



## It's time for you to apply for your J1 Visa to work in the US.

Dear Participant,  
Our records show that;

- You applied for the J1 Camp Counselors USA visa at a US Consulate in Australia and you had this visa approved within the past 12 months PLUS you have all 10 finger prints taken OR
- You are an Australian Citizen or Permanent Resident that applied for the J1 Camp Counselors USA visa overseas in the past 12 months PLUS you had all 10 fingerprints taken

This means you fall under a new ruling that states you do not have to attend a face to face interview with the US Consulate. You are able to do your visa application through the post. If the US Consulate is satisfied with your application they will process your visa without meeting with you. Please note that if the US Consulate feels unsatisfied, they may call you for an in person interview.

**If this is incorrect please contact me immediately on 02 9223 3366.**

**NOTE:** If you wish to apply for the B1/B2 tourist visa – you must attend an in person interview at the US Consulate, therefore you should not post in your J1 visa application but do the J1 and B1/B2 in person at the same time.

**YOU MUST COMPLETE THE BELOW AND APPLY FOR YOUR VISA WITHIN 5 WORKING DAYS FROM THE RECEIPT OF THIS LETTER.**

Below is a fully comprehensive guide to assist you with the process. Please make sure you read through it fully before you call us for help. We will also liaise with you in conjunction with the US Consulate if for any reason they decide they require more information for your visa application, or want to see you in person.

### **Your DS-2019 Visa Form**

1. This is enclosed in the Express Post Envelope that is sent from CCUSA to you.
2. This is an extremely important document and if lost, you will be charged AU\$75 to reprint this form. This could cause major delays to your departure.
3. Make sure to complete all forms accurately and as requested, and make sure all items are submitted by the deadline above.
4. Note: if any items are not correct or missing, this will delay the processing of your visa. It is always best to call and clarify if you are not sure. This can save you time in the end.
5. The US Consulate does not make postal visa processing a priority and there is no set time frame on how long your visa processing will take especially if they then decide to request you attend a personal interview. Expect the process from when you post everything off to take 1 – 4 weeks. This is why we have set you a deadline of 5 days to submit all these forms.

**HOW TO APPLY:** Please refer to this site for Full Access and Details: <http://www.ustraveldocs.com/au/au-niv-visarenew.asp>

### **Step 1 – PAY YOUR FEES**

#### **1. VISA FEE FOR ALL PASSPORT HOLDERS - MRV Fee.**

- a. This fee is needed for everyone applying for the visa.
- b. The US Consulate may change this fee at any time so please check the US Consulate website for current fees. **Currently the fee is AU\$160.**
- c. To pay this fee you MUST visit: <http://www.ustraveldocs.com/au/au-niv-paymentinfo.asp> . You have 2 options to pay this fee:
  - i. Online Payment with a Credit Card - so scroll down this webpage till you see this section then click on the link that says: Click here to pay the \$160 MRV Fee with a credit card. **Save your receipt. It cannot be replaced if it is lost. You will not be able to schedule an appointment without your receipt number**
  - ii. Payment in Person at Australia Post - so scroll down this webpage till you see this section then click on the link that says: Deposit Slip - \$160 MRV Fee - print this out and take it to your local Australian Post office. Upon receiving of your payment, Australia Post will issue you a receipt. **Save your receipt. It cannot be replaced if it is lost. You will not be able to schedule an appointment without your receipt number.**
  - iii. No other form of payment is accepted.

After paying this fee you MUST wait to schedule your appointment: If you pay online with a credit card, schedule your interview anytime after 7 a.m. the next calendar day. If you pay at Australia Post, schedule your interview anytime after 10 a.m. the next business day. If you make payment at Australia Post on a Saturday, schedule your interview anytime after 7 a.m. the following Tuesday.

#### **2. VISA ISSUANCE FEE FOR THOSE USING AN AUSTRALIAN PASSPORT – MONEY ORDER FROM POST OFFICE.**

- a. The US Consulate may change this fee at any time so you must check the US Consulate website for the current **VISA ISSUANCE FEE** [http://canberra.usembassy.gov/niv\\_fees.html](http://canberra.usembassy.gov/niv_fees.html)
- b. If you are using an Australian passport for your visa, you will also be required to pay the **VISA ISSUANCE FEE**. The cost for this is **AU\$105** which you are required to pay by Australia Post Office Money Order made out to the 'US Consulate General' only. No other form of payment is accepted.
- c. If you are not using an Australian passport you don't need to pay this extra fee.
- d. **NOTE:** If you are using an Australian passport, you will need to purchase both of the fees mentioned above.

### **Step 2 –YOUR DS-160 online Application form**

Everyone applying for a US VISA must complete the DS-160 form, an electronically submitted visa application. **Go to:** <http://www.ustraveldocs.com>  
Follow the simple steps

1. Step one: Complete a nonimmigrant visa application (Form DS-160) online. Click on the link. <https://ceac.state.gov/genniv/>  
*The DS-160 is the application form you will need to complete if you intend to travel temporarily to the U.S. Filling out the DS-160 application on our site is the first step in the process. After you submit your application, you can move on to the next steps, such as signing up for an interview.*

- a. This form must be completed electronically.  
*This form is submitted directly to the US Consulate so if there are any mistakes you will be sent away from your US Consulate interview and be asked to complete the form again. Please be sure to SAVE YOUR WORK FREQUENTLY as the US Consulate site can Time Out and you will then have to start from the beginning.*

**What You Need to Apply:** Before starting your application, please make sure you have the following:

1. An Internet browser that supports 128-bit encryption, and has JavaScript enabled. Currently, we support Internet Explorer version 6.0 and higher, and Mozilla Firefox version 2.0 or higher.
2. Your passport and any previous U.S. visas you have had.
3. Documentation about your travel plans.
4. A Digital Photo (click here for photograph requirements: [http://www.travel.state.gov/visa/visaphotoreq/visaphotoreq\\_5334.html](http://www.travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html) )
5. Go to Footprints and open or Download and print out the CCUSA DS-160 Visa application cheat sheet.
  - Fill in exactly as per the cheat sheets (found on Footprints) and when you get to the end press SUBMIT.
  - Print out the Visa confirmation page as well as the Visa application that is generated.
  - As you fill in this form it will ask you for a SEVIS and Program number (P-4-05321). These can be found on your DS2019 form.

To obtain the visa you will need to complete all the below steps. You must have done all of the below BEFORE you submit your visa application to the US Consulate. If you do not submit them all, there is a very good chance your visa will not be processed or approved.

**Step 3: Visa Renewal Submission Letter:**

Go to My Profile or click <http://portal.ustraveldocs.com/?country=Australia> and go through the Appointment Schedule process at the end you will need to generate a Visa Renewal Submission Letter, which you will add to your application package and mail to the U.S. Consulate. You need three pieces of information:

- o Your passport number
- o The date you paid your fee (either at Australia Post or online by credit card)
- o The ten (10) digit barcode number from your DS-160 confirmation page

**Step 4 – Gathering all your paperwork and what to put in the Platinum Express Envelope to Mail into the US Consulate**

**a. DS2019 FORM (Certificate of Eligibility for Exchange Visitor J1 Status)**

- a. You need to sign where indicated (bottom left of page, 'Place' is the city you are currently in, and remember to 'date' that you signed this document (date is Month/Day/Year – the American way)

**b. SEVIS RECEIPT (I-901 – Application)**

- a. This form will be with your DS2019 form (which you received in the mail from CCUSA). It shows that this has already been paid on your behalf by your camp.

**c. DS-160 Application Confirmation Page with barcode**

**d. PASSPORT.**

- a. Your valid passport using to obtain the visa – the ACTUAL passport – not a photocopy!
- b. You must be using the SAME passport that you did last year to get your visa in.
- c. If you are using a different passport or you want to also apply for the B1/B2 tourist visa you MUST attend an in person US Consulate interview. Contact CCUSA NOW to discuss this.

**e. MRV RECEIPT**

**f. VISA ISSUANCE FEE (For Australian Passport holders only)**

**g. VISA RENEWAL SUBMISSION LETTER**

**h. SUPPORTING DOCUMENTS.**

- a. The US Consulate may request to see some supporting documents from you for your visa application, we suggest you include the following documents (although not mandatory):
  - i. **COPY OF YOUR PLACEMENT LETTER:** You can download this from your Footprints account
  - ii. **TRAVEL ITINERARY:** You will need a copy of your full travel itinerary to show the US Consulate.  
Note: if you have not booked your flights at the time of your appointment, have a travel agent complete a draft itinerary for you to take in. This must show a return flight out of the USA.
  - iii. **BANK STATEMENT:** You will need a recent bank/credit card statement/internet print out **WITH YOUR NAME ON IT** showing funds (approx AU\$700 - AU\$900) for your travels.

**i. HOW DO I GET MY PASSPORT AND VISA BACK? Please refer to <http://www.ustraveldocs.com/au/au-niv-passportretrieve.asp>**

**j. POSTING DOCUMENTS TO US CONSULATE**

- a. Now you have got all the above paperwork you will need to post it all off to the US Consulate.
- b. Please ONLY USE 500g PLATINUM EXPRESS POST to mail all the above documents (and passport) to:

**US CONSULATE ADDRESS:**

- **MELBOURNE:** Attn: Visa Section. U.S. Consulate General. Level 6, 553 St Kilda rd, Melbourne. Victoria 3004
- **PERTH:** U.S. Consulate General, 4<sup>th</sup> Floor, 16 St. George's Terrace. Perth, WA, 6000
- **SYDNEY:** NIV Section, U.S. Consulate General, MLC Centre, Level 10, 19-29 Martin Place, Sydney, NSW, 2000.

**Part 4 – Return of your passport and visa**

1. Once you receive your passport and visa back from the US Consulate, you must log into footprints and confirm your visa has been granted and that you have it in your possession.
2. You need to do this within 24 hours of receiving your passport.
3. It is also your responsibility to check the details of your visa to make sure they are correct. Make sure your name is spelt correctly (as it is in your passport) and it is issued for the full dates on your DS2019 visa form!

Kind Regards, CCUSA Australia 1300 859 040