



Visa document checklist

United States of America – Business/Tourist Visa

Document	Description	Please tick	Office Use
Appointment to appear in person	The Issuing Authority requires applicants to present themselves for an interview. <u>There are often long waiting periods of roughly 3 months or more to get an appointment at the Consulate.</u> VPU will do a quality check of documents you provide, load the application online, book the visa interview and pre-pay the visa for submission. Regretfully, due to security protocols at the consulate, no third party is permitted to accompany the applicant on the day of the appointment. Please ensure you print out the necessary attachments sent to you with your appointment confirmation to present on entry.		
Passport	Valid passport with a minimum of 6 months validity (<i>after the return date of planned trip</i>). Passport must have a minimum of 3 blank pages, and a copy of the BIOMETRIC PAGE of passport. Please bring all previous passports with you to the interview.		
Interview Waiver	If you are applying for the same USA visa that expired less than 2 years ago the interview will be waived, this means that the documentation for the visa needs to be couriered into the embassy rather than you attending an appointment.		
Foreign Passport Holder	Please ensure that traveller has a valid South African Work/Study/Resident permit that is valid for a minimum of 6 months validity (After the return date back to SA) Processing times on foreign passports often vary – please contact our offices for details. Valid Original passport with a minimum of 6 months validity (after the return date of planned trip). Passport must have a minimum of 3 blank pages Photocopy of BIOMETRIC PAGE of passport – preferably in colour		
Application form (for the interview this is replaced with the DS-160 form- sent by VPU)	FULLY completed application form (<i>completed in black ink in block letters and signed by the applicant</i>) ALL questions MUST be answered in full. PLEASE NOTE: All Security and Background Information Questions MUST be filled in as we need to answer these on the online application.		
Interview requirements In addition to the below supporting documents	You will need to take the following in addition to the below requirements with you to the interview at the American Embassy. 1) DS160 Form(to be sent to you by VPU) 2) Current valid Passport and previous passports with USA visas issued previously		
Photographs	Please scan as HIGH RESOLUTION JPEG a colour copy of the PHOTO to your consultant, this is MANDATORY as we have to upload this image online. 1 x COLOUR passport photographs taken against a white background. (<i>Must not be older than 180 days</i>)(<i>please do not wear a white or light coloured shirt/top when having the photos done, no smiling, no headgear etc</i>) Size: 50MM X 50MM		
Employment letter	A letter from your employer stating: Position held, period of employment, salary, exact dates of your leave and expected date of return, IF you are self employed a letter from your accountant/bookkeeper & ownership documents are required.		
Invitation letter	If travelling on business: a Letter from the company in the U S stating purpose of visit and nature of business, If travelling for Tourism: If an individual invites you, letter inviting you and proof of the individual's residence status.		
Flight Itinerary	DO NOT CONFIRM OR PAY FOR AIR TICKETS until the visa is processed.		
Bank Statements	Latest 3 months Bank Statements (cannot be older than 14days from date of Visa Lodgement). This statement must reflect a regular salary deposit. Bank Statements must be in English ONLY.		

	Should your spouse/parent/partner be responsible for financial means, please supply a letter from spouse/parent/partner confirming responsibility and provide proof of the latest 3 months Bank Statements & a copy of their ID.		
Other supporting Documents	The Consulate may request documents showing proof of intention to depart the USA; - Proof of family ties in South Africa (unabridged marriage certificate, if you are not travelling with your spouse, and/or unabridged birth certificate for your children not travelling with you)		
Processing Times	5-10 Working Days from the date of your appointment . There are often long waiting periods of roughly 3 months or more to get an appointment at the Consulate.		
Travelling with Minors (U/18)	New South African passports for minors under the age of 18 are being issued containing the details of the parents as a standard feature. Children travelling on these new passports do not require any additional documentation when travelling abroad if accompanied by both parents, if the children are still travelling on the old passports then The following additional documents will be required for any minor travelling with a Parent: copy of unabridged Birth Certificate, copies of parents ID's + consent letter from each parent not accompanying minor. Both parents are required to appear at the interview for children below the age of 18 years or alternatively supply an affidavit as to why the parent cannot be in attendance.		

Please note:

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

- I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: _____

Signature _____