



## REQUIRED DOCUMENTS FOR A VISA APPLICATION

Below you will find a detailed list of the documentation you will need to submit at your appointments at the ASC (Applicant Service Center) and at the Consular Section. You **DO NOT** need to take this instruction form along with you. It is only for personal use. Printing it out and checking the required documents boxes will help you be better prepared for your visa appointments. The information contained in this instruction form is useful for your visa application.

### ---PLEASE READ ALL THE INSTRUCTIONS---

1. **PRINT OUT THIS INSTRUCTION FORM.**
2. **OBTAIN THE REQUIRED DOCUMENTS.**
3. **CHECK THE CORRESPONDING BOXES.**

## INTRODUCTION

- ❑ **ABOUT YOUR APPOINTMENT/S:** Please arrive on time for both of your appointments and be aware that the time of your appointment is when the process begins. **Do not** show up ahead of time.
- ❑ **APPLICANTS MUST APPLY IN PERSON:** All visa applicants between 14 and 79 years old will need to appear in person for their appointments. (Please visit Personal Appearance Waiver Program for applicants under 14 and over 80 years old [HERE](#)).
- ❑ **MINORS UNDER 14:**
  - ✓ Minors up to 14 years of age are **not required** to appear in person. Parents may submit the children's documents on their behalf.
  - ✓ Apart from submitting the regular documentation parents must present a **photo** of each individual under the age of 14. Photographs should be 2x2 inches (5x5 centimeters), FRONT VIEW, light white/off-white background, with white background on glossy paper, unretouched, and unmounted. Photographs that do not meet the requirements will not be accepted.
  - ✓ **Proof of relationship:** Parents must present an Argentine Family Book (Libro de Familia), Birth Certificate or any other documentation that proves parents' relationship to minors.
  - ✓ **IMPORTANT: Schedule an appointment for the minors:** Please take into consideration that even though the physical presence of applicants under 14 years old is not required, all applicants, including those under 14 years of age, **must** have a scheduled appointment with the Visa Information Service Website, along with a complete application form and visa fee already paid.
- ❑ **DISCLAIMER:**
  - ✓ Applicants should not make travel arrangements until having the visa approved and in their possession.
  - ✓ **Damaged Passport:** The US Consulate is not responsible for any damage in passports that may occur during the visa application process. Applicants should direct any such complaints to the Argentine Authorities. It is important to mention that we are unable to accept damaged passports, and it is the applicant's responsibility to check all documents before submitting them.
  - ✓ **Visa errors:** It is the responsibility of the applicant to review all biographical data on the visa to confirm that it is correct. Any error in the visa could create significant delays at the Port of Entry in the United States. If there is an error in the data on the visa, which was not an error in the applicant's passport, a replacement visa will be issued at no cost to the applicant, **up to one year from** the visa's original date of issuance and only for the remaining validity of the original visa. In these cases, the applicant can drop his/her passport off at the Embassy any weekday (Monday thru Friday) at 2 pm to have the error corrected. **After one year from issuance**, the applicant must complete a new application form and pay a new visa fee (plus any applicable reciprocity fees).



## REQUIRED DOCUMENTS (including minors)

### First Appointment:

Place: ASC (Applicant Service Center)

Address: Avenida Santa Fe 4569 – Palermo Buenos Aires – CABA. **Bring:**

- VALID PASSPORT** with at least two empty pages available to stamp the visa.
- DS-160 (CEAC) CONFIRMATION PAGE**, which includes a bar code.

### Second Appointment:

Place: Consular Section

Address: Avenida Colombia 4300 – Palermo Buenos Aires – CABA. **Bring:**

- VALID PASSPORT** with at least two empty pages available to stamp the visa.
- PRIOR PASSPORTS.**
- DS-160 (CEAC) CONFIRMATION PAGE**, which includes a bar code.
- ADDITIONAL FORMS:**

- ❑ If you are traveling for **business**, or to take part in a **conference, training** course or any purpose other than tourism, you will need to bring information to prove it. If the company you work for will cover the expenses of the trip, bring a letter on letterhead indicating it.
- ❑ If you are applying for a **domestic employee visa**, please visit the following link: [http://spanish.argentina.usembassy.gov/domestic\\_employees.html](http://spanish.argentina.usembassy.gov/domestic_employees.html). The interview will be conducted between the consular officer and the domestic employee. The employer may accompany the employee but will not be able to participate in the interview.
- ❑ If you are applying for a **crew member visa**, you will need an official letter on letterhead from the company requesting the crew member visa, indicating your occupation, seniority and duration of the contract.
- ❑ If you are applying for a **journalist visa**, you will need to submit a letter on letterhead from the company requesting the journalist visa, indicating your occupation, seniority, purpose and duration of the trip.
- ❑ If you are applying for a **temporary worker visa** that requires a petition approved by DHS (Department of Homeland Security) of any of the following classifications: **H1B, H2B, L1, P1, O1 or R1**, you will need to submit the following documents: the original or a copy of the I-797, the I-129 form if you have it, and the contract. Accompanying family members (spouse, child) of H1B, H2B, L1, P1, R1 or O1 visa holders will need to submit a copy of the I-797 (or copies of the I-129 in the case of L1 Blanket Petition visa dependants) if you have it or copy of the principal alien's visa and the family book that shows family members' relationship with the principal alien.
- ❑ If you are applying for a **student or exchange** visa, you will need to submit the I-20 or DS-2019 form, respectively, and proof of SEVIS payment.
- ❑ If you are applying for an exchange visa-"**J1 Summer Work and Travel**" you will need to submit:
  - DS-2019 Application Form. ORIGINAL.
  - Receipt of SEVIS payment.
  - Original and copy of the Academic Transcript (Certificado Analítico) issued within the last 30 days.
  - Grade book.
  - Regular Student Certificate issued by the Educational Institution, emphasizing a description of the student's major, number of subjects and time required to graduate. The Institution must be accredited by the relevant authority. **Please note:** the US Consulate does not accept a Regular Student Certificate instead of the Academic Transcript.
  - Copy of the current job contract.

- DOCUMENTS, BINDING TIES AND RESPONSIBILITIES:** The consular officer's decision will be based on the interview and therefore an officer is not obliged to review documents. Nevertheless, the Consular Officer might request evidence that helps him/her make a final decision such as income, salary receipts, tax payments, AFIP papers, bank accounts, credit card statements, education, or the status of family members living in the US.



## SECURITY SCREENING

The following items are prohibited inside the building and cannot be used during the visa application process. The inspection area located inside of the Embassy compound does not have enough room for storage of personal items. Please attend your interview with only the items needed for your interview.

### DO NOT BRING THE FOLLOWING ITEMS:

1. Backpacks, briefcases, travel bags.
2. Cigarettes, cigars.
3. Electrical Devices (not limited to):
  - Cell Phones
  - Batteries
  - Pen drives
  - Chargers
  - Headsets
  - Audio-Video players
  - Laptops
  - Pagers
  - USB cables
  - Modems
  - Calculators
  - Cameras and video cameras
  - Flashlights
4. Make-Up
5. Liquids:
  - Spray Deodorants
  - Perfumes
  - Lighters
  - Water
  - Alcohol
  - Sodas
  - Mate
6. Metallic Items:
  - Coins
  - Earrings, necklaces, bracelets.
7. Sharp-edged items:
  - Silverware
  - Scissors
  - Tweezers
  - Pliers
  - Nail Files

Please help us make your entrance to the Embassy Compound much easier by bringing only the necessary documentation and car/house keys IN HAND. Anyone who ignores these warnings and the Embassy's staff alerts when entering the compound is subject to having their appointment canceled.



## FINAL STEP:

### **❏ Where do I pick up the passport? – NOT at the Consulate**

After the visa is processed, the consulate will send the passport/s via DHL to the branch selected by the applicant at the beginning of the registration process. **The delivery is FREE OF CHARGE to any branch in Buenos Aires and the interior of the country (selected when registering).**

### **❏ Passport/Documents return to applicant**

Within 10 working days after submitting the documentation, access your account to find the airway bill number to pick up your passport/s. You will find the message "ready for pick up" in the Applicant Summary.

### **❏ How do I get my waybill number**

Follow the instructions below to find out if your visa is ready:

1. Please visit us at <http://usvisa-info.com> . Select Argentina from the drop-down menu.
2. Click on "Log in". Enter the passport number, nationality and date of birth used when the account was registered.
3. Please check the "**Applicant Summary**" section where you will find your DHL **Airway Bill** number.
4. Once the DHL branch you had chosen receives your documents, the system will prompt the tracking number and a message saying "Ready for pick up".
5. Any individual picking up a passport at the selected DHL branch will need to show an official ID (DNI, LC, Cedula de Identidad or Drivers License) with photo, together with the Airway Bill number.
  - a. In case of minors, in addition to his/her ID, the parent needs to bring along supporting documentation of the relationship like birth or marriage certificate.
  - b. In case of third parties, they will also have to provide a hand-written letter from the applicant authorizing the individual to collect the passport. The letter should contain the following items:
    - i. **Name and ID number of the applicant(s) and third-party individual.** If more than one passport will be picked up, the information of all the passports must be written in the letter.
    - ii. Must bring a copy of the DNI of the applicant that authorizes and DNI of the third party.
    - iii. If picking up a passport of a minor, the individual must also present supporting documentation of the relationship like a copy of birth or marriage certificate.