HOW TO APPLY FOR THE DS-160

APPLYING FOR THE DS-I60 application – this must be completed prior to your interview at the US Consulate (or submitting your paperwork)

Everyone applying for a US VISA must complete the DS-I60 form, an electronically submitted visa application.

1. **Go to:** http://www.ustraveldocs.com

   Follow the simple steps
   a. Step one: Complete a non-immigrant visa application (Form DS-160) online. Click on the link.
   b. Then click on DS-160, Online Nonimmigrant Visa Application
      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.
   c. This form must be completed electronically.
   d.

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.

The PROCESS:
1. **Select your Region:**
   Firstly you will need to select where you will be submitting your VISA application. This is based on where you reside in Australia.
   If from VIC, SA or TAS, you **MUST select Melbourne Australia.**
   If from NSW, ACT or QLD you **MUST select Sydney Australia.**
   If from WA, you **MUST select Perth Australia.**
   Note this process will require you to upload a digital photo of yourself. Your photo MUST meet the photo requirements set out by the US consulate. 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.
   Click Start Application
2. **Getting Started**
   NOTE: If you stop working on this application for more than 20 minutes, your session will expire and you will have to start over, unless you have recorded your Application ID Number or have saved your application to a file on your computer.
   CLICK ON TEST PHOTO:
   Please refer to this link to read about the Digital Requirements: http://travel.state.gov/visa/visaphotoreq/digitalimagereq/digitalimagereq_5327.html this will tell what you type of photo you can use and there is also a free photo Tool that you can use to upload your photo and see if it is acceptable: http://travel.state.gov/_res/flash/cropper/FIG_cropper.html#
   For more details you can also read: http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html
   Click on Start a New Application (or retrieve or upload a previous application if you have already started one and saved the Application ID Number)
3. **RECORD your Application ID (or you can print a copy)**
   Personal Information 1:
   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".
4. **Personal Information 2:**
   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.
5. **Address and Phone Information:**
   Answer all questions as applicable, ensuring that details are current and up to date.
6. **Passport Information Number:**

Where requested enter the passport number of the passport on which you are applying for the visa. "Passport Book Number" does not apply to Australian passports so please select "does not apply". Next enter the details of the city in which you applied for your passport, this information is not listed in your passport so please just enter the details as you know them to be true. 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".

7. **Travel Information:**
Purpose of Trip to the U.S.
Choose: *Exchange Visitor (J)*
Specify: *Exchange Visitor (J1)*
NOTE: If you wish to apply for the B1/B2 visa at this time click on Add Another
> Choose: *Temp. Business Pleasure Visitor (B)*
> Specific: *Business/Personal (B1/B2)*
> *Please refer to the cost of the B1/B2 tourist visa before choosing this option – but this is your only option for you if you are looking at travelling out of the USA heading to Canada or Mexico prior to or after Summer Camp or if you want to stay longer in the USA after the 30 day grace period.*

Have you made specific travel plans – choose Yes or No and enter the details as indicated.
Note: if you say NO the intended length of stay is based on the length of your visa which is a maximum of 4 months.
Person/Entity paying for your trip Choose: *SELF*

8. **Travel Companions Information:**
"Are there other persons travelling with you" select NO here.

9. **Previous US Travel Information:**
"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.

10. **US Point of Contact Information:**
IF YOU ARE PLACED:
Enter in the *Name of your Camp Director* as the Contact person. The Organization Name would be your *Camp's Name.* Relationship to you select *OTHER*
Enter in your camps address and phone number
IF YOU ARE NOT PLACED
Enter in Surname: *Den Hollander* Given Name: *Marielle*, Organization Name *Camp Counselors USA*. Relationship to you select *OTHER*.
Enter in CCUSA's US address: 2330 Marinship Way, Suite 250. Sausalito. CA 94965. Phone: 415 339 2728. Email info@ccusa.com

11. **Family Information: Relatives:**
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.

12. **Present Work/ Education/ Training Information:**
If you are a Student: Put in Student and enter details of your university / TAFE/ School.
If you have graduated or NOT a student. Choose 'Business' then enter in the details and address.
Please do not select 'Not Employed'.

13. **Previous Work/ Education/ Training Information:**
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).
You will also need to enter in where you went to School plus University or Tafe/College if you attended one.

14. **Additional Work/Education/ Training Information (normally for Male applicants only)**
"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.

15. **Security and Background: Part 1**
Hopefully you should answer NO to all of these questions. If you answer YES to any, please call CCUSA immediately to discuss this.

16. **Security and Background: `Part 2**
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.

17. **Security and Background: Part 3:**
You should answer NO to all of these questions. If you answer YES to any, please call CCUSA immediately to discuss this.

18. **Security and Background: Part 4.**
You should answer NO to this question. If you answer YES, please call CCUSA immediately to discuss this.

19. **Security and Background: Part 5**
You should answer NO to all of these questions. If you answer YES to any, please call CCUSA immediately to discuss this.

20. **Additional Point of Contact Information:**
    You should write the contact details of at least two friends in Australia who could verify your information. DO NOT write family members details here.
21. **SEVIS Information:**
    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. (this is also listed on your footprints account).
    Program number for the Camp Counselors USA program: P-4-05321
    "Do you intend to study in the US?" please select NO.
22. **Upload your photo**
    Use the photo that you set up at the start of this process
23. **Review Application:**
    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!
24. **Sign and Submit:**
    You will be required to electronically sign your application on order to submit it to the US consulate, firstly read through the information on this page in regards to this electronic signature.
    Read the Human Trafficking Prevention and check off that you have viewed and read the William Wilberforce pamphlet
    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".
    The same page will reopen – scroll to the bottom and then click on CONFIRMATION
25. *CONFIRMATION:* ***This page is the final and most important page of your application.***
    PRESS PRINT CONFIRMATION and print off your confirmation.
    You MUST have a copy of this page with your VISA application and payment on the day of your consulate appointment.
    Make sure on your printed copy 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. You may also choose to print a copy of your full application for your records however this is not mandatory.
    PLEASE NOTE: THIS PAGE IS NOT YOUR VISA, IT IS SIMPLY EVIDENCE THAT YOU HAVE SUBMITTED A VISA APPLICATION.
26. **Thank You:**
    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.

WHAT NEXT?
Refer to the document: The Visa Application Process