



## **Instructions for the J1 Visa Process – Camp Counselors USA Participants**

**Please make sure you read through this entire document before you start applying (and before you call us for help)!**

- Follow these instructions carefully!
- You need to do the below within 21 days to avoid being charged a late fee. As per the Program Agreement, participants who fail to book their Visa Interview Appointment within 21 days of receiving their DS2019 form from CCUSA will be charged a non-refundable AU\$95 surcharge.
- Make sure you complete all forms accurately and as requested.
- To go through these steps you need to have your passport, a passport photo (see below for photo requirements), a credit card and a printer.
- Once you have booked your Visa Interview Appointment at the US Consulate you need to let CCUSA know when it is by entering the details into your Footprints account.

### **Do you plan on travelling in the USA after your 30 day grace period is up?**

- If so you will need to obtain a B1/B2 Tourist Visa as per the US Consulate advice.
- The B1/B2 Tourist Visa will give you up to 6 months to be a tourist in the USA at one time. You must attend an in-person interview at the US Consulate to obtain this visa. For the requirements and information click here <http://www.ustraveldocs.com/au/au-niv-typeb1b2.asp>
- You can apply for the B1/B2 at the same time as you apply for your J1 Visa and then just have the one interview with the US Consulate.

### **The Visa Application and Interview Appointment Process:**

#### **STEP 1) ENSURE YOU HAVE YOUR DS-2019 VISA SPONSORSHIP FORM**

- a. This is posted to you in an Express Post Envelope (along with these instructions) from CCUSA.
- b. This is an extremely important document and if lost, you will be charged a fee to reprint this form. This could also cause major delays to your departure.
- c. This DS2019 form allows you to apply for the J1 Visa (Camp Counselor).

#### **STEP 2) COMPLETE THE ONLINE “Non Immigrant Electronic Visa Application DS-160 Form”**

- a. Click on <https://ceac.state.gov/genniv/> to complete this form.
- b. You will need to upload a digital photo. Click here: [http://travel.state.gov/visa/visaphotoreq/visaphotoreq\\_5334.html](http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html) for photograph requirements.
- c. Please refer to the document on Footprints titled, “How to Complete the DS-160”. This will go through step by step how to complete and submit this form. Don't try and wing it – use the aid we have provided for you 😊

#### **STEP 3) BOOK YOUR INTERVIEW APPOINTMENT AND PAY THE MRV FEE (Visa Application Fee)**

- a. To see the current wait times for visa appointments go to: <http://www.ustraveldocs.com/au/au-niv-waittimeinfo.asp>
- b. To **book your appointment** you will either need to:
  - i. Create a new profile: [http://portal.ustraveldocs.com/SiteRegister?country=Australia&language=en\\_US](http://portal.ustraveldocs.com/SiteRegister?country=Australia&language=en_US)
  - ii. Or log in if you have already created a profile <http://portal.ustraveldocs.com/?language=English&country=Australia>
- c. Once logged in, choose “**Schedule Appointment**” and answer all questions.
- d. Note under step 3, when it asks for you to choose the visa category that applies to you – select ‘Student’ and then on the next page you will need to scroll down to the ‘Exchange Visitor’ box, click to open and the J1 Visa’ option will come up for you to choose.
- e. **Pay the MRV Fee** (which is currently AS\$176 – subject to change/exchange rate). You will see there are a couple of options to pay this fee. We advise that you pay it via Credit Card as the payment is done instantaneously. If you are unable to pay by credit card, the website will give you other payment options.
- f. **Save your receipt** of payment as you need this to finish booking your interview appointment.

#### **STEP 4) APPLYING FOR A B1/B2 VISA TOO?**

The instructions on how to apply and pay for this can be found on your Footprints account under Local Documentation. If you need this visa you should apply for it now so you will only have to attend one US Consulate Interview.

## STEP 5) PRINT YOUR SEVIS FEE RECEIPT

- a. This SEVIS fee has been prepaid for you by CCUSA.
- b. You need to print a copy of the receipt to take to the Consulate to show this has been paid.
- c. To do so, go to this site: <https://www.fmifee.com/i901fee/dhs/loadSearchPage.do>
- d. Have your DS2019 form in front of you and answer the 3 questions that the website asks (your SEVIS number – the number on your DS2019 that starts with the ‘N’; your surname as on your DS2019; and your DOB – the American way, *so month first!*)
- e. Press the button at the bottom that says ‘Check I-901 Status/Print Payment Confirmation’. This will take you to a page that shows the fee has been paid. Press ‘view’ which will take you to another page where at the bottom ‘Print Payment Confirmation’ is an option. Press this and print the page that is generated.

## STEP 6) VISA ISSUANCE FEE

- a. This step is only for those using an Australian passport to obtain their visa. Note, you are required to pay both the MRV fee and this additional Visa Issuance Fee.
- b. The current cost for the Visa Issuance Fee is **AU\$115.50** however, the US Consulate may change this fee at any time, so you must check here [http://canberra.usembassy.gov/niv\\_fees.html](http://canberra.usembassy.gov/niv_fees.html) for the current cost (scroll down to section titled “Visa Issuance Fee”)
- c. You pay this fee to the cashier at the US Consulate on the day of your US Consulate interview. It can be paid by cash, credit card or bank cheque (no Eftpos).
- d. You can also pay this before your Appointment by obtaining an Australian Post Money Order (**made payable to the “US Consulate General”**) and you will then take this with you on the day of your interview

## STEP 7) GATHER YOUR DOCUMENTS FOR YOUR INTERVIEW AT THE US CONSULATE

### Mandatory Items:

- a. Passport (current & previous showing any prior US Visas)
- b. DS-160 confirmation page with barcode (and photo uploaded/printed on it – if not attach original photo)
- c. Printed copy of your US Consulate Interview Appointment Letter
- d. Signed DS2019 Form
- e. MRV Fee receipt
- f. SEVIS Fee receipt
- g. Visa Issuance Fee (if using your Australian Passport) – as per step 5 you will pay this at the Consulate, but make sure you have the funds and correct payment method ready.

### Supplementary Items:

- a. A letter explaining your travel purpose and/or itinerary
- b. A copy of your CCUSA Placement Letter
- c. Current bank statement (we suggest it shows you have \$500+)

## STEP 8) GO TO THE US CONSULATE FOR YOUR SCHEDULED APPOINTMENT

- a. Click here for details of where your US Consulate is <http://www.ustraveldocs.com/au/au-loc-post.asp>
- b. Be on time. Dress smart casual.
- c. Depending on how busy the US Consulate is you may be there for a few hours. You need to exercise patience and put your best foot forward when going through the whole process.
- d. Avoid taking too many belongings or electronic devices with you as you need to go through multiple security check points.

## STEP 9) GETTING YOUR DOCUMENTS/PASSPORT/VISA BACK

- a. Once your visa is approved, Australia Post will either deliver your passport to the location you specified when you scheduled your Visa Interview Appointment, OR hold your passport at an Australia Post Office for you to retrieve. Take note that Australia Post does not deliver passports or visas to Post Office (PO) Boxes. There are no extra fees associated with either aspect of this service. The cost for Australia Post to deliver or hold your passport is included in the visa application fee.
- b. Click here for full details on this service <http://www.ustraveldocs.com/au/au-loc-passportcollection.asp>
- c. Your passport will contain your visa. Check your passport to make sure this is in there and that the photo is of you. The US Consulate has made mistakes in the past. Also make sure they have returned your DS2019 Form with your passport. Do not lose this important form – it is part of your visa! We suggest you carefully staple it into the back of your passport.

## STEP 10) LOG INTO FOOTPRINTS AND CONFIRM WITH CCUSA THAT YOU HAVE YOUR VISA GRANTED!