

DS-160 Application Advice and Guidance

Welcome to a step-by-step guide to completing the DS-160. To apply, go to: <https://ceac.state.gov/genniv/>

Getting Started

ONE - SELECT RELEVANT EMBASSY
Its vital that the specific embassy you will be visiting is selected. Choosing the wrong one will mean you have to go through the DS-160 process again.

TWO - SECURITY CODE
Verification, for security purposes only

THREE - START AN APPLICATION
Before moving on, check that the previous two boxes are filled in correctly, in particular the first. Its **vital** that the specific embassy you will be visiting is selected.



Application Information Section

ONE - APPLICATION ID
Your application ID is extremely important for the continuation and tracking of your DS-160 application throughout the process. **Take a note of it and keep it safe.**

TWO - SECURITY QUESTION
Remember your DS-160 application isn't something you can start over and over again with ease, so pick a question and an answer that will be obvious and easily recalled.

THREE - SAVE + CONTINUE

Personal Information 1

ONE - NAMES

Where possible, ensure that your answers in these boxes match your passport **EXACTLY**, including **all** middle names in the 'Given Names' answer box.

TWO - ANSWER REMAINING QUESTIONS CAREFULLY

THREE - COUNTRY OF BIRTH

FOR UK AND IRELAND: 3 possibilities, UNITED KINGDOM for England, Scotland, Wales;
IRELAND for Republic of Ireland;
NORTHERN IRELAND for Northern Ireland.
FOR REST OF WORLD: Select country as expected

FOUR - SAVE

Click Save Button BEFORE continuing

FIVE - SAVE + CONTINUE



The screenshot shows the 'Personal Information 1' form on the U.S. Department of State website. The form includes fields for 'Given Names', 'Family Name', 'Date of Birth', 'Place of Birth', 'Country of Birth', 'Sex', 'Marital Status', 'Current Address', 'Home Telephone', 'Work Telephone', 'Mobile Telephone', 'Email Address', and 'Passport Information'. There are also sections for 'Additional Information' and 'Remarks'. The form is titled 'Personal Information 1' and is part of a 'New Application' process.

Personal Information 2

ONE - COUNTRY/REGION OF ORIGIN

Enter the country that has issued the passport that you will be using to travel.

TWO - NATIONAL ID NUMBER, US SOCIAL SECURITY NUMBER, TAXPAYER ID NUMBER

Select 'Does Not Apply' for each of these*

*If you have a US social security number from a previous trip, enter it here.

THREE - SAVE + CONTINUE

Click Save Button BEFORE continuing



The screenshot shows the 'Personal Information 2' form on the U.S. Department of State website. The form includes fields for 'Country of Origin', 'National ID Number', 'Social Security Number', 'Taxpayer ID Number', 'Date of Birth', 'Place of Birth', 'Country of Birth', 'Sex', 'Marital Status', 'Current Address', 'Home Telephone', 'Work Telephone', 'Mobile Telephone', 'Email Address', and 'Passport Information'. There are also sections for 'Additional Information' and 'Remarks'. The form is titled 'Personal Information 2' and is part of a 'New Application' process.

Address and Phone Information

ONE - CURRENT ADDRESS

Fill out in full your current address.
If one of the fields, such as 'State/Province', doesn't apply, **DON'T leave it blank**, simply tick the 'Does Not Apply' box.

TWO - PHONE NUMBERS

Your 'Primary Phone Number' can be either a landline or a mobile number. All that matters is that it is the number at which you are most easily contacted.
Again, if one of the fields doesn't apply, for example if you only have a mobile, **DON'T** leave the field blank, tick the corresponding 'Does Not Apply' box.

THREE - SAVE + CONTINUE



A screenshot of the U.S. Department of State website showing the 'Address and Phone Information' form. The form includes fields for 'Street Address', 'City', 'State/Province', 'Country', 'Postal Code', 'Phone Number', and 'Mobile Phone Number'. There are also checkboxes for 'Does Not Apply' for each field.

Passport



A screenshot of the U.S. Department of State website showing the 'Passport Information' form. The form includes fields for 'Passport/Travel Document Type', 'Passport/Travel Document Number', 'Passport Book Number', 'Country/Authority that issued Passport/Travel Document', 'City', 'State/Province', 'Country of Issue', and 'Expiration Date'. There are also checkboxes for 'Does Not Apply' for some fields.

ONE - PASSPORT/TRAVEL DOCUMENT TYPE

This is simply answered as 'Regular'

TWO - PASSPORT/TRAVEL DOCUMENT NUMBER

This is the same number as stated in your passport. It includes BOTH letters and numbers. Insert the entire thing into the answer box.

THREE - PASSPORT BOOK NUMBER

For UK and Irish citizens click 'Does Not Apply'

FOUR - WHERE WAS THE PASSPORT ISSUED

For UK passports the accepted answer is 'UK Passport Agency'.

For other countries insert the relevant city. Leave the 'State/Province' field BLANK. Select the relevant country of issue for your Passport (UK, Ireland or other country).

FIVE - ISSUANCE AND EXPIRATION DATES

Fill these out so they **match the dates on the Passport**.

SIX - HAVE YOU EVER LOST A PASSPORT OR HAD ONE STOLEN?

IF YES, answer accordingly and proceed to explain the circumstances. You will also be required to provide the passport number you previously gave in step TWO.

SEVEN - SAVE + CONTINUE

Travel



The screenshot shows the 'Travel Information' section of a visa application form. It includes fields for 'Purpose of trip to the U.S.', 'Intended date of arrival in the U.S.', and 'Intended length of stay in the U.S.'. There are also radio buttons for 'Are you residing in the U.S.' and a dropdown menu for 'Who is paying for the trip?'. The form is titled 'Online Nonimmigrant Visa Application (DS-160)' and has a 'Save' button at the bottom.

ONE - PURPOSE OF TRIP TO THE US

Select 'EXCHANGE VISITOR (J)'.
The Specific Exchange Visitor is 'EXCHANGE VISITOR J1'.
This is very important, as selecting the incorrect option here **COULD LEAD TO YOUR VISA BEING REJECTED.**

TWO - SPECIFIC TRAVEL PLANS

Select 'NO'

THREE - INTENDED DATE OF ARRIVAL AND INTENDED LENGTH OF STAY

Input the **earliest** intended date of your arrival in the US, and the length of time that you will remain in the country.

FOUR - ADDRESS OF RESIDENCE WHILE IN THE US

Input the correct address.
If you don't yet have a confirmed address, input the address of your US Host Company instead.

FIVE - PERSON PAYING FOR TRIP

Always answer 'SELF'

SIX - SAVE + CONTINUE

Travel Companions

ONE - ARE YOU TRAVELLING WITH SOMEONE?

ALWAYS ANSWER 'NO', EVEN IF TRAVELLING WITH A FRIEND

TWO - SAVE + CONTINUE



The screenshot shows the 'Travel Companion's Information' section of a visa application form. It includes fields for 'Name of travel companion', 'Relationship to applicant', and 'Date of birth of travel companion'. There are also radio buttons for 'Are you residing in the U.S.' and a dropdown menu for 'Who is paying for the trip?'. The form is titled 'Travel Companion's Information' and has a 'Save' button at the bottom.

Previous US Travel Information

ONE - HAVE YOU EVER BEEN IN THE US?

If 'Yes', complete the details required, and if multiple times, select 'Add Another' to input a second entry. If you cannot recall the specific dates that you travelled before, just make a relatively accurate estimate.

TWO - HAVE YOU EVER BEEN ISSUED A US VISA?

If Yes, input 'YES', but if you cannot remember if you have had your fingerprints taken before, answer 'NO' to that question.

ATTENTION - If you have previously been on holiday to the US, you may well have travelled on an ESTA. **AN ESTA IS NOT A VISA**, so check if this applies to you. **If you previously travelled on the VISA waiver program using an ESTA, tick 'NO' for the answer.**

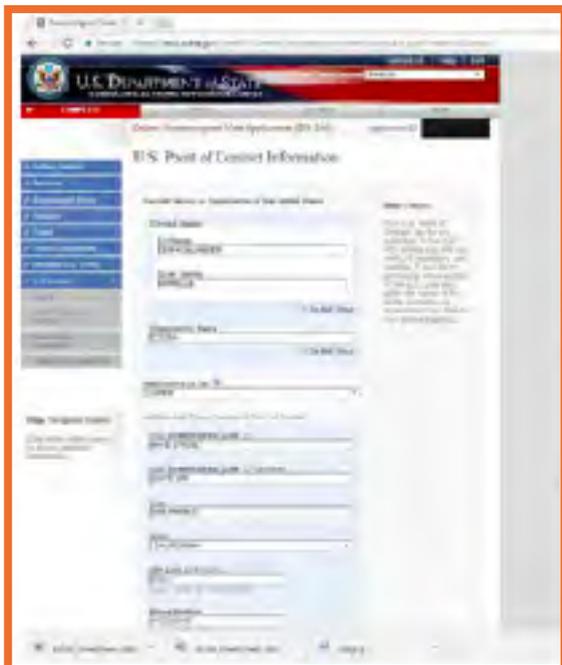
THREE - ANSWER THREE REMAINING QUESTIONS CAREFULLY

Have you ever been refused a US visa?
 Have you ever been denied travel authorisation?
 Has anyone ever filed an immigrant petition on your behalf?
 If you answer 'YES' to any of these questions, you may have to provide additional information.

FOUR - SAVE + CONTINUE



US Point of Contact Information



ONE - PROVIDE CONTACT DETAILS FOR YOUR US POINT OF CONTACT

This must be the contact details of your Host Organisation/Employer in the US. Make sure you fill these out carefully and accurately.

TWO - SAVE + CONTINUE

Family Information: **Relatives**



The screenshot shows the 'Family Information: Relatives' section of the DS-160 form. It includes fields for 'Enter a list of immediate family members', 'MOTHER', and 'FATHER'. Each entry has fields for name, date of birth, and address. There are also checkboxes for 'Is your name on the U.S. passport?' and 'Is your name on the U.S. visa?'.

ONE - INPUT DETAILS OF MOTHER AND FATHER
 Make sure you fill out these questions accurately and in full. However, in the case of not knowing some of the requested information, simply tick 'Do Not Know'. DON'T leave the field blank as this may result in the rejection of your DS-160 application.

TWO - SAVE + CONTINUE

Present Work/Education/ Training **Information**

Section may not appear for female applicants

ONE - PRIMARY OCCUPATION

Student: Input 'Student'

Employed: Input (Last) Employer's name. Also fill out fields for Salary.

TWO - DESCRIBE YOUR DUTIES

Student: State the course that you study

Employed: State specific roles and duties that you carry out in your job.

THREE - SAVE + CONTINUE



The screenshot shows the 'Present Work/Education/Training Information' section of the DS-160 form. It includes a dropdown menu for 'Primary Occupation' and a text area for 'Describe your duties'. There are also buttons for 'Save' and 'Save and Continue'.

Previous Work/Education/Training

Section may not appear for female applicants

ONE - WERE YOU PREVIOUSLY EMPLOYED?

Complete records of **ALL** previous jobs. If a student with no full-time job and no previous official paid work, input records of experience you may have gained in fields such as manual labour, childcare, tutoring etc.

TWO - HAVE YOU ATTENDED ANY EDUCATIONAL INSTITUTIONS AT SECONDARY SCHOOL LEVEL OR ABOVE?

Here, include information and records of all institutions that you have attended from **SECONDARY SCHOOL ONWARDS**, including universities.

DO NOT INCLUDE PRIMARY SCHOOLS

Students: Don't worry about including your current place of study as you have included that information already in the previous section.

THREE - SAVE + CONTINUE



Additional Work/ Education Information

Section may not appear for female applicants



ONE - ANSWER ALL QUESTIONS TRUTHFULLY AND TO THE BEST OF YOUR ABILITY

'Provide a list of the languages you speak': Only include those that you speak to a high level of fluency.

'Have you travelled to any countries in the last five years?: LIST ALL

For ALL other questions, if non-applicable as, make sure you write 'NO' or 'NONE' for the answers, **DO NOT leave answer fields blank.**

TWO - CONTINUE

Security and Background

ONE - ANSWER ALL QUESTIONS IN PARTS 1-5

ALL of the answers to these questions should be 'NO', with NO exceptions.

If this is not the case, URGENTLY contact info@istplus.com

TWO - SAVE + CONTINUE



Additional Point of Contact Information

ONE - ADD ADDITIONAL POINT OF CONTACT

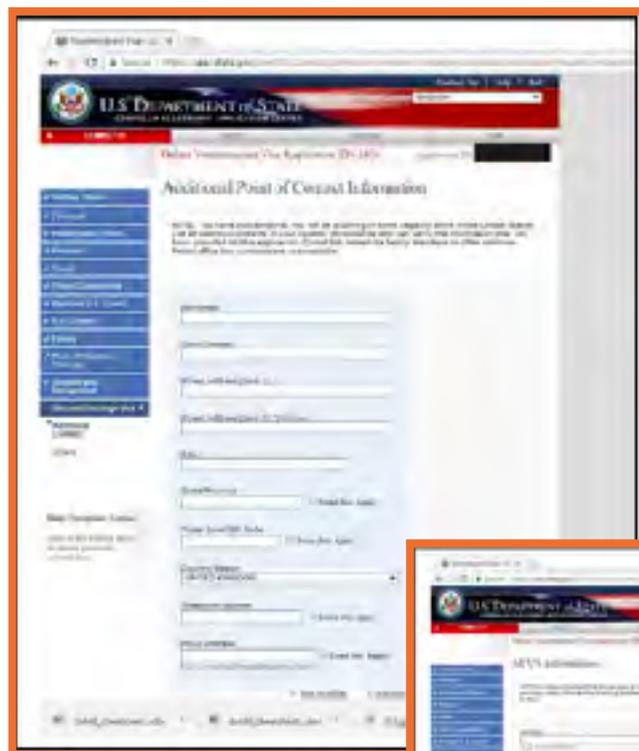
DO NOT USE IMMEDIATE FAMILY MEMBERS OR CLOSE RELATIVES FOR THIS CONTACT. ONLY USE FRIENDS OR ACQUAINTANCES THAT CAN VERIFY YOUR INFORMATION.

One other thing to note here is that within the notes section at the top of the page, it states that you will be studying in 'Some Capacity' during your stay in the US.

DO NOT contact IST Plus, CIEE or the US Embassy about this, they are all aware of the nature of your stay so it is nothing to worry about.

TWO - ANSWER REMAINING QUESTIONS

THREE - CONTINUE



SEVIS Information

ONE - SEVIS ID

Your SEVIS ID (also known as your DS-2019 number) is an important part of both your Confirmation of Insurance and your DS-2019 Certificate of Eligibility.

Click on the VISA tab and enter this number.

TWO - PROGRAM NUMBERS

Make sure you input the program number corresponding to your program in the field provided

The program numbers are as follows

Internship USA and Graduate internship:

P-3-05133

Work and Travel USA:

P-3-04320

Professional Career Training USA:

P-3-11217

THREE - SAVE + CONTINUE



Photo

ONE - UPLOAD DIGITAL PHOTO

The photo must be clear and appropriate in order for it to be accepted.

Here are the guidelines that you must stick to:

- 1) Plain Background
- 2) NO glasses
- 3) Portrait, front facing image

If your photo is rejected, bring two 5cmx5cm (NOT standard passport photo size) printed copies of a suitable one to the embassy during your visit.

*We recommend where possible you bring hard copy photos to the embassy, in case there are problems with the digital ones uploaded to your DS-160.



TWO - SAVE + CONTINUE

Review

ONE - CHECK INFORMATION PROVIDED

Go through the information that you have entered carefully, and amend anything incorrect with the 'Edit Information' button.

Proceed to click 'Save to File' in order to keep your changes.

TWO - SIGN AND SUBMIT APPLICATION

Read and confirm that you have read the William Wilberforce Act against human trafficking.

Make sure you click 'NO' when asked if anyone helped you fill out the application.

Enter your passport number into the correct field.

Enter the security code.

THREE - CLICK SIGN AND SUBMIT APPLICATION TO CONTINUE

Confirmation

ONE - PRINT YOUR CONFIRMATION PAGE

This **MUST** be printed (or saved for later printing) immediately.

This page is your unique confirmation and **all** the information on it is required to be able to confirm and retrieve your application.

The Bar-code **must** be clear on the print-out as this is how the US embassy matches your application to you.

We recommended you email yourself a version of the confirmation page as a back up.

Embassy Addresses:

LONDON Embassy

33 Nine Elms Lane
London
SW11 7US

Google map link:

<https://goo.gl/maps/TrSdDMKNjxG2>

BELFAST Consulate

Danesfort House
223 Stanmillis Road
Belfast
BT9 5GR

Google map link:

<https://goo.gl/maps/LHrcRGBVESy>

IRELAND Embassy

42 Elgin Road
Dublin 4

Google map link:

<https://goo.gl/maps/qnhTbHJMNTy>

TWO - FINISHED!

Please know that IST Plus is unable to assist with queries regarding your DS-160 application. For FAQs and advice, see the relevant US Department of State webpage at:

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application/ds-160-faqs.html>



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:
Date of Birth:		TEY
Place of Birth:		Visa Branch, Consular Section
Gender:		U.S. Embassy Tokyo
Country/Region of Origin (Nationality):	JAPAN	1-10-5 Akasaka, Minato-ku
Passport Number:		Tokyo 107-8470, Japan
Purpose of Travel:	BIRTH/RENEW/PERSONAL (E4/52)	
Completed on:	11 JUL 2017	
Confirmation No:	A46874-RLQC	

Version 01.02.04

THIS IS NOT A VISA

Print Confirmation [X] Confirmation [X] Email Confirmation [X]

Good Luck!