

2010

DS-160

THE NEW VISA APPLICATION FORM (Q&A)

Consular Electronic Application Center

The Embassy of the United States of America in Romania welcomes you to a new phase of our ongoing modernization of the visa application process.

We hope you will find this guidebook helpful, as it provides specific answers to the most frequent questions about DS-160.

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1. Q: Where can I find the DS-160?

A: You can access the new DS-160 at <https://ceac.state.gov/genniv/> or at the Embassy website <http://romania.usembassy.gov>

2. Q: Can I answer the questions in Romanian?

A: No. All application questions, unless otherwise instructed, must be answered in English, using English characters only. Applications that are submitted in any language other than English may be denied, and you may be required to submit a new application.

3. Q: Are all fields on the DS-160 mandatory?

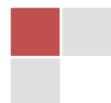
A: Most fields on the DS-160 are mandatory. You may leave fields marked "Optional" blank. Some fields may also give you the option to select "Does Not Apply". If that field does not apply to you, you may mark the box "Does Not Apply".

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.

4. Q: What happens if I need to step away in the middle of data entry?

A: The DS-160 will "time out" approximately 20 minutes after the application has been idle. The "time out" is designed to protect your privacy. If the application times out, all the data that has been entered will be lost. In order to guard against possible "time out" issues you should save the application at regular intervals while you are completing the application.

To save the application, click the "Save" button at the bottom center of the application. In order to permanently save your application, select the "Save



Application to File” button. Identify a place on your computer to save the application file, browse to that location, and click the “Save” button. The system will download your application to the specified location. Once the download is complete, you can click “Close” to return to the application. You can use the “Import Application Data” option on the “Getting Started” page to upload the data that you have already entered.

5. Q: I can upload a photo with my application. How do I get a digital photo that will successfully upload to my application?

A: You may get a digital photo on a CD, memory stick or via e-mail. Please refer to the photo quality standard guide for detailed guidance on using a digital camera, and requirements for scanned images at [Guidelines for Photographs - for Online Visa Applications](#)

6. Q: The confirmation page has an “X” in the box where the photo should be. What does it mean?

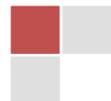
A: That means that the photo upload failed. If the confirmation page includes a photo image, then the photo upload function has succeeded. Please note that the U.S. Embassy in Bucharest requires all the non-immigrant visa applicants to bring a separate photo printed on photo paper at the time of the interview, regardless whether the online DS-160 confirmation page has a photo uploaded.

7. Q: Why did the edits I made from the review page “Edit” link not save?

A: To be able to save the data changes from the review page links, you must use the buttons at the bottom of each page to navigate, instead of the browser’s back/forward buttons along the left of the screen.

8. Q: Should I save my application before I submit it?

A: Yes. You should save your application locally (CD, memory-stick, hard drive etc.) before you submit the application. Saving your application locally is beneficial in two ways. If your application is rejected for being



incomplete, you will be able to access your saved application data, correct the nonresponsive answers, answer a critical question you failed to answer originally without having to complete a new application. This will save you time by not having to re-enter information that has not changed since the last time you applied.

9. Q: How do I save my application?

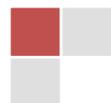
A: To save the application click the **"Save"** button at the bottom center of the application. Clicking **"Save"** will temporarily save your application. In order to permanently save your application, select the **"Save Application to File"** button. Then, click the **"Save"** button on the File Download window. Identify a place on your computer to save the application file, browse to that location and click the **"Save"** button on the Save As window. The system will download your application to the specified location. Once the download is complete, you can click **"Close"** to return to the application.

10. Q: Do I bring my entire application with me to the interview or do I need the confirmation page only?

A: You should not bring your entire application. Your confirmation page is all that is needed to retrieve your application data. 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.

11. Q: I am traveling with my family or as a part of a group. Can I create a family or group application?

A: Yes. On the "Thank You" page you will see an option to create a family or group application. When you select this option, certain information from your application, such as destination, will automatically be imported to and displayed on a new application. Please note that if you use this option you will need to create an individual application for each of your family members traveling with you or for each individual within the group.



12. Q: If I use the option on the "Thank You" page to create a family or a group application, can I modify the data automatically populated by the system?

A: Yes. If one of the dependents has a different surname or nationality, the applicant can alter the data on the application before submitting.

13. Q: How long in advance do I have to complete the DS-160 form?

A: The DS-160 form must be completed at least 48 hours in advance of your appointment day.

For any further questions regarding the DS-160 form, contact the **Call Center** following the instructions available at

http://romania.usembassy.gov/visas/visa_application_process.html

Or

Consular Section, Non-Immigrant Visa Unit

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