

The DS-160 On-Line U.S. Visa Application Form

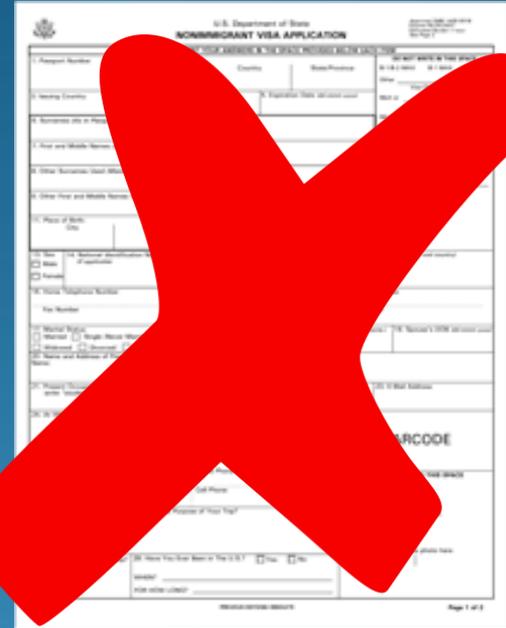


U.S. Embassy Manila

All visa categories will be required to use the
DS-160 beginning **May 24, 2010**

Background

- DS-160 NIV application form replaces:
 - DS-156 NIV Application
 - DS-157 Supplemental NIV Application
 - DS-158 Contact Information and Work History



The image shows a sample of a U.S. Department of State Nonimmigrant Visa Application form (DS-160). The form is titled "U.S. Department of State NONIMMIGRANT VISA APPLICATION" and includes various fields for personal information, travel history, and contact details. A large, bold red "X" is superimposed over the entire form, signifying that this form is being replaced by the new DS-160 form.

Advantages

- One form instead of three
- Completely online – nothing to fill out by hand
- Family and group feature:
 - Automatically adds a few fields from principal applicant form to the rest of the group member's applications
- “Save” feature to complete form later or reuse in future
- Need to print only a single confirmation page
- Reduces use of paper
- Quicker processing at the Embassy



Application Process

Complete
DS-160

Schedule Interview

- On-line
- Call Center

Pay Visa Fee

Interview

Only the application form has changed – other parts of the process remain the same. Use the bar code from DS 160 confirmation page to make an appointment for visa interview

Things you should know before you start the application

- Gather all your required information (see Slide #13) to complete the form ahead of time.
- Have your passport photo scanned or saved to your hard drive ahead of time. **Go to this website to determine your photo requirements:**
http://travel.state.gov/visa/temp/info/info_1287.html
- The application will “time out” in 20 minutes due to inactivity and the application process will close.
- Use the “Save” function frequently to avoid losing your data
- You do not need to complete the form at one sitting - the application can be saved for completion at a later time.
- It is acceptable to have someone else fill out the application. But you are responsible for carefully checking the information. You must state who completed the application.

Completing the DS-160

Step 1 – Access the Application

Go to :

[http://manila.usembassy.gov/
www3024.html](http://manila.usembassy.gov/www3024.html)

-or-

<https://ceac.state.gov/genniv>

- Read instructions and gather documents and information; have photo ready
- Press “Start Application”
- ***CAUTION: Application process will terminate if inactive for 20 minutes.***
- *Click “Save” early and often*

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Select Tooltip Language: English

Nonimmigrant Visa Application

Instructions

Welcome to the Consular Electronic Application Center Instructions page. This online Nonimmigrant Visa Application can be completed in order to assist you in expediting the visa application process.

What you need:

- Your Internet browser must support 128-bit encryption and must have javascript enabled.
- The minimum version of Internet Explorer (Windows) that this site supports is version 5.0 service pack 2 or higher.
- The minimum version of Netscape that this site supports is version 6.2 or higher.

Note: The time to download each page may vary depending on the speed of your Internet connection. Please be patient.

Instructions for completing the online Nonimmigrant Visa Application:

1. Enter the information requested into the appropriate spaces 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. Letters like ñ, é, ú, ç are not recognized by the system. Please enter names like Muñoz and Sémonin as Munoz and Semonin, unless otherwise asked.
2. Review the information you entered for accuracy.
3. Print the confirmation page.
4. Bring the confirmation page with you at all steps during the visa application process.

Notice 22 C.F.R.6 41.103 requires an applicant to sign and submit his or her own Nonimmigrant Visa Application unless otherwise exempt. Although the applicant may receive assistance from a third party in preparing the application, the applicant is required to click the “Sign Application” button at the end of the application. The applicant’s failure to sign the application may result in a termination of the application.

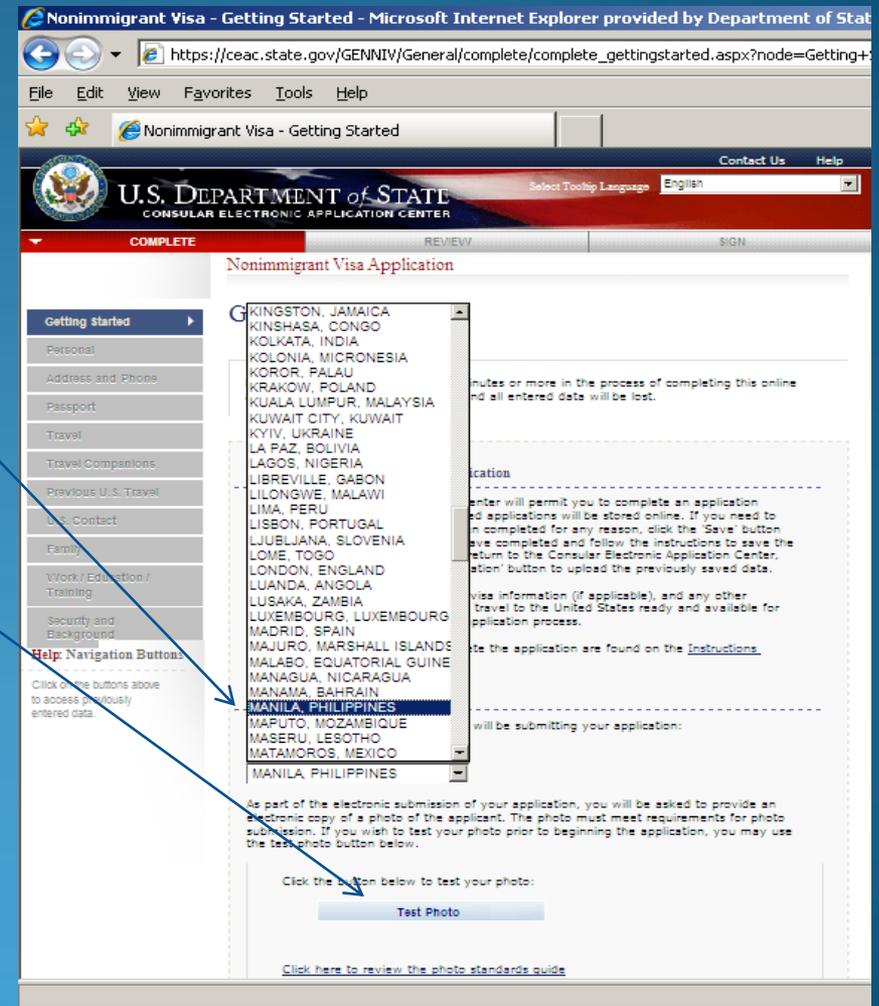
[Start Application](#)

This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet

Completing the DS-160

Step 2 – Choose the Location

- Select “Manila” as the location for your interview
- Press “Test Photo” to begin uploading your photo. Photos should be a .jpg file with less than 1 mb in size



Completing the DS-160

Step 3 – Upload Photo

- Browse to your photo and press “Upload Selected Photo”
- If your photo meets the quality standards, you can press “Continue Using This Photo”
- If your photo does not pass, press “Continue Without A Photo”
- Bring a conforming photo to your interview even if you have successfully uploaded it.



Completing the DS-160

Step 4 – Fill In The Form

- Complete all questions carefully and accurately
- Inserting wrong information or leaving required items blank will delay your application
- Be sure to include middle name(s) as written in your passport! Middle names should be included after your given (first) name, not just the middle initial.

The screenshot displays the DS-160 form with the following sections and details:

- Personal Information 1:** Includes a sidebar with navigation buttons (Getting Started, Personal, Address and Phone, Passport, Travel, etc.) and a main area with a note: "NOTE: Data on this page must match the information as it is written in your passport." Fields for Surnames (FEI...), Given Names (JUAN MIGUEL), and Full Name in Native Alphabet are visible.
- Passport Information:** Features a "Passport Number" field, a "Does Not Apply" checkbox, and a "Help: Passport Number" section explaining that the number should be a valid, unexpired passport number.
- Previous U.S. Travel Information:** Contains a note: "NOTE: Provide the following previous U.S. travel information. Provide complete and accurate information to all questions that require an explanation." It includes a question "Q: Have you ever been in the U.S.?" with a "No" answer, and a table for travel history with columns for "Date of Arrival" (01 SEP 1996) and "Length of Stay" (3 YEAR(S)).
- Additional Fields:** Includes "Expiration Date" (25 AUG 2014) and "Date Last Visa Was Issued" (12 AUG 1996) with corresponding help text.

Completing the DS-160

Saving an Application

- Save your application early and often. If you can't finish in one sitting, you can save the application to your hard drive and continue later
- Press "Save" at the bottom of *any* data entry page
- Press "Save Application to File"
- Press "Save" and navigate to the place you want to save your application
- Your saved application is accessible only from the hard drive of the computer where you saved the information

The image shows a composite of three screenshots from the CEAC website. The top screenshot shows a navigation bar with buttons for 'Back: Getting Started', 'Save', and 'Next: Personal 2'. The middle screenshot shows the 'Save Confirmation' page with the following text: 'You have saved your application for your current session. Once you close the CEAC application browser window, you will not be able to retrieve the saved data.' Below this, it provides instructions on how to save the application to a file and offers three options: 'Save Application to File', 'Continue Application', and 'Exit Application'. The bottom screenshot shows a 'File Download' dialog box with the following details: 'Do you want to open or save this file?', 'Name: CEACAA0000KFCJ.dat', 'Type: HTML Document, 21.9 KB', and 'From: ceac.state.gov'. It includes 'Open', 'Save', and 'Cancel' buttons, along with a warning about internet files.

Completing the DS-160

Retrieving a Saved Application

- Browse to a saved application file
- Press “Upload Data”

The screenshot displays the CEAC website interface. At the top, there is a navigation bar with 'Contact Us' and 'Help' links, and a language selection dropdown set to 'English'. Below this is a header with the U.S. Department of State logo and the text 'U.S. DEPARTMENT OF STATE CONSULAR ELECTRONIC APPLICATION CENTER'. A progress bar shows 'COMPLETE', 'REVIEW', and 'SIGN' stages. The main content area is titled 'Nonimmigrant Visa Application' and 'Upload a Previous Application'. It includes instructions: 'Click 'Browse' and select the previously saved application file you wish to upload. Next, answer the security questions to validate that the correct file has been selected, then click 'Upload Data'. Finally, click on the 'Next' button at the bottom of each page until the last completed page has been reached and continue the application process.' The 'Previously Saved Application File' section has a 'File Path:' label and a text input field containing 'HXCEA [REDACTED]' with a 'Browse...' button to its right. The 'Security Questions' section has two input fields: 'First 5 Letters of Surname:' with a [REDACTED] field, and 'Year of Birth:' with a text input field containing '1978'. At the bottom of the form are two buttons: 'Upload Data' and 'Cancel'. A footer at the bottom of the page contains a small 'C' logo and text: 'This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein. Copyright Information | Disclaimers | Paperwork Reduction Act'.

Completing the DS-160

Tips

- If a question doesn't apply to you, you must check the "Does Not Apply" box.
 - If a question does not have a "Does Not Apply" box and is not grayed out, you must answer it.
- Answer fully and include as much detail as you can including work and cell phone numbers.
- Be especially careful with the yes/no questions near the end – misrepresenting the facts can make you permanently ineligible to receive a visa

(e.g., JUAN MIGUEL)

Full Name in Native Alphabet

Does Not Apply

If your passport does not include your name, please enter 'FNU' in Given Name field.

A: Yes No

Phone

Home Phone Number
03-555-5555

Work Phone Number
03-444-4444 Does Not Apply

Work Fax Number
 Does Not Apply

Mobile/Cell Phone Number
012-555-5555 Does Not Apply

Monthly Salary in Local Currency (if employed)
 Does Not Apply

Briefly describe your duties:

Getting Started
Personal
Address and Phone
Passport
Travel
Travel Companions
Previous U.S. Travel
U.S. Contact
Family
Work / Education / Training
Security and Background
Medical and Health
Criminal
Security

Security and Background: Security Information

NOTE: Provide the following security and background information. Provide complete and accurate information to all questions that require an explanation. A visa may not be issued to persons who are within specific categories defined by law as inadmissible to the United States (except when a waiver is obtained in advance). Are any of the following applicable to you? While a YES answer does not automatically signify ineligibility for a visa, if you answer YES you may be required to personally appear before a consular officer.

Q: Do you seek to engage in espionage, sabotage, export control violations, or any other illegal activity while in the United States?
A: Yes No

Q: Do you seek to engage in terrorist activities while in the United States or have you ever engaged in terrorist activities?
A: Yes No

Q: Have you ever or do you intend to provide financial assistance or other support to terrorists or terrorist

Common Mistakes



- **Applicant's complete name *including middle names***
- **Applicant's passport information, current and previous**
 - birth certificate, information on salary,
 - previous travel to U.S. and previous visas
- **Other Name(s)** - for married female applicants, type your complete maiden name
- **Purpose of Trip to the U.S.** if the answer falls under "Other," it is a requirement to specify the purpose of travel in the blank provided
- **Primary Occupation**
- **Contact Person and Contact Address in the United States**
- **Father's Complete Name, Mother's Complete Maiden Name, and their dates of birth**

Completing the DS-160

Step 5 – Reviewing Your Application

- You have an opportunity to review and edit all your answers before submitting your application
- Check carefully that everything is correct – it is not possible to make changes after you click on “Sign and Submit Application”

The screenshot shows the CEAC interface for a Nonimmigrant Visa Application. The top navigation bar includes "U.S. DEPARTMENT OF STATE CONSULAR ELECTRONIC APPLICATION CENTER", "Contact Us", "Help", and a language dropdown set to "English". The main navigation tabs are "COMPLETE", "PHOTO", "REVIEW" (selected), and "SIGN".

The left sidebar contains a menu with the following items: "Personal/Address/Phone/Passport", "Travel" (selected), "U.S. Contact", "Family", "Work/Education/Training", "Security and Background", and "Location".

The main content area is titled "Nonimmigrant Visa Application" and "Travel Information". It contains the following fields and options:

- Principal Applicant?** YES (with an [Edit Travel Information](#) link)
- Purpose of Your Trip to U.S.** (text input field)
- Specific Travel Plan?** YES
- The Location you plan to visit in the U.S.** (text input field)
- Address where you will stay in the U.S.:** 222 MAIN STREET, LONG BEACH, CALIFORNIA
- Person/Entity Paying for Your Trip:** SELF
- Other Persons Traveling with You:** YES (with an [Edit Travel Companions Information](#) link)
- Have you ever been in the U.S.?** YES (with an [Edit Previous U.S. Travel Information](#) link)
- Do you or did you hold a U.S. Driver's License?** NO
- Have you ever been issued a U.S. Visa?** YES
- Have you ever been refused a U.S. Visa, been refused admission to the United States, or withdrawn your application for admission at the point of entry?** NO

At the bottom, there are three buttons: "Back: Personal/Address", "Save", and "Next: U.S. Contact".

Completing the DS-160

Step 6 – Submitting Your Application

- Once you sign and submit your application, you can't change it
- Pressing “Sign and Submit Application” constitutes your electronic signature, certifying that all the answers on the application are true
- Inserting your passport number and pressing the button constitutes a legal electronic signature

The screenshot displays the CEAC website interface. At the top, the U.S. Department of State logo and 'CONSULAR ELECTRONIC APPLICATION CENTER' are visible. A navigation bar includes 'COMPLETE', 'PHOTO', 'REVIEW', and 'SIGN' tabs. The main heading is 'Nonimmigrant Visa Application' and the sub-heading is 'Sign and Submit'. A blue button labeled 'E-Sign and Certification' is on the left. The main content area contains instructions: 'Read the following information carefully before dating, electronically signing and submitting the application.' Below this, it states: 'Your application is now ready to be submitted. Please note that this does not necessarily mean that your application for a nonimmigrant visa is complete, as additional information may be needed after Department of State personnel have reviewed the application.' A question asks: 'Did anyone assist you in filling out this application?' with radio buttons for 'Yes' and 'No'. An 'E-Signature' section follows, with a certification statement: 'I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.' Below this are input fields for 'Enter your passport number:' and 'Enter the code as shown:'. A CAPTCHA image shows the code '9FZx8'. A red instruction reads: 'Click the button below to electronically sign your application:'. A blue button labeled 'Sign and Submit Application' is positioned below the instruction. At the bottom, a navigation bar includes 'Back: REVIEW', 'Save', and 'Next: Confirmation'.

Completing the DS-160

Step 7 – Printing Your Confirmation Page

- Print the confirmation page, ensure the page and bar code is legible
- You only need to bring the printed confirmation sheet to the interview
- You can print the entire application for your own records if you wish
- You can e-mail the confirmation to someone else (e.g., if you are completing the application for another person)

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Confirmation

YOU MUST PRINT this confirmation page. The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address.

YOU MUST SUBMIT this confirmation page and the following document(s) to the Consular post indicated below: Passport. You may also submit any additional documents you feel will support your case. **DO NOT** send the entire application.

If you have further questions, please go to <http://travel.state.gov>.

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided: TEST, TEST
	Nationality: BRAZIL
	Passport Number: TEST
	Completed On: 20 February 2008
	Confirmation No: AA00000011

Location Selected:
US [REDACTED]
333 TEST SQ
SEOUL, S. KOREA



A A 0 0 0 0 0 0 J 1

[Print Confirmation](#) [Print Application](#) [Email Confirmation](#)

THIS IS NOT A VISA Version 01.00.00

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Completing the DS-160

Step 7 – Printing Your Confirmation Letter (continued)

- This is what the confirmation page looks like if your photo was not uploaded
- It is advisable to bring a photo with you to the interview even if your photo was successfully uploaded

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Language: ENGLISH (UNITED STATES) ▾

Confirmation

NOTE: The photo you have submitted with your visa application did not meet the quality standards specified in the instructions on photo submission for visa applicants. Please have new photos taken, specifically following the photo guideline instructions on <http://travel.state.gov>.

YOU MUST BRING this confirmation page and the following document(s) with you at all steps during the application process:

Passport.

YOU MUST BRING this confirmation page and submit it with the NEW photo and your passport to your Embassy, Consulate, or International Organization to complete the application process. The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address.

Please contact your Consular Post directly for information on how to continue the application process. Please note that you will be required to provide proof that you have paid the visa application fee. You may also provide any additional documents you feel will support your case. **DO NOT** submit the entire application.

Some posts have special procedures for applicants who may not need a visa interview; you may find information about that process on the Consular Post's website.

If you have further questions or to find out how to contact the Consular Post please go to <http://usembassy.state.gov/> or <http://travel.state.gov>.

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided: TEST, TEST
	Nationality: BRAZIL
	Passport Number: TEST
	Completed On: 3 June 2008
	Confirmation No: AA000004E8

Location Selected:
US EMBASSY - LONDON
666 TEST DR
LONDON, UK

A A 0 0 0 0 0 4 E 8

[Print Confirmation](#) [Print Application](#) [Email Confirmation](#)

THIS IS NOT A VISA Version 01.00.00

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Printed Confirmation Page

- Bring this page to your interview
- Bar code should be clear

 U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Confirmation

YOU MUST BRING this confirmation page and the following document(s) with you at all steps during the application process:

Passport.

The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address.

Please contact your Consular Post directly for information on how to continue the application process. Please note that you will be required to provide proof that you have paid the visa application fee. You may also provide any additional documents you feel will support your case. **DO NOT** submit the entire application.

Some posts have special procedures for applicants who may not need a visa interview; you may find information about that process on the Consular Post's website.

There may be other fees associated with the visa application process. Please check your country's [Reciprocity Schedule](#) for any other fees you may owe.

If you have further questions or to find out how to contact the Consular Post please go to <http://manila.usembassy.gov/www3024.html> or <http://travel.state.gov>.

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided: [REDACTED]
	Nationality: PHILIPPINES
	Passport Number: [REDACTED]
	Completed On: 14 April 2010
	Confirmation No: [REDACTED]

Location Selected:

U.S. Embassy Manila
Consular Section
1201 Roxas Boulevard
Manila, Philippines 1000



Reminder

The DS-160 replaces only the application forms.
Other items are still required:

- Students: I-20 form
- Exchange Visitors: DS-2019 form
- Diplomats and Officials: Diplomatic Note

And most applicants still need evidence of ties to their
place of residence



Contact Info

Nonimmigrant Visa Unit

Website: <http://manila.usembassy.gov/wwwniv1.html>

E-Mail: ConsManilaNIV@state.gov (for general NIV inquiries)
DS160Manila@state.gov (for DS-160 inquiries)

Phone: 02-301-2000 extensions 2150 and 5117 (2:00 p.m. to 4:00 p.m.)

Fax: 02-301-2041

To schedule a visa appointment:

Embassy Call Center: 1-909-101-7878 (within the Philippines)

1-888-877-9888 (within mainland United States)

Online Appointment System: VisaPoint <http://philippines.us-visaservices.com/>

Embassy of the United States of America

1201 Roxas Boulevard

Ermita, Manila

Philippines 1001