



VISA INTERVIEW WEEK AND APPOINTMENTS AT U.S. EMBASSY APIA DECEMBER 6 – 10, 2010

The United States Embassy in Apia will hold its quarterly **Visa Interview Week from December 06-10, 2010 from 8:30am - 10:30am.** The online calendar for scheduling appointments will open **Monday, November 15, 2010 from 2:00pm Apia time.** All applicants wishing to secure an appointment must complete their DS-160 prior to securing an appointment. **Applicants are strongly encouraged to apply online for an appointment Monday, August 15 at 2pm.** Students wishing to apply for a student visa must make sure they contact their appropriate school to make sure they receive their I-20 form in time to have it with them for the interview. Students are strongly advised to get their paperwork in on a timely manner. The application process changed since June. It is now automated, and more complicated. With the new automated changes the process now takes longer. So, there will be fewer appointment slots during the week. We encourage all interested applicants to try to secure one of the slots. **Because of the limited appointment slots, all applicants must cancel their appointment or contact the Embassy should they be unable to keep their appointment. This way, the slots can be released again for other applicants who wish to secure an appointment. Depending on the number of cancellations, the calendar will re-open for scheduling Monday, November 29 at 2pm. Your failure to show up for your appointment without Embassy notification will be noted and may result in your name being removed from future appointment listings.**

All visas approved during visa week will be processed and printed out of the U.S. Consulate General in Auckland, New Zealand. Applicants must allow 2 – 3 weeks after their interview for visa processing. Applicants who cannot allow for the 2 – 3 weeks processing time are encouraged to make arrangements for applying for a visa in New Zealand.

THE NEW DS-160 ELECTRONIC NON IMMIGRANT VISA APPLICATION

ALL visa applicants for December visa week are required to complete the new DS-160 <http://evisaforms.state.gov/> Please follow the instructions for completing the form carefully. Before starting the application, it will ask you for the location where you will be submitting your application. **ALL** applicants must choose **AUCKLAND** as your location. This is because the processing happens in Auckland even if we do the interview in Apia, and the system files the cases by the processing site name. Enter the information requested into the appropriate spaces on the form. Please answer all questions. **Your answers must be in English and must use English characters.** Letters like ñ, é, ü, ç are not recognized by the system. Please enter names like Muñoz and Sémonin as Munoz and Semonin. Review the information you entered for accuracy. Press the Continue button at the end of the form. **Failure to click on the Continue button will result in an incorrectly formatted application form. Print the form after it is returned to you and displayed in Adobe Acrobat.** The barcode that prints on the last page contains the information you entered and

will help us process your application more quickly. Bring all printed pages with you when you come in for your interview. **Please do not fold the printed application form.**

The new DS-160 Non Immigrant Visa Electronic Application is a fully integrated online application form which must be submitted electronically. It is a very detailed application form and must be completed with the appropriate and correct information. **NOTE: If there is no activity for 20 minutes or more in the process of completing this online application, your session will expire and all data that you have entered into the current page will be lost.** You need a digital photo (from your computer, digital camera, flash drive, etc) to fully complete your application. Please read carefully the requirements for uploading your photo and the photo specifications available at http://travel.state.gov/visa/frvi/frvi_3877.html. You must upload a photo in order to submit your application. If the photo you upload is not accepted as suitable (quality of image, or likeness), you will be given the option to continue without a photo. In this instance only, where you have successfully submitted the application, you may bring a photo meeting the above requirements to the Embassy with your confirmation page on the day of your interview. Note: If efforts to enter your photo are unsuccessful, any digital photo entered will allow you to proceed, and the correct printed photo can then be uploaded at the embassy during the interview process.

Most fields on the DS-160 are mandatory. You may leave fields marked "Optional" blank. Some fields may also give you the option to select "Does Not Apply". If that field does not apply to you, you may mark the box next to "Does Not Apply." All other fields must be completed. The application **will not** allow you to submit a form with any mandatory fields left blank. In this instance, an error message will be displayed and you will be required to complete the field before continuing with the application. If you do not answer questions that apply, your form may also be rejected. An incomplete form will not be successfully entered and will not result in the applicant receiving the needed bar code to secure an appointment.

Your application will be automatically saved each time you click the "Next" button. If you need to stop your application before submitting it, you should record the Application ID displayed on the top right-hand corner. You will need this Application ID to continue your application at a later date or time. You will be able to retrieve your un-submitted application for the next 30 days. To complete your application after 30 days, you can permanently save the application to a disk or to your hard drive. Click the "Save" button at the bottom of the last page you have completed and follow the instructions to save the application.

Once completed, the information in the DS-160 will be electronically transmitted. The applicant must then print the confirmation page that includes some biographical information and a bar code confirmation number. You should not bring your entire application with you on the day of your interview. Your confirmation page is all that is needed to retrieve your application data in addition to other supporting documents for your visa. You must bring the confirmation page with you during all phases of the application process. Without the confirmation page, it may not be possible to access your application and process your visa case.

Consular staff will use the information entered on the DS-160 to process the visa application and, combined with a personal interview, will determine an applicant's eligibility for a non immigrant visa. The New **DS-160** application replaces the **DS-156 EAVF** application form. It combines the DS-156, DS-157 and the DS-158 forms.

PLEASE note that if someone else helps you complete the application form, you must make sure that person puts their details on the form having completed the application for you. It is up to you (the applicant) to ensure that they have all the required information. It is your responsibility to make sure the application reflects the truth, especially regarding prior trips to the United States, any problems at the border, any legal problems, etc. Negatives in these categories will not necessarily prevent your getting a visa. However incorrect information makes it appear you have tried to lie, which may result in a visa refusal this time (no refunds) and possibly again in the future. Do not risk any wrong information. Too often we must turn down someone who may only have accidentally given us incomplete or wrong information. Do not let this happen to you.

- To Access the form and to book an appointment on November 15 at 2:00pm. Please visit our website <http://samoa.usembassy.gov> Click on **Visas to the U.S.** followed by **Non Immigrant Visas** followed by "How to Apply" or use http://samoa.usembassy.gov/how_to_apply.html which will take you directly to the "How to Apply" page.

For frequently asked questions regarding the DS-160 form please click on http://travel.state.gov/visa/forms/forms_4401.html

Thank you,
Embassy of the United States of America, Apia.