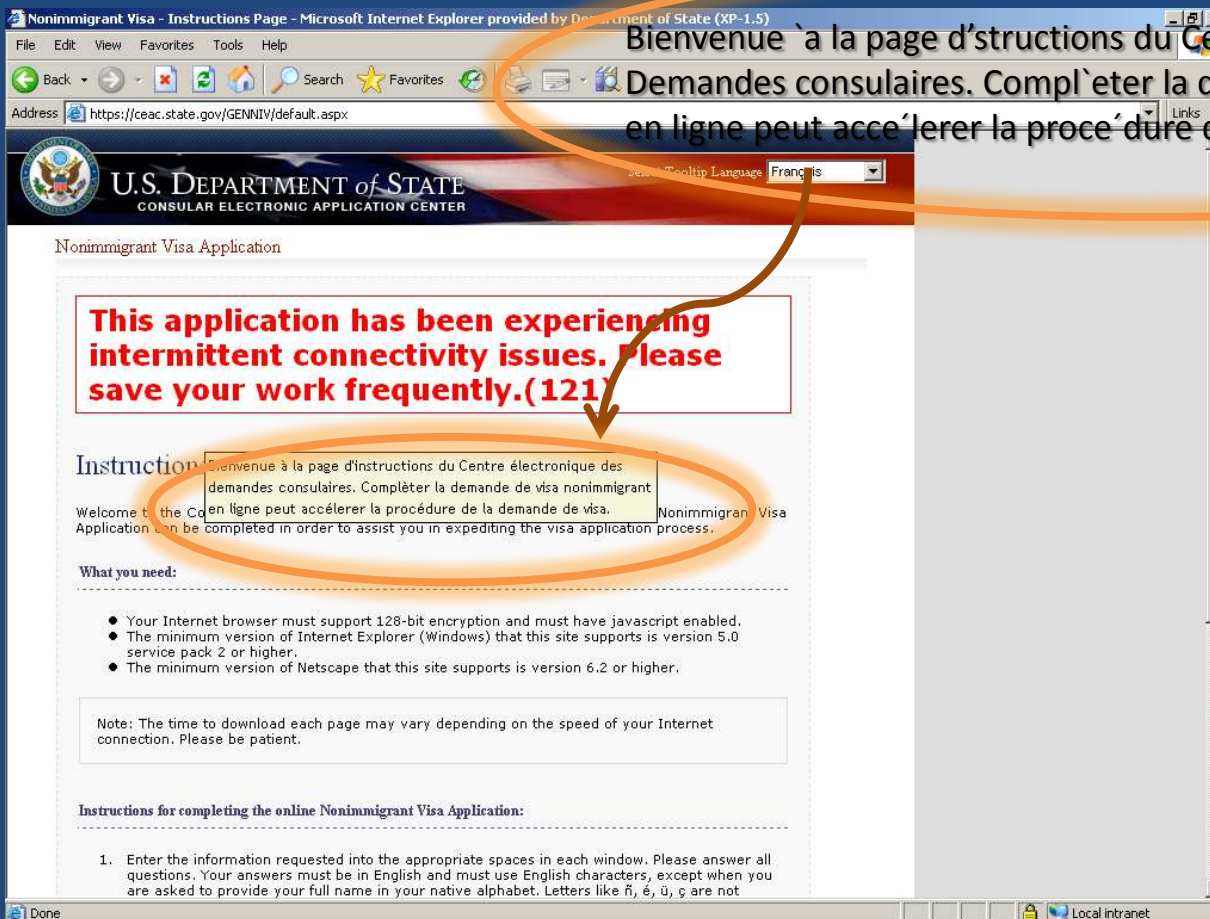
<https://ceac.state.gov>

- 1) Enter information into the online application form (75 min)
- 2) Verify that the application data is correct
- 3) Upload a digital photo of the applicant
- 4) Approve with eSignature by entering your passport number & the code displayed on the screen
- 5) Print the confirmation page (color or black-and-white)
- 6) Make an appointment
- 7) Bring the following to interview
 - 1) Confirmation page
 - 2) Current passport and all old passports
 - 3) Supporting documents (invitation letter, itinerary or travel plan, C.V./resume, etc)
 - 4) Payment for application fee
 - 5) 1 extra photo (in case the uploaded photo is unacceptable)

How will it work?

(1 of 5)

Main instructions are in English. For another language, select "French" to show pop-up "Tooltip" help in French when the user "hovers" mouse pointer over the text.



Bienvenue à la page d'instructions du Centre électronique des Demandes consulaires. Compléter la demande de visa nonimmigrant en ligne peut accélérer la procédure de la demande de visa.

How will it work?

(2 of 5)

Answer all* questions in English

Personal Information 1

NOTE: Data on this page must match the information as it is written on the passport.

Surnames
ZHANG
(e.g., FERNANDEZ GARCIA)

Given Names
SAN
(e.g., JUAN MIGUEL)

* Full Name in Native Alphabet
张三
 Does Not Apply

Surnames

(e.g., FERNANDEZ GARCIA)

Given Names

(e.g., JUAN MIGUEL)

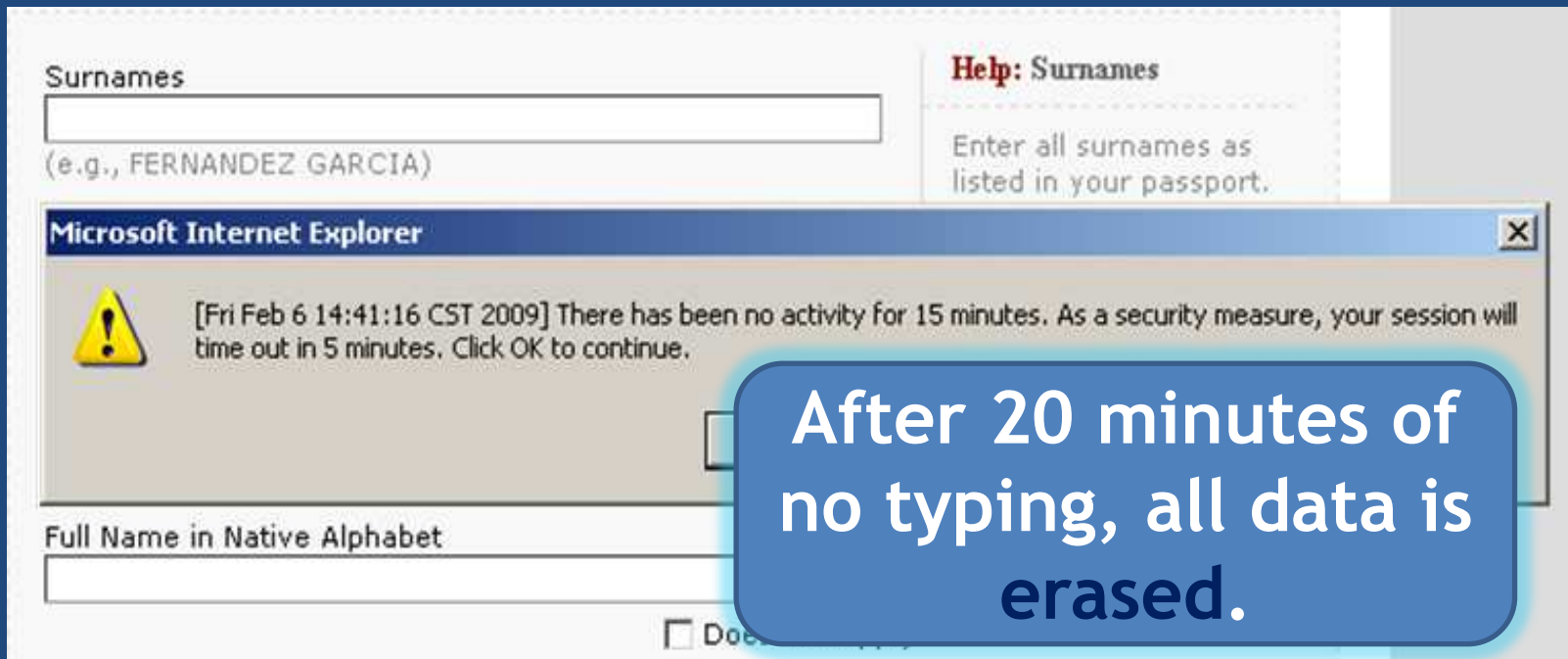
Full Name in Native Alphabet
* Coupé Cloué

This is the only DS-160 question that stores non-English characters

How will it work?

(3 of 5)

- Save regularly to your computer hard drive
- Warning message after 15 minutes of no typing in the form
- If the form remains inactive for 20 minutes, **the form resets and all data is lost/erased**. If you haven't saved the form, you will need to re-start all over again from the beginning
- Saving the file on hard-drive is crucial in case corrections are needed



How will it work? (4 of 5)

Select the Embassy (or Consulate) where the appointment will be scheduled:

Bridgetown

Begin/Resume Application Process

Step 1) Select the location where you will be submitting your application:

Location


- PERTH, AUSTRALIA
- DHAHRAN, SAUDI ARABIA
- GUADALAJARA, MEXICO
- GUANGZHOU, CHINA
- HERMOSILLO, MEXICO
- HAMILTON, BERMUDA
- HONG KONG
- LONDON, ENGLAND
- MERIDA, MEXICO
- MEXICO CITY, MEXICO
- MELBOURNE, AUSTRALIA
- MOSCOW, RUSSIA
- MONTREAL, CANADA
- MATAMOROS, MEXICO
- MONTERREY, MEXICO
- NOGALES, MEXICO
- NUEVO LAREDO, MEXICO
- PODGORICA, MONTENEGRO
- PERTH, AUSTRALIA
- RIYADH, SAUDI ARABIA
- SHANGHAI, CHINA**
- SHENYANG, CHINA
- ST. PETERSBURG, RUSSIA
- SYDNEY, AUSTRALIA
- TIJUANA (HUIBODROMO), MEXICO

If you choose the wrong location, Embassy Bridgetown will not be able to interview you

How will it work? (5 of 5)

Print the confirmation page (color or black/white) and bring to the Consular Section for visa interview.

Nonimmigrant Visa - Confirmation Page Page 1 of 1

**U.S. DEPARTMENT of STATE**
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Confirmation

NOTE: The photo you have submitted with your visa application did not meet the quality standards specified in the instructions on photo submission for visa applicants. Please have new photos taken, specifically following the photo guideline instructions on <http://travel.state.gov>.

YOU MUST BRING this confirmation page and the following document(s) with you at all steps during the application process:

- Passport.**

YOU MUST BRING this confirmation page and submit it with the NEW photo and your passport to your Embassy, Consulate, or International Organization to complete the application process. The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address.


Please contact your Consular Post directly for information on how to continue the application process. Please note that you will be required to provide proof that you have paid the visa application fee. You may also provide any additional documents you feel will support your case. **DO NOT** submit the entire application.

Some posts have special procedures for applicants who may not need a visa interview; you may find information about that process on the Consular Post's website.


There may be other fees associated with the visa application process. Please check your country's Reciprocity Schedule for any other fees you may owe.

If you have further questions or to find out how to contact the Consular Post please go to <http://travel.state.gov> or <http://travel.state.gov>.

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided:	KUJAWA, BARACK
	Nationality:	DOMINICA
	Passport Number:	001003
	Completed On:	19 February 2010
	Confirmation No.:	AA000214BZ

Location Selected:
U.S. Embassy Bridgetown
Wildley Business Park
St. Michael BB 14006


A A 0 0 0 2 I 4 B Z

THIS IS NOT A VISA

https://ceac.state.gov/GENNIV/general/esign/complete_done.aspx 2/19/2010

Bar code must be printed clearly

Need bar code to make appointment

To Save Work

Nonimmigrant Visa - Personal Information 1 - Microsoft Internet Explorer provided by Department of State (XP-1)

File Edit View Favorites Tools Help

Address https://ceac.state.gov/GENIV/general/complete/complete_personal.aspx?node=Personal1

Date of Birth
29 JUL 2009
(Format: DD-MMM-YYYY)

City of Birth
BRIDGETOWN

State/Province of Birth
 Does Not Apply

Country of Birth
BARBADOS

Help: Country of Birth
The name of the country should be the name that is currently in use for the place where you were born.

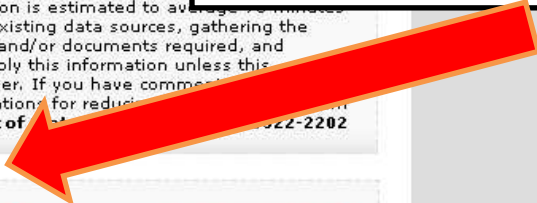
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments regarding this accuracy of this burden estimate and/or recommendations for reducing this burden estimate, write to: A/ISS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20520-2202

Save

← Back: Getting Started **Save** Next: Personal 2 →

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1. Press "Save"



To Save Work

The screenshot shows a Microsoft Internet Explorer browser window displaying the U.S. Department of State Consular Electronic Application Center (CEAC) website. The page title is "Nonimmigrant Visa - Personal Information 1". The address bar shows the URL: https://ceac.state.gov/GENIV/General/complete/complete_personal.aspx?node=Personal1. The page content includes a navigation menu with "COMPLETE" selected, and a "Save Confirmation" section. The main text reads: "You have saved your application for your current session. Once you close the CEAC application browser window, you will not be able to retrieve the saved data." Below this, there is a paragraph explaining that if the user is away for more than 20 minutes, they should click the "Save Application to File" button to save the application data to a file. At the bottom of the page, there are three buttons: "Save Application to File", "Continue Application", and "Exit Application". A large red arrow points from the "Save Application to File" button towards a text box on the right that says "2. Press here to save on your computer." The browser's taskbar at the bottom shows the Start button, several icons, and the taskbar with "CEAC", "Microsoft PowerPoint - [...]", and "Nonimmigrant Visa - ...". The system tray shows "Local intranet" and the time "4:11 PM".

2. Press here to save on your computer.

To Save Work

Nonimmigrant Visa - Personal Information 1 - Microsoft Internet Explorer provided by Department of State (XP-1)

Address: https://ceac.state.gov/GENIV/General/complete/complete_personal.aspx?node=Personal1

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE PHOTO REVIEW SIGII

Nonimmigrant Visa Application

Save Confirmation

You have saved your CEAC application data.

If you plan on being please click the 'Save data to a file that you the File Download window. The system the download is complete retrieve and use your Getting Started page

Choose one of the following locations to save this file:

Save in: Desktop

Recent Desktop My Documents My Computer My Network Places GAJADHAR

File name: CEACA0009B6QT.dat

Save as type: Text Document

Save Cancel

Exit Application

Help: Navigation Buttons

Click on the buttons above

Done

Start CEAC Microsoft PowerPoint - [...] Nonimmigrant Visa - Pers... File Download

Local intranet 4:13 PM

3. Select place you want to save your application.



Tip 1: Accuracy matters

Important to complete the form correctly .

Verify:

Surname, Given Names, Date of Birth (DOB),
gender/sex, passport number.

Q: Are you applying in the same country where the visa above was issued and is this country your principal country of residence?

A: Yes No

Q: Have you been ten-printed?

A: Yes No

Q: Has your U.S. Visa ever been lost or stolen?

A: Yes No

Help: Ten-printed

Ten-printed means that you have provided fingerprints for all your fingers, as opposed to having provided only two fingerprints.

Questions like this are difficult to answer correctly if not answered by applicant himself/herself

Tip 2: Focus on Visa Type

If you chose wrong visa type, form may ask the wrong questions (dynamic form)

Travel Information

NOTE: Provide the following information concerning your travel business or pleasure are principal applicants, even if you are traveling with family members. If you are coming to the United States in a category of visa that requires you to be the principal applicant, you are the principal applicant. You are not the principal applicant if you are accompanying your spouse or parent who is coming to the United States in a category of visa that permits them to work, study, or get married.

For B-1, B-2, B-1/B-2, every applicant is a Principal Applicant

Q: Are you the principal applicant?

A: Yes No

Answer the additional question:

Purpose of Trip to U.S. ⓘ

- SELECT ONE -
- SELECT ONE -
- BUSINESS/CONFERENCE VISITOR (B1)
- TOURIST/PERSONAL TRAVEL VISITOR (B2)
- BUSINESS/PERSONAL TRAVEL (B1, B2)
- BORDER CROSSING CARD/LASER VISA (BCC)
- STUDENT/EXCHANGE VISA (F, J, M, Q)
- OTHER

Travel Information

NOTE: Provide the following information concerning your travel business or pleasure are principal applicants, even if you are traveling with family members. If you are coming to the United States in a category of visa that requires you to be the principal applicant, you are the principal applicant. You are not the principal applicant if you are accompanying your spouse or parent who is coming to the United States in a category of visa that permits them to work, study, or get married.

Q: Are you the principal applicant?

A: Yes No

Answer the additional question:

Surnames of Principal Applicant

ZHANG

Given Names of Principal Applicant

SAN

Principal Applicant's Purpose of Trip to U.S. ⓘ

- SELECT ONE -
- SELECT ONE -
- STUDENT/EXCHANGE VISA (F, J, M, Q)
- OTHER

Tip 3: Be Thorough and Specific

Applicants will not be interviewed if education and employment data is incomplete.

Only use "do not know" or "does not apply" if true.

Previous Work/Education/Training Information

NOTE: Provide your employment information for the last five years, if applicable.

Q: Were you previously employed?

A: Yes No

Q: Have you attended any educational institutions other than elementary schools?

A: Yes No

Provide the following information on all educational institutions you have attended, not including elementary schools.

Name of Institution

Street Address (Line 1)

Street Address (Line 2) **Optional*

Applicant must state
monthly salary

Monthly Salary in Local Currency (if employed)

Does Not Apply

Briefly describe your duties:

In addition to explaining your work duties, you may use the **duties textbox** to explain salary calculations

If retired, explain previous employment and current salary/earnings

Tip 4: List Previous Travel

Be sure to list **all** other countries you visited in the period specified (list every country -- not just the USA)

Q: Have you ever been issued a U.S. Visa?

A: Yes No

Previous U.S. Visas

Date Last Visa Was Issued
[] [] []
(Format: DD-MMM-YYYY)

Visa Number [] Do Not Know

Providing information about previous U.S. visas (and previous refusals) can speed up the application process.

Hiding a previous refusal can result in being refused again.



Visa Number is **red** (8 digits)

Tip 5: Be Honest and Accurate

- Be honest when answering questions; otherwise you may be refused a visa and be permanently ineligible for a U.S. visa.

Other Tips

- To find your country in the list of countries, press the first letter to jump to the countries that start with that letter.
- To find USA in list of countries, type 'U' to jump to countries that start with 'U' (6 times)
- Errors will be indicated with a read arrow. These must be corrected before proceeding.

Please correct all areas in error as indicated below. Once you have finished, click 'Save' or 'Next' to continue completing your online application form.

- Expiration Date cannot be earlier than today.

Expiration Date  

10	▼	SEP	▼	1999
----	---	-----	---	------

(Format: DD-MMM-YYYY)

DS-160 Steps (review)

Photo Quality Standards Result



Photo passed quality standards

Your photo has successfully been uploaded and passed all quality checks. Your photo submission has been accepted.

You can continue your application at the Visa website.

Selected Photo:

64f3200835317563301.jpg



1. Enter data
2. Upload photo
3. Verify all data
4. E-signature
5. Print confirmation

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 number:

Enter passport number.

Enter the code below as shown:

Enter the code.



Click the speaker button if you would like to hear the code.

Click the **Sign Application** button.

Sign Application

◀ Back: REVIEW

Save

Next: Confirmation ▶

DS-160 eSignature

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.

Checklist to Avoid Common Mistakes

1 of 2

- ✓ State if the application was filled out by a different person other than the applicant
- ✓ List all other names and spellings
- ✓ Be specific about employment
 - (Do not say: employee, businessman, teacher)
 - (Do say: chief of finance bureau, V.P. of marketing, history teacher)
- ✓ If monthly salary is variable, provide average
- ✓ Always specify travel plan
- ✓ Complete “Persons Traveling with You” field
- ✓ Only place to enter native language is applicant’s “full name in native alphabet”
- ✓ Any non-English characters will appear like this: ÷÷÷÷
- ✓ Nationality should match the passport with which one is applying.

Checklist to Avoid Common Mistakes

2 of 2

- ☑ List previous refusals.
- ☑ List all countries visited in the last five years, if prompted.
- ☑ List parents, even if deceased.
- ☑ List spouse, even if divorced or widowed.
- ☑ For education: list middle school, high school, and all universities attended, not just latest.
- ☑ For university education: specify level and major (examples: Bachelors degree in English, Masters degree in Business, PhD in Molecular Biology)
- ☑ New photo for every new application (photo from last 6 months)
- ☑ Save the .dat file and send a copy to yourself as an email attachment

Process

- **New procedure:** Applicants must bring the following to visa interview:
 - Confirmation page, supporting documents, and 1 photo

REMINDERS:

- *Reminder: bring all old passports*
- *Reminder: it is often helpful to bring proof of ties*
- *Reminder: Do not book travel until visa has been issued.*

MYTH 1 : “It’s difficult to get a visa to the United States.”

FACTS:

- The U.S. welcomes legitimate travelers and works to facilitate business, exchange, and educational travel.
- In 2009, U.S. Embassy Bridgetown adjudicated approximately 40,000 NIV applications.
- Approximately 85% applicants in Bridgetown are issued visas.

MYTH 2 : “There is a “right” answer to the visa officer’s questions.”

FACTS:

- There are no “right” or “wrong” answers. We expect truthful and accurate answers.
- 214(b) presumes immigrant intent
- In order to overcome 214(b), applicants must have a legitimate purpose of travel and be able to show strong economic or social ties to their resident nation.
- Visa officers assess the overall credibility of an applicant and whether or not the trip makes sense.
- Being part of a group is not enough to qualify for a visa. Every applicant must qualify as an individual.

MYTH 3 : “Applicants can wait until just before intended travel date to apply for a visa.”

FACTS:

- Applicant should try to request a visa appointment **at least** 45 days in advance of the planned travel.
- Even after the visa appointment, if special processing or other information is required, the issuance of the visa may be delayed.

MYTH 4 : “There is no consequence for submitting false documents or false information.”

FACTS:

- Using false documents – including a fabricated invitation letter, business license, employment letter, etc – can mean permanently ineligible for a U.S. visa
- Making false statements to a Visa Officer can mean permanently ineligible for a U.S. visa

Useful Websites

- DS-160 online NIV application form
<https://ceac.state.gov/genniv>
- U.S. Embassy Bridgetown's website
<http://barbados.usembassy.gov/visas.html>
- U.S. Dept. of State website
<http://travel.state.gov>

Questions?