



United States Diplomatic Mission to Germany



## Non-Immigrant Visa Check List

**All** applicants must submit the following items at the time of the visa interview

- Current valid passport
- DS-160 confirmation page (<http://germany.usembassy.gov/visa/niv/step3/>)
- Proof of payment of the visa application fee (MRV fee) (<http://germany.usembassy.gov/visa/niv/step5/>)
- Photo (Color photo, paper, not electronic) (<http://germany.usembassy.gov/visa/niv/step2/>)
- Self-addressed, stamped envelope with EUR 1.45 postage (C5 envelope recommended)  
**Frankfurt/Berlin Only:** Should you require a more expedited delivery with confirmation, you have the option of bringing your own private pre-paid return courier **envelope** (i.e: DHL, TNT, UPS) for return of your passport. We cannot accept packages. DHL labels can be purchased and printed at home; use letter envelopes only. This will **NOT** speed up the processing time, but it will only expedite and confirm delivery.

### How to address your envelope

Return Address: Leave Blank	Postage € 1.45
Given Name Surname Street address Zip Code City Country	

**Derivative applicant(s), meaning spouse/children of the main applicant, must submit all of the above and**

- Proof of relationships, such as a birth or marriage certificate
- If applying separately from the main applicant: Copy of the principal applicant's visa or supporting documents. Documents to be submitted depend on the visa category.

**Applicants may wish to bring recommended supporting documentation:**

<http://germany.usembassy.gov/visa/niv/step6/>

Depending on the visa category, specific documentation must be provided

**Visa Categories** (click on category to go to specific information)

- [B-1/B-2: Temporary visitors for business or pleasure](#)
- [C: Transit Visa](#)
- [C1/D: Crew Visa \(airline/ship\)](#)
- [E-1/E-2: Treaty Trader / Investor Visa](#)
- [F: Student](#)
- [H: Temporary Work Visa. Individuals in specialty occupations](#)
- [I: Journalist](#)
- [J: Students, Exchange Visitors](#)
- [K: Fiancé of U.S. citizens](#)
- [L: Intra-company transfer](#)
- [M: Students \(Student in vocational or recognized non-academic program\)](#)
- [O: Individuals with extraordinary abilities in sciences, arts, education, business, athletics](#)
- [P: Internationally recognized athlete or member of internationally recognized entertainment group](#)
- [Q: Participants in an international cultural program](#)
- [R: Religious workers](#)

**Questions?** Contact us at <http://germany.usembassy.gov/visa/niv/contact/>



## **B-1 / B-2 / C**

- No additional documents required.

For *recommended* supporting documentation see <http://germany.usembassy.gov/visa/niv/step6/>

## **C-1/D (Airline Employee, Seaman, Cruise Ship)**

### **Airline Employee:**

- Airline ID (Frankfurt/Munich only, otherwise recommended)
- Letter from employer confirming employment and requesting a crew visa

### **Seaman:**

- Valid contract from the ship owners **or** letter from the shipping agency

### **Cruise Ship (Crew):**

- Contract from the cruise line **or** letter from the shipping agency

## **E-1/E-2 (Treaty Trader / Investor Visa)** (Only processed in Frankfurt )

*Please do not send these documents in advance. You will need to present these documents at the interview* Information on E-1/E-2 visa application procedures and company registration requirements:

<http://germany.usembassy.gov/visa/niv/visacategories/e1e2/>

- Supplement Form DS-156E, "Part III - Applicant"  
(<http://www.state.gov/documents/organization/79963.pdf>)
- Curriculum vitae or resume
- Detailed job description (in English)
- Organizational chart of U.S. operations to indicate whom the employee manages/supervises and to whom he reports;
- Letter from the employer giving the number of other recipients of E-1 or E-2 visas from the same firm who are in the U.S. and their positions in the company; and the number of U.S. nationals employed by the firm and their positions in the company.

## **F / M (Students)**

- I-20 form (F-visa), signed original
- I-20M-N form (M-visa), signed original
- Evidence of payment of the SEVIS fee (<https://www.fmjfee.com/i901fee/>)  
(Only the principal applicant must pay the fee. See <http://www.ice.gov/sevis/i901/faq3.htm>)
- Only if attending a **public** school: Evidence of payment of tuition  
([http://travel.state.gov/visa/temp/types/types\\_1269.html#5](http://travel.state.gov/visa/temp/types/types_1269.html#5))

**Questions?** Contact us at <http://germany.usembassy.gov/visa/niv/contact/>



**Security Notice:** [http://germany.usembassy.gov/security\\_notice\\_for\\_consular\\_customers.pdf](http://germany.usembassy.gov/security_notice_for_consular_customers.pdf)



## H / O / P / Q-Visa

- I-797 form "Notice of Action/Approval" (copy or original)

## I-Visa (Journalist)

- Credential issued by a professional journalistic association (recommended)
- Letter from your media organization confirming the purpose of your trip to the United States.

### Freelance Journalists:

- Credential issued by a professional journalistic association (press ID)
- Valid contract of employment from the sponsoring media organization. At a minimum, the contract should clearly identify the parties to the contract and include the term (dates or duration) and a description of duties to be performed or work product resulting from a temporary stay in the U.S.

## J-Visa (Students, Exchange Visitors)

- DS-2019 form (signed original)
- Evidence of payment of the SEVIS fee (<https://www.fmjfee.com/i901fee/>)  
(Only the principal applicant must pay the fee. Cf. <http://www.ice.gov/sevis/i901/faq3.htm>)
- Trainees/Interns only:* Training/Internship Placement Plan, Form DS-7002  
(<http://www.state.gov/documents/organization/84240.pdf>)

*The following applicants are usually exempt from the SEVIS and the visa application fee:*  
([http://www.ice.gov/sevis/i901/faq3.htm#\\_Toc81222010](http://www.ice.gov/sevis/i901/faq3.htm#_Toc81222010))

- Students whose program number starts with G-1, G-2, G-3 or G-7
- Fulbright Scholars and their derivatives (depending on program number)

## K-Visa (Fianceé of U.S. Citizen) (Only processed in Frankfurt )

For checklist, please go to

- <http://germany.usembassy.gov/visa/iv/step4/>
- or
- [http://germany.usembassy.gov/uploads/f6/77/f677362c323ce60f859ce9b593aef879/iv\\_fiance\\_checklist.pdf](http://germany.usembassy.gov/uploads/f6/77/f677362c323ce60f859ce9b593aef879/iv_fiance_checklist.pdf)

**Questions?** Contact us at <http://germany.usembassy.gov/visa/niv/contact/>



**Security Notice:** [http://germany.usembassy.gov/security\\_notice\\_for\\_consular\\_customers.pdf](http://germany.usembassy.gov/security_notice_for_consular_customers.pdf)



## L-Visa (Intercompany Transfer)

- I-797 form "Notice of Action/Approval" (copy or original)

**L-Visa (Blanket Petition)** (see also <http://www.uscis.gov/files/form/i-129instr.pdf>)

- Blanket Petition (I-797 "Notice of Action/Approval") (1 copy)
- Letter of support from employer. Documentation should show that the applicant is either a manager, executive, or specialized knowledge professional employed by a qualifying organization.
- I-129 S Petition (1 original and 2 copies)

A \$500 "Fraud Prevention and Detection Fee" must be paid for the principal applicant (not for dependants) at the time of the visa interview. The fee can be paid in cash or by credit card (Visa/Master Card)

## R-Visa (Religious Worker)

- I-797 form "Notice of Action/Approval" (copy or original)
- Letter from an authorized official of the religious organization in the U.S. affirming: (a) the affiliation between the U.S.-based organization and the overseas religious denomination, (b) the duration of the applicant's membership in the overseas religious denomination; (c) the applicant's authority to function as a minister of religions, or the nature of the applicant's responsibilities as a professional religious worker; (d) evidence of a baccalaureate degree if the applicant is a professional religious worker; (e) arrangements for remuneration for the applicant's services in the U.S.; and (f) the name and location of the religious congregation or organization in the U.S. for which the applicant would be providing services
- Proof of the tax exempt status of U.S. organization
- Please see additional information on our website:  
<http://germany.usembassy.gov/visa/niv/visacategories/r/>

**Questions?** Contact us at <http://germany.usembassy.gov/visa/niv/contact/>



**Security Notice:** [http://germany.usembassy.gov/security\\_notice\\_for\\_consular\\_customers.pdf](http://germany.usembassy.gov/security_notice_for_consular_customers.pdf)