

How to Make a Non-Immigrant Visa Appointment

1. Visit the following website

[Click here to visit the appointment
system page](#)

2. Complete a DS-160 electronic visa application form



Select a language

 TRAVEL.STATE.GOV
A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS
U.S. Department of State

Lome (LOM)
4332 Boulevard Eyadema
B.P. 852, Lome, Togo

NIV Appointment System - Instructions

Please choose a help-text language from the drop-down list. Once you have selected a language, you can view help-text for that field in that language by using your mouse to hover over the field or using the tab key to move through the form fields. Choose A Help Language:

What you need:

- Your Internet browser must support 128-bit encryption.
- If you are using Internet Explorer (Windows), the minimum version that will work with this site is version 5.0, with service pack 2.
- If you are using Netscape, the minimum version that will work with this site is version 6.2.
- The barcode number from your printed [DS-160 electronic visa application form](#), if applicable.
- A printer to print your appointment confirmation.

How to use the NIV Appointment System:

1. Complete and print a [DS-160 electronic visa application form](#).
2. Click on the "Schedule Appointment" button below to select an available date and time for an appointment.
3. Enter the 10-digit barcode number from the last page of your printed electronic visa application form into the Barcode Number field, and then click "Submit".
4. Select an available appointment date from the calendar.
5. Select a preferred time for your appointment, and then enter your Surname, Given Name, Telephone Number, Email Address, and Identification Code.
6. Verify that all the information entered is correct, and then click "Submit".
7. Print the appointment confirmation page and bring it with you to your appointment.

Note: If you need to cancel or change an appointment at any time, return to this web site and click on the "Change/Cancel Appointment" button.

- To complete and print a DS-160 electronic visa application form, please click here.
- To schedule an appointment, please click here.
- To change or cancel an existing appointment, please click here.



Click here to complete the application

3. Remember to print out the visa application confirmation page

302014 Nonimmigrant Visa - Confirmation Page

 **U.S. DEPARTMENT of STATE**
CONSULAR ELECTRONIC APPLICATION CENTER

Online Nonimmigrant Visa Application (DS-160)

Confirmation 

This confirms the submission of the Nonimmigrant visa application for:

You must bring a 5 cm x 5 cm passport-like photo to your interview.	Name Provided:		Location Selected:	LOM
	Date Of Birth:		U.S. Embassy Lom.	
	Place of Birth:	LOME, TOGO	Chancery Building	
	Gender:	Female	Boulevard Eyadema, Lome II	
	Country/Region of Origin (Nationality) :	TOGO	Lom., Togo	
	Passport Number:	01234567		
	Purpose of Travel:	BUSINESS/PERSONAL (B1/B2)		
	Completed On:	03 MAR 2014	Version 01.02.03	
	Confirmation No:			
	THIS IS NOT A VISA			

Note: Electronically submitting your DS-160 online application is the **FIRST STEP** in the visa application process. The next step is to review the internet page of the [embassy or consulate](#) where you plan to apply for your visa. Most visa applicants will need to schedule a visa interview, though some applicants may qualify for visa renewal. The [embassy or consulate](#) information may include specific local instructions about scheduling interviews, submitting your visa application, and other frequently asked questions.

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

Passport

You may also provide any additional documents you feel will support your case.



4. Schedule an appointment



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Click here to
schedule an
appointment



5. Choose an appointment date/time

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NIV Appointment System - Select Appointment Date

Please select an available appointment date from the calendar.

<- Previous Month April 2014 Next Month ->

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Available (19)	8	9 Available (40)	10	11	12
	14 Available (40)	15	16 Available (40)	17	18	19
20	21	22	23 Available (40)	24	25	26
27	28 Available (40)	29	30 Available (39)			

 Appointment Date Fully Booked  Appointment Date Not Available
 Appointment Date Available

Choose a month

Choose an "Available" appointment date

6. Complete the appointment details

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NIV Appointment System - Complete Appointment Details

(*=required) Please complete the application form below (Surname, Given Names, Passport Number, and Barcode Number must match the values on the DS-160 form) :

APPOINTMENT DETAILS

Date of Appointment:	Wednesday, April 09, 2014
Barcode Number :	<input type="text"/>
Available Appointment Time(s) * (Please select one)	<input type="radio"/> 8:00:00 AM (10 Available) <input type="radio"/> 8:30:00 AM (10 Available) <input type="radio"/> 9:00:00 AM (10 Available) <input type="radio"/> 9:30:00 AM (10 Available)
Surname *	<input type="text"/>
Given Names *	<input type="text"/>
Passport Number *	<input type="text"/>
Email Address	<input type="text"/>
Telephone Number	<input type="text"/>

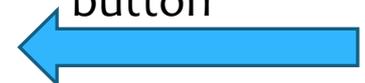
Fill in the
appointment
form



Submit the
form



If you need to
change the date
and time, click
the "Back"
button



7. Print the appointment confirmation page and bring it to the interview along with the other required documents

3/4/2014 NIV Appointment System



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NIV Appointment System - Appointment Confirmation

PLEASE PRINT THIS PAGE FOR YOUR RECORD

Confirmation ID:

Appointment Date: **Monday, March 10, 2014**

Appointment Time: **8:00:00 AM**

Surname:

Given Names:

Passport Number: **01234567**

Barcode Number:

Telephone Number:

Email Address:

8. Change or cancel an appointment

[Click here to visit the appointment system page](#)

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- Select a preferred time for your appointment, and then enter your Surname, Given Name, Telephone Number, Email Address, and Identification Code.
- Verify that all the information entered is correct, and then click "Submit".
- Print the appointment confirmation page and bring it with you to your appointment.

Notes: If you need to cancel or change an appointment at any time, return to this web site and click on the "Change/Cancel Appointment" button.

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- To schedule an appointment, please click here.
- To change or cancel an existing appointment, please click here.

Then click
"Change/Cancel
Appointment"



9. Enter the original appointment information

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NIV Appointment System - Change/Cancel Appointment

Enter the Surname, Given Name, and Confirmation ID for the appointment to be changed or cancelled. Please refer to the information on your Appointment Confirmation and enter the data in the fields below exactly as it appears on your Appointment ID Confirmation.

Appointment Details	
Surname	<input type="text"/>
Given Name	<input type="text"/>
Confirmation ID	<input type="text"/>

Fill in the
appointment
details



Click submit



10. Change the appointment date/time



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NIV Appointment System - Change/Cancel Appointment

Appointment Details	
Appointment Date:	Monday, March 10, 2014
Appointment Time:	8:00:00 AM
Surname, Given Name:	
Passport Number:	01234567



11. If changing the appointment, select a new date and time

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NIV Appointment System - Select Appointment Date

Please select an available appointment date from the calendar.

<- Previous Month April 2014 Next Month ->

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
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20	21	22	23 Available (40)	24	25	26
27	28 Available (40)	29	30 Available (39)			

Legend:
Appointment Date Fully Booked (Purple)
Appointment Date Available (Blue)
Appointment Date Not Available (Grey)

Choose a month

Choose an "Available" appointment date

12. Cancel the appointment



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NIV Appointment System - Change/Cancel Appointment

Appointment Details	
Appointment Date:	Monday, March 10, 2014
Appointment Time:	8:00:00 AM
Surname, Given Name:	
Passport Number:	01234567



13. If canceling the appointment, select “Yes”



The screenshot displays the TRAVEL.STATE.GOV website interface. At the top left is the U.S. Department of State seal. The header text reads "TRAVEL.STATE.GOV A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS U.S. Department of State". The location information is "Lome (LOM) 4332 Boulevard Eyadema B.P. 852, Lome, Togo". Below this is a section titled "NIV Appointment System - Change/Cancel Appointment". A table titled "Appointment Details" contains the following information:

Appointment Date:	Monday, March 10, 2014
Appointment Time:	8:00:00 AM
Surname, Given Name:	[REDACTED]
Passport Number:	01234567

Below the table is a red text prompt: "Are you sure you want to cancel this appointment?". At the bottom left, there are two buttons: "YES" and "NO". A blue arrow points to the "YES" button. At the bottom right, there is a "Back" button.

Questions?

Visit <http://togo.usembassy.gov/non-immigrant-visas.html> for more information on the visa application process and the appointment system