

Consular Processing—General Instructions

Tips for applying for a Visitor's Visa (B-1):

Be sure to double check the information on processes specific to the consulate you will be visiting by viewing their websites at <http://usembassy.state.gov/> for further information or clarification.

Each Applicant must submit the following:

- An application, Nonimmigrant Visa Application, Form DS-156**, completed and signed. **The DS-156 must be the March 2006 date, electronic "e-form application."** The electronic version of the form is available at [Nonimmigrant Visa Application Form DS-156](#).
- A Supplemental Nonimmigrant Visa Application, Form DS-157**. 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. *A number of Consulates require this Form for all applicants (men and women) so remember to check the specific Consulate website when applying.*
- 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.
- Photograph:** One 2x2 inch photograph. See http://travel.state.gov/visa/temp/info/info_1287.html for more detailed requirements.
- Application Fee:** Each applicant for a temporary worker visa must pay a nonrefundable US\$131 application fee. There may be additional reciprocity fees for certain countries. To find out if your country of citizenship merits additional reciprocity fees, check: <http://travel.state.gov/visa/reciprocity/index.html>.

Remember - The presumption in the law is that every visitor visa applicant is an intending immigrant. Therefore, applicants for visitor visas must be able to demonstrate to the Consulate Official that:

- ✓ The purpose of their trip is to enter the U.S. for business, pleasure, or medical treatment;
- ✓ That they plan to remain for a specific, limited period;
- ✓ Evidence of funds to cover expenses in the United States;
- ✓ Evidence of compelling social and economic ties abroad; and
- ✓ That they have a residence outside the U.S. as well as other binding ties that will insure their return abroad at the end of the visit. *"Ties" are the various aspects of a person's life that bind them to their country or residence: possessions, employment, social and family relationships. Some examples of ties are person's job and income, a house or apartment, a car, close family relationships, bank accounts, etc. Consular officers are trained to look*

at each application individually and consider professional, social, cultural and other factors. With younger applicants who may not have had an opportunity to form many ties, consular officers may look at the applicant's specific intentions, family situations and long-range plans and prospects within his or her country of residence. Each case is examined individually and is accorded every consideration under the law.

Additional Documentation that may be required:

- An Invitation Letter from the U.S. based company/institution applicant will be visiting describing the visit and itinerary in detail.
- If attending a Conference, include copies of Conference materials
- In order to avoid possible delays, due to a recent increase in security screenings, applicant's may also choose to include copies of:
 - **Your Curriculum Vitae** (CV)
 - **A list of your publications**, if applicable. (Please do NOT bring copies of the articles)
 - **An itinerary or general statement about your plans during your stay in the U.S.** (e.g. your arrival date, how long you intend to stay, and any known future travel outside the U.S.).

If you want to visit the U.S. and require a visa, plan to schedule your visa interview well in advance of your departure date. It is important to thoroughly review all information on the specific Embassy's Consular Section website (<http://www.usembassy.gov/>) for local procedures and instructions, such as how to make an interview appointment. Consular Websites will also explain any additional procedures for those persons who need an earlier visa interview appointment.

Visa Wait Times:

To find out visa wait times for your consulate, go to http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php and choose the US consulate you will be visiting. Then click "Get Wait Times" (see excerpt below).

Select a Location

Visit the Consular locations by selecting the appropriate city below

[GET WAIT TIMES](#)

The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview by a Consular Officer. Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview by a Consular Officer. Applicants are advised of this requirement when they apply. Most administrative processing is resolved within 60 days of the visa interview. When administrative processing is required, the timing will vary based on individual circumstances of each case. Visa applicants are reminded to apply early for their visa, well in advance of the anticipated travel date.

You'll also want to know how long it will take for your nonimmigrant visa to be processed at the Consular Section, after a decision is made by a Consular Officer to issue the visa, and the visa is available for pick-up by you or the courier at the embassy. See the “Wait Times for a Nonimmigrant Visa to be Processed” information, which **does not include time required for administrative processing**. Some visa applications require additional administrative processing, which requires some additional time.