



## UNITED STATES OF AMERICA

Bhulabhai Desai Road, Mumbai 400 026 Tel.: 2363  
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**VFS:** Tirupathy Apts, B D Road, Opp Mahalaxmi Temple, Mumbai 400026

**VISA HANDLED BY VFS**

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Filling of the visa form online is changed, Please download the new rules of filling the visa form and website address.

[New Rules & Website Addresses](#)

The applicant need to visit [www.vfs-usa.co.in](http://www.vfs-usa.co.in) to fill the visa form online and fix up an appointment.

### **Business Visa**

- Valid passport (**Copy of the Passport - 2 copies of first page on a separate sheet, one copy of last page**)
- One form
- 2 Recent Photographs, 50mm x 50mm, 80% face should be seen white back ground (Photographs should not be old for more than 6 months)
- Covering letter
- Invitation letter
- Correspondence
- Company's Bank statement
- Company's Profile
- Income tax papers / salary slip
- Appointment letter

### **Tourist Visa**

- Valid passport (**Copy of the Passport -2 copies of first page on a separate sheet, one copy of last page**)
- One Original form
- 2 Recent Photographs, 50mm x 50mm, 80% face should be seen white back ground (Photographs should not be old for more than 6 months)
- Covering letter
- International credit card
- Sponsorship letter or tour confirmation
- Income tax papers / salary slip for last 3 years
- Leave letter from Company
- Fixed Deposit, Bank Statement personal, AM Property paper

### **Visa Fees**

- For L1 Blanket Petition, principal applicant has to carry a demand draft of Rs. 23,500.00 favoring **"AMERICAN CONSULATE GENERAL MUMBAI ."** Payable to MUMBAI .

- For Tourist / Business and Exchange Visitors, Students, Crew members: B1/B2, C1/ D, F1 / F2, J1/J2, M1/M2 Visa Fees Rs. 6,580.00 (favouring to "US EMBASSY - VISA FEES") + "HDFC BANK A/C VFS" Rs. 380.00
- For Temporary Employment: H1-B/H4/L1/L2/O-1/O-2/O-3/P1/P2/P3/R1/R2 Rs. 7,050.00 (favouring to "US EMBASSY - VISA FEES") + "HDFC BANK A/C VFS" Rs. 380.00
- Pay the visa fees at the HDFC Bank and after 02 working days the barcode will get activate which is given on the HDFC slip

### Time Taken

- 2 Working Days

### Visa Time

- Submission Time : 09:00 AM to 11:00 AM

### Important Note - New U. S. Rule

The newly-developed DS-160 web-based Non-Immigrant Visa (NIV) application is required starting 19 Jan 2010 for all appointments scheduled on or after 1 Feb 2010. This new form will override the existing forms DS156 and DS157.

The steps to follow for US VISA application are:

#### STEP 1: FILLING UP OF FORM NO DS160

- Ensure a digital photograph as per the specification given in the below link, is saved in the computer where the form will be filled. [http://travel.state.gov/visa/guide/guide\\_3886.html](http://travel.state.gov/visa/guide/guide_3886.html)
- Click on the link below and start filling up the form. This should be done before obtaining the HDFC bar code number; <https://ceac.state.gov/genniv/>
- Enter the information requested into the appropriate space in each window. Please answer all questions. Your answers must be in English and must use English characters, except when you are asked to provide your full name in your native alphabet.
- After filling each page, please keep saving the form by clicking on the save button.
- Wherever "not applicable", kindly check the "Does Not Apply" box
- Review the information you have entered for accuracy
- On completion of filling up the online form, a confirmation page will be generated. This confirmation page will have a unique bar code, which is essential for scheduling an interview appointment
- Kindly print the confirmation page on a laser printer as ink jet or dot matrix printer do not print with sufficient resolution for the bar code to work. Also save a copy or email a copy to you email ID
- The confirmation page is required at all steps during the visa application process.

**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, hence keep saving the entries.

- The online form does not have to be completed at one go. You can save and exit and continue it later if required.

#### STEP 2: PAYMENT OF FEES

On completion of the above steps, kindly provide the travel desk the following:

- A photocopy of the passport (first 2 and last 2 pages)
- Total amount: INR 7050/-inclusive of service tax subject to change without prior notice
- Once the draft is done, the travel desk will submit the passport copy and the drafts to the

HDFC bank to obtain the BAR code, which takes 24hrs to get activated.

### **STEP 3: APPOINTMENT**

- The HDFC bar code number will be emailed to you once issued.
- Once the Bar code gets activated, you will then have to schedule an interview appointment through the website [www.vfs-usa.co.in](http://www.vfs-usa.co.in) by using the HDFC bar code number and the bar code number generated on the DS160.
- For BEP member, contact the respective HR person

### **STEP 4: SUBMISSION OF DOCUMENTS TO THE VFS**

5 working days prior to the interview date, the below documents needs to be submitted to the VFS (Visa Facilitation Center), failing which the bar code will be deactivated and you will be considered a no-show for the interview. The Travel desk will be submitting these documents to the VFS on your behalf.

- A photocopy of the passport (the first 2 and last 2 pages)
- 2 Photographs (50mm x 50 mm, matt finish, white background, both ears visible), in case of error while uploading online else not required.
- A copy of the interview letter (can be downloaded from the VFS website once you get the interview date)
- A copy of the confirmation page generate on completion of the online form DS160
- A copy of the checklist with original signature (can be downloaded from the website once you get the interview date)
- Photocopy of the covering letter (on India Company letter head sign by the authorized signatory) or the Original Covering letter and the BEP letter for BEP member.
- HDFC yellow /blue slip

### **STEP 5: INTERVIEW DOCUMENTS**

For the Interview, you need to carry:

- Original passport (valid for minimum 6 months from the date of travel). In case you have an old passport, kindly carry them too.
- Original covering letter on the company letter head in India or the photocopy of the covering letter and BEP letter for BEP member
- Original invitation letter on the company letter head in NY.
- Original Income tax Papers (last 3 years)
- Original Salary slips of last 3 months
- Original bank statements of last 6 months (updated ones)
- Credit card, optional
- Visiting card, optional
- Original degree certificate.
- Copy of the interview letter
- HDFC pink slip
- Our service charge Rs1500/=