

DS-160 visa form instructions

IMPORTANT - YOU MUST WAIT 30 DAYS PRIOR TO YOUR APPOINTMENT DATE TO FILL OUT YOUR DS160. COMPLETING YOUR DS160 BEFORE THIS TIME PERIOD WILL RESULT IN THE FORM BEING DELETED FROM THE SYSTEM.

The DS-160 is an online non-immigrant visa form that submits your information directly through to the US Embassy when you submit the form electronically.

Please read **everything carefully** as it's vital that you complete this form correctly, as once you submit the form, corrections cannot be made and this may mean that you aren't able to get your visa at your interview and may have to come in for another interview date.

We strongly recommend that you do not wait until the last minute to complete this form as you may encounter problems with your internet connection along the way.

TIPS:

- **Save often** – the system can time out regularly
- Be thorough and specific
- Only use 'do not know' or 'does not apply', if true – NEVER leave any question blank
- Ensure photo meets standards
- Confirmation page should have a clearly printed bar code

This form will time out after approximately 20 minutes. It is important, therefore, that you save the document and save often. There is a "SAVE" button at the end of each section; make sure that you press this before continuing onto a new section. YOU MUST SELECT '**SAVE TO FILE**' initially and make a note of where you have saved the file on your computer. You can also make a note of the 'Application ID'. This is another way you can retrieve lost data.

The file saved is a 'DAT' file and as a result it will only open through the portal on the US Embassy website. Saved files are simply data files and cannot be open independently of the US embassy website.

If you save the document and find that you have made a mistake, you will be able to bring up the saved document, correct the error and continue. If you have not saved the document, you will be required to complete the form from the beginning. NB If you save a document several times in the same session it will be saved under the same name, however if you open a saved document and then save it again it will automatically rename the document. This is fine – simply ensure you make note of the most up to date version.

You are given only one attempt to successfully load a photograph. If that attempt fails, you may continue completing the DS-160. The confirmation sheet that you receive at the end will have an X in the box where the photograph should appear. This is fine. You should bring the confirmation sheet together with a photograph taken within the last 6 months. Detailed information on the photograph requirements is available from the Department of State website at.

http://london.usembassy.gov/cons_new/acs/passports/photo.html.

THIS IS NOT A NORMAL UK SIZE. UK SIZES TAKEN IN A NORMAL PHOTO BOOTH WILL RESULT IN YOUR VISA BEING REJECTED.

NOTE: If there is no activity for 20 minutes or more in the process of completing this online application, your session will expire and all entered data will be lost.

YOU MUST COMPLETE AND SUBMIT THIS FORM ELECTRONICALLY – PAPER COPIES (if you actually print out every page) WILL NOT BE ACCEPTED

Now click through to start your DS-160 application:

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

GETTING STARTED PAGE

Be very careful selecting the correct Embassy that you will be attending (if you put the wrong Embassy in, then your application will be sent there and cannot be retrieved):

England, London

Northern Ireland, Belfast

Ireland, Dublin

(If appointment is in any other country, please select that city/country)

Select 'ENGLISH'.

CLICK START APPLICATION

You can test your digital photo on this page by clicking "*TEST PHOTO*"

Click "***START A NEW APPLICATION***"

PERSONAL INFORMATION 1

ALL INFORMATION NEEDS TO MATCH YOUR PASSPORT

Answer all questions

Country of Birth (if you were born in England, Scotland or Wales – then you put down UNITED KINGDOM, if you were born in Northern Ireland – then you put down NORTHERN IRELAND, if you were born elsewhere – then put down the country you were born in)

PERSONAL INFORMATION 2

Answer all questions

Nationality – if you hold a UK passport, then you should put down UNITED KINGDOM

National Identification Number – Tick '*DOES NOT APPLY*'

US Social Security Number – Tick '*DOES NOT APPLY*' (unless you have a US social security number)

Taxpayer ID number – Tick '*DOES NOT APPLY*'

ADDRESS & PHONE INFORMATION

Answer all questions

Write your **current** address with the phone numbers, complete as many of them as you can, but if you leave any of them blank then tick '*DOES NOT APPLY*' – PLEASE DO NOT put any addresses that are outside of the UK or Ireland if you are applying for your visa in the UK or Ireland – this is only fine if you are NOT applying within the UK or Ireland)

Complete email address

PASSPORT

Answer all questions as is in your passport

Most people will answer REGULAR to passport/travel doc type.

Passport Book Number – tick '*DOES NOT APPLY*'

Where passport issued (city) – write '**UK Passport Agency**' (we know this isn't a city but this is the correct answer if you have a UK passport, applied for in the UK – **if elsewhere, then you need to complete the information as on your passport**)

State/Province – Leave Blank.

Country/Authority that issued passport – United Kingdom (if elsewhere, then please complete as in your passport)

TRAVEL

Answer all questions – Please answer these carefully, as if you choose the wrong visa category, then your visa interview will be stopped and you will need to attend another interview

Principal Applicant – Tick 'YES'

Purpose of Trip – select **'EXCHANGE VISITOR (J)'**
Specific Exchange Visitor - select '(J1)'.

SELECTING ANY OTHER OPTION APART FROM THE OPTION ABOVE WILL RESULT IN YOUR VISA BEING REJECTED.

Specific travel plans – tick 'NO'

Intended date of arrival –write your intended date of arrival which you put as your earliest date of availability on your CCUSA application

Intended length of stay – 3 months

Address where you will be staying - Write the address of your camp or employer in the U.S – Do not write the PO Box address number (If your camp has a PO Box address just omit the PO Box address number and put the rest of the address). If you have not yet been placed, write the address for the CCUSA Head Office: 2330 Marinship Way, Suite 250, Sausalito, CA 94965

Person paying for trip – write 'SELF'

TRAVEL COMPANIONS

Answer 'No'

PREVIOUS US TRAVEL INFORMATION

Answer 'Yes or No'

If you complete Yes, then complete the details required. If you need more than one entry, then click 'ADD ANOTHER' to bring up more fields.

US CONTACT

If you know where you have been placed at camp/work placement please enter those details – if you have NOT been placed yet, please enter the following details:

Contact Person
Surname: den Hollander
Given Name: Marielle
Organisation Name: CCUSA
Relationship to you: Employer
Address 1: 2330 Marinship Way, Suite 250
City: Sausalito
State: California
Zip Code: 94965
Phone: 4153392740 (just type number, with no spaces)
Email: info@ccusa.com

FAMILY

Answer All questions

Father's and Mother's information is frequently missed or ignored and this will result in your visa application being turned down. Please make sure to answer all questions fully (if you don't know some of the information then click 'DO NOT KNOW')

PRESENT WORK/EDUCATION/TRAINING INFORMATION

Answer All Questions

Choose Primary Occupation – Write 'Student' if you are, or if employed please write your employers name or last employers name. If unemployed please call the office.

(Monthly salary and specific job duties should be stated)

Describe your duties – Write your course of study or duties involved in your work.

PREVIOUS WORK/EDUCATION/TRAINING INFORMATION

Answer All Questions

Were you previously employed? Here you must give details of your past and present jobs. For those of you who are full time students and have not held a fulltime job, it is fine for you to enter any part time jobs that you have held (this could be babysitting, doing a paper-round or working in a supermarket etc). If you have NEVER had a job, including casual or part-time, please write NONE. Please complete as many work experience boxes as you possibly can!

Have you attended any educational institutions at a secondary school level or above? Write all schools/colleges/Universities you have attended **AFTER** (and not including) Primary School.

IF YOU INCLUDE DETAILS OF YOUR PRIMARY SCHOOL YOUR VISA WILL BE REJECTED.

If you are a current student or working full time do not worry if you are unable to include current education/job as this was covered in the previous section. You will not be able to write anything with a later end date than today's date.

ADDITIONAL WORK/EDUCATION INFORMATION (section may not appear for female applicants)

Answer All Questions

Do you belong to a clan or tribe? Most people will tick 'no' however if you do have a clan/tribe name then write it here.

Have you travelled to any countries within the last five years? List every single country you've visited in the past 5 years. If you need to think about this then do so.

Provide a list of languages you speak.

Have you belonged to, contributed to, or worked for any professional, social, or charitable organization? Most people will write NONE however if you belong to any such organisation please put details here.

Do you have any specialized skills or training, such as firearms, explosives, nuclear, biological, or chemical experience? Write NO unless you have training in those skills listed in the question.

Have you ever served in the military? If Yes then put full details.

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? Write NO unless you have been involved in any of the above. If yes please call the office on 02088 746325.

SECURITY & BACKGROUND

Medical & Health

Answer All Questions (if yes to any of the questions, then please contact CCUSA)

Criminal

Answer All Questions (if yes to any of the questions, then please contact CCUSA)

Security Information

Answer All Questions (if yes to any of the questions, then please contact CCUSA)

Immigration Law Violation

Answer All Questions (if yes to any of the questions, then please contact CCUSA)

Miscellaneous Information

Answer All Questions (if yes to any of the questions, then please contact CCUSA)

ADDITIONAL POINT OF CONTACT INFORMATION

Elements of the following statement within the application should be ignored as you are applying for an exchange J1 visa. Please do not call the office about your visa being a study visa. Both the US embassy and CCUSA are aware you will not be studying in the USA. You must still answer all questions.

‘NOTE: You have indicated that you will be studying in some capacity while in the United States. List at least two contacts in your country of residence who can verify the information that you have provided on this application. Do not list immediate family members or other relatives. Postal office box numbers are unacceptable.’

List two people and contact details for those people that reside in your country of residence. You should write the contact details of two friends in the UK who could verify your information.

SEVIS INFORMATION

SEVIS ID This information is on your footprints account under MY VISA section. The number will begin with an ‘N’.

Program Number: P-4-05321 (CAMP COUNSELOR)

Program Number P-4-05533 (Support Staff or WEUSA)

(Program numbers are different depending on whether you are applying for a Camp Counselor, Support Staff or WEUSA)

Do you intend to study in the U.S.? No.

PHOTO

Upload digital photo

Confirm Photo

If your photograph isn't suitable, you can continue without submitting it. You cannot continue if you don't submit your photograph at all. By having a good digital photo uploaded, your visa application will be processed more easily. For photo requirements see http://london.usembassy.gov/cons_new/acs/passports/photo.html - you **MUST** abide by these photo regulations or your application will be rejected at your appointment. The US embassy requires you to bring additional photos with you to your allocated JDAY. This is not a standard UK passport sized photo. These passport photos are 2 inches by 2 inches and should be purchased from a chemist or photography shop (Jessops, Happy Snaps etc). Normal UK size passport photos will **NOT** be accepted by the US embassy.

REVIEW

This goes through all the information that you've provided. Check all of this information carefully. If it is correct, then click 'NEXT' at the bottom of the page to continue. This will go through every section that you've completed information on. If you find a mistake, then you can click 'EDIT INFORMATION' and this

will take you back to that section to correct the information. To go back to the 'Review' section; click 'REVIEW' bar at the top of the page (otherwise, you will have to go through the whole form again). Before you click the 'REVIEW' bar at the top of the page ensure you have 'SAVED TO FILE'. Clicking directly on the 'REVIEW' bar without doing this will not save any changes you have made.

SIGN & SUBMIT

Tick to confirm you have read the William Wilberforce Act.

Did anyone assist you filling out this application – click 'NO'

Enter Passport number

Enter Code shown

Click '**SIGN AND SUBMIT APPLICATION**

You will then have a confirmation page generated. To see an example of it then go to:

http://london.usembassy.gov/ds160_confirmation_sheet.html

You **NEED** to print this out (**portrait**) and you need to make sure that the bar code has printed correctly, as this is how the Embassy can match up you, to your visa application form in the system. Also remember, you need to bring a photo that meets the US Embassy Spec with you to the interview (returnees send in postal app) at the embassy.