

## Checklist for business visa application to United States (B-1 type)

| GENERAL INFORMATION   | APPLICANT CHECK          | AGENT CHECK              |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>A foreign national travelling to the United States to conduct temporary business (<b>attending business meetings or consultation, attending business convention or conference and negotiating contracts</b>) must have a visitor visa (<b>B-1 type</b>) unless qualifying for entry under the visa Waiver Program.</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Examples of temporary business visit include attending <b>business meetings/ consultation/ business convention/ conference and negotiating contracts</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 make final plans or buy tickets until your visa is approved.</b></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. These fees are based on the principle of reciprocity when a foreign government imposes fees on US citizens 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"/> |
| <b>REQUIRED DOCUMENTS TO BE PROVIDED BY THE APPLICANT</b>   |                          |                          |
| <ul style="list-style-type: none"> <li>You are required to provide your <b>ORIGINAL</b> passport with a validity at least <b>6 months beyond your period of stay in United States</b>.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Electronically submitting your DS-160 online application form is only the first step in the application process. You will upload your photo while completing the online form <b>DS-160</b>. <b>If the photo fails, you must bring one printed photo in the format explained in the photograph requirements.</b> (<a href="https://travel.state.gov/content/travel/en/us-visa/visa-information-resources/photos/photo-examples.html">https://travel.state.gov/content/travel/en/us-visa/visa-information-resources/photos/photo-examples.html</a>)</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>If someone else assists you with your visa application, you must electronically 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. Download times may vary depending on your internet connection speed.** (the person completing the application on your behalf will provide you with the application password to electronically sign the form).</b></li> </ul>       | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>After you have electronically submitted your <b>DS-160 application</b>, you must contact the embassy or consulate to schedule an interview appointment. Interviews are generally required with certain limits except If you are <b>aged 13 and below (generally not required), aged 14-79 (required with some exceptions for renewal) and aged 80 older (generally not required)</b>.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Non-immigrant visa application online form <b>DS-160</b> confirmation page.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Application fee payment receipt.</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>A letter of introduction from your employer confirming your employment status with the company, position held in the company, salary, purpose of your visit to the United States of America and duration of stay (<b>specify date of arrival and departure</b>).</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 this ensures a better chance of approval</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>PROCESSING TIME UPON SUBMISSION TO THE EMBASSY</b>   |                          |                          |
| <ul style="list-style-type: none"> <li>6-8 working days <b>if no additional documents are required made known to the applicant during interview.</b></li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |