



How to fill out your NON-IMMIGRANT VISA APPLICATION FORM (160)

Remember, unless you've discussed with CCUSA already, you should NOT be completing your DS-160 application without having your visa paperwork having been delivered from the USA.

Everyone applying for a US VISA must complete the I-60 form, an electronically submitted visa application, please go to <https://ceac.state.gov/genniv/> and follow the prompts to complete your application. Follow these steps exactly. 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.

1. Getting Started:

Firstly you will need to select where you will be submitting your VISA application.

- a. New Zealand, Auckland
- b. At this stage you will be able to test your photo, by uploading it. Your photo MUST meet the photo requirements set out by the US consulate. The photo requirements can be found on your Footprints account under 'Local Documentation' or please go to the below link to view these guidelines: http://travel.state.gov/visa/frvi/frvi_3877.html. You will simply be able to attach your photo from your computer and the system will let you know if it is acceptable or not. Once you have uploaded an appropriate photo you will then need to click "start a new application" to actually begin.
- c. Be sure to record the ID number as you are instructed to.

2. Personal Information 1:

- a. Ensure that when you are entering ALL personal information, it corresponds to the information on the biographical page of the passport you will be applying for the visa on, names are spelt the same, no nicknames etc. Ensure that your birth place is what you list as "city of birth" on this page. Answer all questions as applicable: "full name in native alphabet" is unlikely to apply to most applicants so please tick "does not apply".

3. Personal Information 2:

- a. Nationality: ensure that you select the nationality of the passport you will be applying for this visa on. If you have dual citizenship you will have to select "yes" to "do you hold or have you held a nationality other than the one you have indicated above" and enter some extra information. If you do not have dual citizenship simply select "no" here and move on. National Identification Number, US Social Security number and US Taxpayer ID number will not apply to the majority of applicants, so please tick "does not apply" to all of these. If you have worked in the US before and you have a US Social Security number, you can enter this here.

4. Address and Phone Information:

- a. Answer all questions as applicable, ensuring that details are correct, current and up to date.

5. Passport Information Number:

- a. Where requested enter the passport number of the passport on which you are applying for the visa. "Passport Book Number" does not apply to New Zealand passports so please select "does not apply". Next enter the details of the city in which you applied for your passport (passport issue place), as listed in your passport. For most New Zealand passports this should be Wellington (note that the City is Wellington, not 'DIA WLG').
- b. The issuance date and expiry date of your passport can be found on the biographical page of your passport. "Have you ever lost a passport or had one stolen": answer this truthfully and provide additional information as requested, hopefully for most applicants this will be "no".

6. Travel Information:

- a. "Purpose of trip to the US" select "Exchange Visitor (J)" from the drop down box. Then you can specify: "Exchange Visitor (J1)"
- b. MALE APPLICANTS ONLY: will be asked "have you made specific travel arrangements?" If you answer YES you will need to provide flight details of your arrival and departure. If you click NO you will simply have to provide the information as below for females.
- c. FEMALE APPLICANTS WILL ONLY HAVE TO FILL IN THE FOLLOWING: "Intended date of arrival" estimation is acceptable here. "Intended length of stay in US" estimation is acceptable here. "Address where you will stay in the US" type the address of your US Camp (no PO Boxes are allowed) here. If you do not have a placement yet type the address for the CCUSA head office; 2330 Marinship Way, Suite 500, Sausalito, California, 94965. "Person/ entity paying for your trip" Everybody must select SELF here.

7. Travel Companions Information:

- a. "Are there other persons travelling with you" select NO here.

8. Previous US Travel Information:

- a. "Have you ever been in the US?" If you have been to the USA before (even on holiday) tick YES. You will then need to type the day, month & year you were in the USA and give the number of weeks/months you were there.

List all times you have entered the USA. "Have you ever been issued a US VISA?" If you have been issued a US visa before you will need to tick YES then give details of when, where and what type of visa. You will need to give details of each visa issued. If you have only been on a holiday to the US and filled out a 'visa waiver' form on the plane then you HAVE NOT applied for a visa. Hopefully for all applicants the answer to the third question on this page will be NO. If you have previously been refused a visa you will have to give details. You should also make sure CCUSA is aware of this.

9. US Point of Contact Information:

- a. Type the contact details for your Camp Director in the USA (be sure it is their summer contact details). The "Contact Person" is your Camp Director and the "Organization Name" is your camp's name. If you do not have a placement yet, type the address for the CCUSA Head Office in California: Marielle den Hollander, 2330 Marinship Way, Suite 500, Sausalito, CA 94965. Phone: 415 339 2740. Email: info@ccusa.com. For "Organization Name" write CCUSA. For "Relationship to you" select OTHER.

10. Family Information: Relatives:

- a. Enter your parent's full names and dates of birth if you do not know these select "do not know" as applicable. Tick NO to all boxes asking if you have relatives in the US unless you have a brother/sister/parent or spouse legally living in the USA. If you tick yes to having immediate relatives in the US (parent, fiancé or spouse particularly), call CCUSA immediately. If you have any other relatives living in the US, you can tick yes to the last box.

11. Present Work/ Education/ Training Information:

- a. Enter details of your university or current employer. If you have graduated, enter your current employer details. 'Business' will be the most appropriate answer to most of you that are working. Please do not select 'Not Employed'.

12. Previous Work/ Education/ Training Information:

- a. Here you must give details of your past jobs. 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 previous job, including casual or part-time, please tick "NO" to the first question "were you previously employed". Please complete as many work experience entries as you can here (up to 3 or 4 at a maximum).
- b. b) MALE ONLY QUESTION: "Have you attended any educational institutions other than elementary schools?" anyone who has attended high school or university will need to answer yes to this and provide details of those educational institutions.

13. MALE ONLY SCREEN: Additional Work/Education/ Training Information:

- a. "Do you belong to a clan or tribe?" the answer to this will be NO for most participants. "Have you travelled to any countries within the past 5 years?" If answer YES you will need to list every country you have visited within the last 5 years. "Have you belonged to, contributed to or worked for any professional, social, or charitable organization?" If you answer YES to this, you will need to provide details. The following three questions refer to military training, if you answer YES to any of these questions, you will be required to provide additional information. If you do answer YES to any of these questions please call CCUSA immediately to discuss this further.

14. Security and Background: Medical and health Information:

- a. Hopefully you should answer NO to all of these questions. If you answer YES to any, please call CCUSA immediately to discuss this.

15. Security and Background: Criminal Information:

- a. Hopefully you should answer NO to all of these questions. If you answer YES to any, please call CCUSA immediately to discuss this. If you do answer YES to any of these questions a box will appear with the word "explain" above it, please write a clear explanation here, providing as much detail as possible.

16. Security and Background: Security Information:

- a. You should answer NO to all of these questions. If you answer YES to any, please call CCUSA immediately to discuss this.

17. Security and Background: Immigration Law Violation Information:

- a. You should answer NO to this question. If you answer YES, please call CCUSA immediately to discuss this.

18. Security and Background: Miscellaneous Information:

- a. You should answer NO to all of these questions. If you answer YES to any, please call CCUSA immediately to discuss this.

19. Additional Point of Contact Information:

- a. You should write the contact details of at least two friends in New Zealand who could verify your information. DO NOT write family members details here.

20. SEVIS Information:

- a. You will need to enter your SEVIS ID NUMBER here. This number it is an 11 digit number beginning with N000 on the right hand side, above the barcode on your DS2019 visa form. You also need to enter the PROGRAM NUMBER that is also on your DS-2019 form (for the Camp Counselors program this should be P-4-05321). "Do you intend to study in the US?" please select NO.

21. Review Application:

- a. Once you have completed everything you will review your entire application including your uploaded photo. At this stage you will be able to edit anything you have entered. DOUBLE CHECK EVERYTHING!!! Ensure that all of your answers are correct at this stage, check any spelling or dates you have entered and amend any

mistakes you have made. Once this application has been submitted you cannot make changes so take the opportunity to fix any errors NOW!

22. Sign and Submit:

- a. You will be required to electronically sign your application in order to submit it to the US consulate, firstly read through the information on this page in regards to this electronic signature. Under "preparer of application" click NO as you should be the only person who prepared your application. To electronically sign this document you must enter your passport details and the verification code in the box at the bottom right of this page. Once you have entered these details click on "sign and submit application".

23. CONFIRMATION:

- a. This page is the final and most important page of your application. You MUST have a copy of this page with your VISA application and payment on the day of your consulate appointment. Print this page **now** ensuring that the barcode is printed clearly and legibly. If you do not have access to a printer when you complete the application you may select to have this page emailed to yourself to print at a later stage, however if at all possible please print this page IMMEDIATELY.
- b. You may also choose to print a copy of your full application for your records however this is not mandatory.
- c. PLEASE NOTE: THIS PAGE IS NOT YOUR VISA, IT IS SIMPLY EVIDENCE THAT YOU HAVE SUBMITTED A VISA APPLICATION.

24. Thank You:

- a. Once you have printed your confirmation you will be taken through to the final page which gives you the option to return to confirmation, start a new application, create a family application or exit application. At this stage you can click to exit the application.