

Issuance of Nonimmigrant Visa at U.S. Consulate

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12-6-07*

(Please be advised that this material is specific to H1B visa issuance. However, the process as well as requirements are similar to those of other nonimmigrant visa issuance applications)

The following is required for each applicant seeking visa issuance at a U.S. consulate. (Note: documentation may vary per consulate).

1. 1.5. x 1.5 color photo, full frontal view of face.
2. Confirmation appointment letter mailed from consulate, if appointment is required (appointments for consulates in Canada or Mexico can be made at www.nvars.com).
3. Form DS156 (see attached).
4. Form DS157 for males between 16-45 (see attached).
5. Original I-797 approval notice.
6. Complete copy of the I-129 petition including the LCA (**your employer has this package**).
7. An original letter of employment from your employer (**see attached**).
8. Passport valid for at least six months beyond period of employment.
9. Cash or money orders for visa issuance and reciprocity fee (visa fee is \$100 and can be confirmed at www.travel.state.gov and reciprocity fee schedule can be found at www.travel.state.gov/reciprocity/index/htm).
- 10.** Original I-94 card (this is the bottom of your I-797 approval notice which you should have, unless turned in when leaving the U.S.). **NOTE: if you were not physically present in the U.S. at the time of filing your H1B, you will not have an I-94 card.**
- 11.** Pay stubs for the last two months. **NOTE: If you are abroad waiting for your H1B, and not yet working for your H1B sponsor, you will not have pay stubs.**
12. Original diplomas, transcripts, certificates and experience letters.

***Note: Delays in visa issuance can result from the need for additional security checks. The consular officer after the interview may inform an applicant that based on the information provided, an additional security check must be conducted before the requested visa can be issued. Accordingly, the consular officer will proceed to request a Security Advisory Opinion (SAO) in the form of a Visa Condor check (in-depth security check), NCIC-III check (national crime check), or a Visa Mantis check (check is triggered when the research activity, studies, or technical field is listed on the Technology Alert List (TAL)). Note that the TAL list consists of two parts. The first is the Critical Fields List and the second part is the Department of State List of Designated State Sponsors of Terrorism. The first part applies to all nationals while the second part applies to nationals of specified countries.**

The primary security objectives are:

- (1) To prevent the proliferation of weapons of mass destruction and missile delivery systems;
 - (2) To restrain the development of destabilizing conventional military capabilities in certain regions of the world;
 - (3) To prevent the transfer of arms and sensitive dual-use items to terrorists and states that sponsor terrorism; and
 - (4) To maintain U.S. advantages in certain militarily critical technologies.
- (9 FAM 40.31)*

Some security checks can be avoided if the applicant presents sufficient documentation at the time of the visa interview/application process. Such information can include, but is not limited to:

- applicant's educational/experience background (complete resume, publications/samples, credentials, diplomas, etc.)
- travel plans
- proposed activities (description of the specifics of proposed work)
- project descriptions

Please be advised that if your visa application is subject to a SAO, the process will be suspended until a response is received by the consular officer from the Department of State. During this time, IT IS IMPOSSIBLE to (a) know the length of time the SAO clearing process will take (1 – 8 months) or (b) inquire as to the status of the process.

SAMPLE EMPLOYER SUPPORT LETTER (on letterhead)

Date

United States Consulate
U.S. Department of State

Re: H1B Visa Issuance on Behalf of Employee _____

Dear Sir or Madam:

_____ (company name) requests H1B visa issuance on behalf of our employee _____ (name of employee) for the duration of _____ to _____ (insert today's date and the end date on the H1B approval notice).

_____ (name of employee) will be employed on a full-time temporary basis in the position of _____ (job title). His/her duties include

_____ (insert job description).

Enclosed please find a copy of Form I-129, Form ETA9035 (LCA), employer support letter, pay stubs (insert only if employee is currently working with your organization), supporting educational / credential documents, visa fees, photographs, and passport as well as the original I-797 H1B approval notice. Please issue the requested H1B visa.

If you have any further questions, please do not hesitate to contact me. Thank you.

Name
Title

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U.S. Department of State NONIMMIGRANT VISA APPLICATION

Approved OME
Expires 11/30/2
Estimated Burc
See Page 2

PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED BELOW EACH ITEM			
1. Passport Number <input style="width: 95%;" type="text"/>	2. Place of Issuance: City <input style="width: 95%;" type="text"/> Country <input style="width: 95%;" type="text" value="Select"/> State/Province <input style="width: 95%;" type="text"/>		DO NOT WRI
3. Issuing Country <input style="width: 95%;" type="text" value="Select"/>	4. Issuance Date (dd-month-yyyy) day month year <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text" value="Select"/> <input style="width: 20%;" type="text"/>	5. Expiration Date (dd-month-yyyy) day month year <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text" value="Select"/> <input style="width: 20%;" type="text"/>	
6. Surnames (As in Passport) <input style="width: 95%;" type="text"/>			
7. First and Middle Names (As in Passport) <input style="width: 95%;" type="text"/>			
8. Other Surnames Used (Maiden, Religious, Professional, Aliases) <input style="width: 95%;" type="text"/>			
9. Other First and Middle Names Used <input style="width: 95%;" type="text"/>		10. Date of Birth (dd-month-yyyy) day month year <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text" value="Select"/> <input style="width: 20%;" type="text"/>	
11. Place of Birth City <input style="width: 95%;" type="text"/> Country <input style="width: 95%;" type="text" value="Select"/> State/Province <input style="width: 95%;" type="text"/>		12. Nationality <input style="width: 95%;" type="text" value="Select"/>	
13. Sex <input type="radio"/> Male <input type="radio"/> Female	14. National Identification Number (If applicable) <input style="width: 95%;" type="text"/>	15. Home Address (Include apartment number, street, city, state or province, postal zone and country) Street Address Line 1 <input style="width: 95%;" type="text"/> Street Address Line 2 <input style="width: 95%;" type="text"/> City <input style="width: 95%;" type="text"/> State/Province <input style="width: 95%;" type="text"/> Postal Code <input style="width: 95%;" type="text"/> Country <input style="width: 95%;" type="text" value="Select"/>	
16. Home Telephone Number <input style="width: 95%;" type="text"/> Fax Number <input style="width: 95%;" type="text"/>	Business Phone Number <input style="width: 95%;" type="text"/> Business Fax Number <input style="width: 95%;" type="text"/>	Mobile/Cell Number <input style="width: 95%;" type="text"/> Pager Number <input style="width: 95%;" type="text"/>	
17. Marital Status <input type="radio"/> Married <input type="radio"/> Single (Never Married) <input type="radio"/> Widowed <input type="radio"/> Divorced <input type="radio"/> Separated		18. Spouse's Full Name (Even if divorced or separated. Include maiden name.) <input style="width: 95%;" type="text"/>	19. Spouse's DOB (dd-month-yyyy) day month year <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text" value="Select"/> <input style="width: 20%;" type="text"/>
20. Name and Address of Present Employer or School Name: <input style="width: 95%;" type="text"/> Address: <input style="width: 95%;" type="text"/>			

21. Present Occupation <i>(If retired, write "retired". If student, write "student".)</i>	22. When Do You Intend To Arrive In The U.S.? <i>(Provide specific date if known)</i>	23. E-Mail Address
	day month year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Select <input type="text"/>	

24. At What Address Will You Stay in The U.S.? Street Address Line 1 <hr/> Street Address Line 2 <hr/> City <hr/> State/Province <hr/> Postal Code <hr/>	Bai
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25. Name and Telephone Numbers of Person in U.S. Who You Will Be Staying With or Visiting for Tourism or Business			
Name	Home Phone	Business Phone	Cell Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

26. How Long Do You Intend To Stay in The U.S.?	27. What is The Purpose of Your Trip?	DO NOT WRITE IN THESE SPACES
<input type="text"/>	<input type="text"/>	

28. Who Will Pay For Your Trip?	29. Have You Ever Been in The U.S.? <input type="radio"/> Yes <input type="radio"/> No WHEN? day month year (Most Recent) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Select <input type="text"/> FOR HOW LONG? <input type="text"/> Enter Additional Visits to the U.S. Here: <input type="text"/> <input type="text"/>	50ml F Staple or
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DS-156 PREVIOUS EDITIONS OBSOLETE
11-2007

30. Have You Ever Been Issued a U.S. Visa? <input type="radio"/> Yes <input type="radio"/> No WHEN? day month year (Most Recent) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Select <input type="text"/> WHERE? <input type="text"/> WHAT TYPE OF VISA? <input type="text"/> Select <input type="text"/> Enter Additional Visa Issuances Here: <input type="text"/> <input type="text"/>	31. Have You Ever Been Refused a U.S. Visa? <input type="radio"/> Yes <input type="radio"/> No WHEN? day month year (Most Recent) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Select <input type="text"/> WHERE? <input type="text"/> WHAT TYPE OF VISA? <input type="text"/> Select <input type="text"/> Enter Additional Visa Refusals Here: <input type="text"/> <input type="text"/>
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32. Do You Intend To Work in The U.S.? <input type="radio"/> Yes <input type="radio"/> No	33. Do You Intend To Study in The U.S.? <input type="radio"/> Yes <input type="radio"/> No
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(If YES, give the name and complete address of U.S. employer.)

(If YES, give the name and complete address of the school.)

34. Names and Relationships of Persons Traveling With You

35. Has Your U.S. Visa Ever Been Cancelled or Revoked? Yes No

36. Has Anyone Ever Filed an Immigrant Visa Petition on Your Behalf?

Yes No If Yes, Who? _____

37. Are Any of The Following Persons in The U.S., or Do They Have U.S. Legal Permanent Residence or U.S. Citizenship? Mark YES or NO and indicate that person's status in the U.S. (i.e., U.S. legal permanent resident, U.S. citizen, visiting, studying, working, etc.).

<input type="radio"/> Yes <input type="radio"/> No	Husband/Wife <input type="text" value="Select"/>	<input type="radio"/> Yes <input type="radio"/> No	Fiance/Fiancee <input type="text" value="Select"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	Father/Mother <input type="text" value="Select"/>	<input type="radio"/> Yes <input type="radio"/> No	Son/Daughter <input type="text" value="Select"/>	Brother/Sister <input type="text" value="Select"/>

38. IMPORTANT: ALL APPLICANTS MUST READ AND CHECK THE APPROPRIATE BOX FOR EACH ITEM.

A visa may not be issued to persons who are within specific categories defined by law as inadmissible to the United States (except when a waiver is obtained in advance following applicable to you?

- Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty or other similar legal action? Have you ever unlawfully distributed or sold a controlled substance(drug), or been a prostitute or procurer for prostitutes? Yes No
- Have you ever been refused admission to the U.S., or been the subject of a deportation hearing or sought to obtain or assist others to obtain a visa, entry into the U.S., or any other U.S. immigration benefit by fraud or willful misrepresentation or other unlawful means? Have you attended a U.S. public elementary school on student (F) status or a public secondary school after November 30, 1996 without reimbursing the school? Yes No
- Do you seek to enter the United States to engage in export control violations, subversive or terrorist activities, or any other unlawful purpose? Are you a member or representative of a terrorist organization as currently designated by the U.S. Secretary of State? Have you ever participated in persecutions directed by the Nazi government of Germany; or have you ever participated in genocide? Yes No
- Have you ever violated the terms of a U.S. visa, or been unlawfully present in, or deported from, the United States? Yes No
- Have you ever withheld custody of a U.S. citizen child outside the United States from a person granted legal custody by a U.S. court, voted in the United States in violation of any law or regulation, or renounced U.S. citizenship for the purpose of avoiding taxation? Yes No
- Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder, or ever been a drug abuser or addict? Yes No

While a YES answer does not automatically signify ineligibility for a visa, if you answered YES you may be required to personally appear before a consular officer.

39. Was this Application Prepared by Another Person on Your Behalf? Yes No

(If answer is YES, then have that person complete item 40.)

40. Application Prepared By:

NAME: _____ Relationship to Applicant: _____

ADDRESS: _____

Signature of Person Preparing Form: _____ DATE (dd-month-yyyy) _____

41. I certify that I have read and understood all the questions set forth in this application and the answers I have furnished on this form are true and correct to the best of belief. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into the United States. I understand that possession of this form does not automatically entitle the bearer to enter the United States of America upon arrival at a port of entry if he or she is found inadmissible.

APPLICANT'S SIGNATURE _____ DATE (dd-month-yyyy) _____

Privacy and Paperwork Reduction Act Statements

INA Section 222(f) provides that visa issuance and refusal records shall be considered confidential and shall be used only for the formulation, amendment, administration of the immigration, nationality, and other laws of the United States. Certified copies of visa records may be made available to a court which certifies that the information or records is needed in a case pending before the court.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including time required for searching existing data sources, gathering data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB control number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State, A/RPS/DIR, Washington, DC 20520.

DS-156

DO NOT PRINT THIS PAGE. You must click the "Continue" button below and then print the form to complete process. Please do not click the "Continue" button more than once. Your answers must be in English and in English characters.

Clicking on the "Generate Family Duplicate" button will copy some of the values into a new online DS-156 form. Please click [here](#) for more information on this feature.



U.S. Department of State
SUPPLEMENTAL NONIMMIGRANT VISA APPLICATION

Approved OMB 1405-0134
Expires 09/30/2008
Estimated Burden 1 Hour*

**PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED BELOW EACH ITEM
PLEASE ATTACH AN ADDITIONAL SHEET IF YOU NEED MORE SPACE TO CONTINUE YOUR ANSWERS**

1. Last Name(s) <i>(List all Spellings)</i>	2. First Name(s) <i>(List all Spellings)</i>	3. Full Name <i>(In Native Alphabet)</i>
4. Clan or Tribe Name <i>(If Applicable)</i>		5. Spouse's Full Name <i>(If Married)</i>
6. Father's Full Name		7. Mother's Full Name
8. Full Name and Address of Contact Person or Organization in the United States <i>(Include Telephone Number)</i>		
9. List All Countries You have Entered in the Last Ten Years <i>(Give the Year of Each Visit)</i>	10. List All Countries That Have Ever Issued You a Passport	11. Have you ever lost a passport or had one stolen? <input type="checkbox"/> Yes <input type="checkbox"/> No
12. Not including Current Employer, List Your Last Two Employers		
<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
<u>Job Title</u>	<u>Supervisor's Name</u>	<u>Dates of Employment</u>
13. List all Professional, Social and Charitable Organizations to Which You Belong (Belonged) or Contribute (Contributed) or with Which You Work (Have Worked).		14. Do you have any specialized skills or training, including firearms, explosives, nuclear, biological, or chemical experience? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain
15. Have you ever performed military service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name of country, branch of service, rank/position, military specialty, and dates of service.		
16. Have you ever been in an armed conflict, either as a participant or victim? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain.		
17. List all educational institutions you attend or have attended. Include vocational institutions but not elementary schools.		
<u>Name of Institution</u>	<u>Address/Telephone Number</u>	<u>Course of Study</u>
<u>Dates of Attendance</u>		
18. Have you made specific travel arrangements? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide a complete itinerary for your travel, including arrival/departure dates, flight information, specific location you will visit, and a point of contact at each location.		

Paperwork Reduction Act Statement

*Public reporting burden for this collection of information is estimated to average 1 hour per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State, A/RPS/DIR, Washington, DC 20520.