

Penn Relays 2014 Visa Application Guidelines

The U.S. Embassy aims to process all Penn Relay visa applications as efficiently as possible. To do so, we need your help. Be sure to follow our guidelines so that your athletes' visas are processed in time for the competition. *Failure to follow our guidelines may result in significant visa processing delays.*

- All team members must apply together, as a group.
- Official team affiliates, such as coaches and chaperones, should apply in the same group as the athletes. (Note: Accompanying spectators are *not* considered official team affiliates. They should schedule ordinary visa appointments.)
- Late applicants and replacements for team members whose visa applications are denied must schedule their appointments through the ordinary visa application procedures. No special preference will be given in scheduling these appointments, so all applicants should apply as early as possible.
- Group appointments for Penn Relay travelers will be available from **March 24 through April 15. No special or emergency appointment will be given to any team or athlete who failed to apply before April 15.**
- Coaches can schedule a group appointment through our call center partner, CSC. E-mail Group_Processing_Jam@visaops.net to request an access code for a group appointment. Please contact CSC **before March 24** to schedule your group's appointment. CSC will respond with further instructions about how to schedule an appointment for the group through our self-service website. If you are not ready to schedule your team's appointment until after March 24, please check our website, <http://kingston.usembassy.gov>, for updated instructions about how to schedule an appointment, and contact PennRelaysKingston@state.gov if you have further questions.
- Athletes must be accompanied to their visa interviews by a coach or other responsible official who is able to answer questions about the team and its travel plans.
- **All athletes under age 18 who did not travel to the Penn Relays last year must also be accompanied to the interview by a parent or legal guardian.** (A legal guardian is appointed by a court of law; a letter from the parent naming a third party to appear at the visa interview is not sufficient evidence of legal guardianship.) Parents should be prepared to present the child's certified birth certificate and the parent's national ID. (passport, driver's license or voter ID).
- All athletes and team affiliates must complete a DS-160 application form and pay the visa application fee of \$160 USD at any National Commercial Bank branch. When the application is completed, the applicant will be instructed to print out a confirmation sheet. A visa photo should be stapled in the appropriate spot on the confirmation sheet, and the fee receipt should be stapled at the bottom of the confirmation sheet.
- All confirmation sheets, fee receipts, and passports for the group must be delivered to the U.S. Embassy at least 3 business days in advance of the group's appointment date. Deliveries can be made at the Embassy drop-off window any day between 9:30 and 10:30.
- The following documents must also be delivered at least 3 business days in advance of the group's appointment date, along with the applications. All documents should be originals and should be on official letterhead, when appropriate:
 - A full roster of team members and official team affiliates
 - The group's travel itinerary
 - Full documentation of any sponsorship or financial assistance arrangements.

Group Appointment System

The U.S. Embassy in Jamaica has implemented a new Self Service Group Process that allows group sponsors to coordinate appointments much more efficiently. For more information on how to schedule as a group (or as an individual Penn Relay participant), please send an email to [Group Processing JAM@visaops.net](mailto:Group_Processing_JAM@visaops.net). Once you have been authorized as a group you will receive an Access Code and be able to schedule your appointments through our Self Service Web at <http://jamaica.usvisa-info.com/>.

Step 1 – Register A Group User

All groups requesting access to schedule appointments through the group system should submit the following information to [Group Processing JAM@visaops.net](mailto:Group_Processing_JAM@visaops.net)

- Subject Line: Groups of 5 or More Program
- Information about the organization in Jamaica:
 - Organization Name
 - Contact Name
 - Telephone Number
 - E-Mail Address
 - Fax Number
 - Street Address including zip code
- Information about the Organization in the US, if applicable:
 - Sponsoring Organization Name
 - Contact Name
 - Telephone Number
 - E-Mail Address
 - Description of Trip Purpose
 - Itinerary (Destination, departure and return dates) Length of Trip

Step 2 – Paying the Fee

Once a group user has been created, they will be able to register their applicants in the group system and download the bank deposit slips. Each applicant will have a deposit slip and no bulk payments are allowed. No credit card payments will be allowed for groups.

Step 3 – Scheduling the Appointments

After the MRV fees have been paid and validated, the group coordinator will be able to schedule all the necessary appointments. Please note it will take a minimum of two business days for the MRV payment to process before any appointments can be made.

Step 4 – Interviews

The group coordinator will select the desired appointment date in the system for all of the scheduled applicants. The applicants will then appear at the Embassy on the day of their scheduled interviews.