

# DS-160 visa form instructions

## **PLEASE FILL OUT YOUR DS160 WITHIN A 30 DAY PERIOD BEFORE YOUR APPOINTMENT.**

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](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 EXACTLY**

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 unsure, write the address for the Challenger Sports Head Office: 8623 Flint Street, Lenexa, Kansas, 66214

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: Jones

Given Name: Alan

Organisation Name: Challenger

Relationship to you: Employer

Address 1: 8263 Flint Street

City: Lenexa

State: Kansas

Zip Code: 66214

Phone: 9135994884 (just type number, with no spaces)

Email: ajones@challengersports.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 01132574308

## **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**

**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](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](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 at the embassy.

## **SEVIS form / payment instructions**

SEVIS must be paid before the visa interview, and you **MUST** bring the physical receipt of payment on the day. (When confirming the payment, at the bottom of the screen, you will be given the option to print the transaction – PRINT THIS and take it with you to the US Embassy on the day).

### **How to pay SEVIS? (Payment by credit or debit card)**

1. Go online to [www.fmjfee.com](http://www.fmjfee.com)
2. Click the button "Proceed to I-901 form and payment"
3. Scroll down to the bottom of the page and Select "DS2019" and click "OK"

Enter the following information exactly as it appears on the Form I-20 or DS-2019 from the exchange visitor program (This is the information you were asked to verify was correct on your Footprints account to CCUSA):

- Name (last, middle, first)
- SEVIS ID number\* - **YOUR SEVIS ID NUMBER WILL BE AVAILABLE ON YOUR FOOTPRINTS ACCOUNT, it begins with N**
- Date of birth (Remember to enter your date of birth in the US format: MM/DD/YYYY)
- Gender
- Country of birth
- City of birth
- Country of citizenship
- Code (Select category from the options provided which matches your current occupation)
- Exchange visitor program number (This is **P-4-05321**)
- Passport number (optional)

When making the payment you should be given two choices:

- (J-1 visa applicants - \$180.00)
- (au-pairs, summer work/travel and camp counselors will pay a reduced fee of \$35.00)

**YOU are paying for the second option of camp counselor costing \$35 – PLEASE choose this one!!!!**

When completing your Form I-901 online and paying with a credit or debit card, you must print a receipt immediately. You will also receive a receipt printed on a Form I-797 in the mail.

PLEASE NOTE: once paid the SEVIS fee is NOT REFUNDABLE. This also applies to any participant who cancels or Visa application is denied after the SEVIS fee has been paid.

You are able to go back in and print another copy of the receipt if NEEDS be, following the same instructions at the start, but then you will only have to enter your SEVIS number and name, and this will bring up your status and then you will be able to re-print showing proof of payment!