

## CHECKLIST FOR USA (B1-Visa) APPLICATION

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> <li>This page is meant for Foreign Domestic Employee who are accompanying their employer to the United States may be eligible to apply for a <b>(B-1 visa) (Foreign Domestic Helper who wish to enter United States for their personal trip are not eligible to apply)</b>. This category of domestic employees includes, <b>but is not limited to cooks, butlers, chauffeurs, valets, footmen, nannies, au pairs, mothers' helpers, gardeners and paid companions.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Length of employment in Singapore under the same employer:</b> one year or more.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Genuine purpose:</b> Provide documentation or evidence supporting your reasons for travel.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Proof of Intend to return:</b> Clearly demonstrate ties in your home country (e.g job, family property which you do not intend to abandon, family relationship, your economic situation and your long-term plans for your family.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Humanitarian Reasons:</b> Accompanying or supporting a relative, employer receiving medical care or assisting in emergencies involving family or close relative.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Financial Ability:</b> Show you have the financial means to cover your expenses during your stay in US (<b>provide employer's recent 6 months Singapore bank statement showing transaction history and salary crediting</b>). <b>Credit/ debit card transaction history are not accepted for application</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>There is no guarantee</b> you will be issued a visa. <b>DO NOT</b> make final accommodation plans or buy air tickets until the visa is approved.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If your visa is approved, you also need to pay a visa issuance fee depending on your nationality or reciprocal arrangement. The visa issuance fee is based on the principle of reciprocity when a foreign imposes fee on US citizen for certain types of visas. (<b>does not include non- refundable administrative processing fee required to be paid online before an interview</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED DOCUMENTS TO BE PREPARED BY THE FOREIGN DOMESTIC EMPLOYEE		
<ul style="list-style-type: none"> <li>You are required to provide your <b>ORIGINAL</b> passport with a validity of at least 6 months beyond your period of stay in United States.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Electronically submit your DS-160 online application. You will upload your photo while completing the online form DS-160 (<b>if the upload photo failed you must provide one printed photo in the format explained in the photograph requirements</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If someone else assists you with your application, you must <b>electronically</b> sign and submit your application. You (<b>the applicant</b>) must click the <b>"SIGN APPLICATION"</b> button to complete the signing of the form, or your application will not be accepted. <b>** Please be patient as you use this form as the download times may vary depending on your internet connection speed (the person completing the application on your behalf will provide you with an application password to electronically sign the form)</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Non-immigration visa application online form DS-160 confirmation page.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Application payment fee receipt.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Be honest and specific in your application and during interview as ensure a better chance of approval.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
<ul style="list-style-type: none"> <li><b>6-8 working days if no additional documents are required made known to the applicant during interview.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>