



# United States Document Checklist

## United States B1/B2 Visa Checklist

Name of the Document	Description	Format
Original Passport	<ul style="list-style-type: none"><li>Need to carry original passport at the time of biometric appointment</li><li>Old passport if any</li></ul>	
Cover letter	Should indicate the purpose of travel, number of days, passport and travel details	<a href="#">Cover Letter Template</a>
Appointment letter	This needs be carried on the day of appointment	
DS 160	DS 160 Confirmation page	
Entry and exit stamp and previous visas held	Sticker Visa, Enter Exit Stamp pages on passport for the last 10 years	
Photograph	Photograph required only for Dropbox <ul style="list-style-type: none"><li>Fresh Photograph against white background with 80% face close up and matte finish</li><li>Size 2 X 2 inches</li><li>Without specs and sunglasses</li></ul>	
Proof of investment	<ul style="list-style-type: none"><li>Rental Income Receipt</li><li>Interest Income</li><li>Other Source of Income proof</li></ul>	
IT return	Personal Income Tax Return of the last 03 years	
If self-employed	<ul style="list-style-type: none"><li><b>Company registration license:</b> Business registration certificate / GST Registration with annex A &amp; B / Partnership Deed / Proof of proprietorship or other proof of ownership.</li><li><b>Company IT return:</b> Income Tax Return of the last 03 years (company)</li><li><b>Bank Statement (current/company account or savings) of last 06 month</b></li></ul>	
If employed	<ul style="list-style-type: none"><li><b>Employer NOC:</b> Letter from employers statement on approval for holidays.</li><li><b>Payslips:</b> Last 3 months salary slips</li><li><b>Bank Statement (both salary and savings) of last 06 month</b></li></ul>	<a href="#">Employer NOC Template</a>
If minor (under 18)	<ul style="list-style-type: none"><li><b>Birth certificate</b></li><li><b>Student ID proof</b></li><li><b>Parents passport:</b> This document is required only if the child is travelling without parents/single parent</li><li><b>Parent Other ID proof:</b> If you are under 18 years of age and travelling with your parent(s) or legal guardian(s)</li><li>Applicable if they are not applying for a visa at the same time</li></ul>	
If trip is sponsored	<ul style="list-style-type: none"><li><b>Sponsor bank statement:</b> Evidence of funds available and which are clearly accessible by you. Should have balance of at least 50-150 euros per dayof the trip per traveler</li><li><b>Sponsor cover letter:</b> Evidence of support you will receive from your sponsor including details of what support is being provided and how</li></ul>	<a href="#">Sponsorship Letter Template</a>
If invited by friend/family	<ul style="list-style-type: none"><li><b>Invitation Letter:</b> Stating details of the trip, accomodation and friend/family member's immigration status in USA</li></ul>	<a href="#">Invitation Letter Template</a>
If invited by US company	Invitation letter on the business letter head, Addressed to The Embassy/Consulate of United States of America mentioning the. Nature of Relationship between both the companies, applicant' name as per passport, passport number, purpose and duration of visit, expenses clause and to be stamped and signed by the authorized person.	<a href="#">Invitation Letter Template</a>
Company Cover letter	<ul style="list-style-type: none"><li>Should be on the business letter head</li><li>Should mention: company profile, applicant' name and designation, purpose and duration of visit</li><li>Evidence of support you will receive from your sponsor including details of what support is being provided and how</li><li>To be stamped and signed by the authorized person of the company.</li></ul>	<a href="#">Company Cover Letter Template</a>

United States Of America Additional Information Required

Info	Details
What is your marital status?	<b>Pick one:</b> Single, Married, Divorced, Widowed, Unmarried Partner, Separated
Spouse Details	If Married, Name, Date of Birth, Occupation, Current Address, Nationality
Father Details	Date of Birth, Nationality
Mother Details	Date of Birth, Nationality
Have you ever been issued a USA visa?	<b>If Yes,</b> Type of Visa, Visa Number, Place of Issue, Date of Issue
What is your employment status?	<b>If Student,</b> mention: name of the Institution, Institute address, Institute address and Institute email  <b>If Employed,</b> mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email  <b>If Self Employed,</b> mention: Name of the Organization, Designation, Organization address,Contact No, Name of Supervisor,Contact no
Educational Details	Course of Stud, Name Of Institution, Course attended date from which date form and to, Address of the institution
Invitee Details	<b>if yes,</b> Name of Inviting person/organization,Contact no, Email Id, Invitee Address
Will anyone be paying towards the cost of your visit?	<b>If yes,</b> mention if it will be paid by 1) Friend/family 2) Employer
List of Countries visited in Last 05 years?	<b>If Yes,</b> Provide Country Name
Have you ever been refused a visa?	<b>If Yes,</b> Provide Country Name, Date of Refusal, Reason of Refusal
Have you ever worked for Armed Forces (career), Armed Forces (compulsory national or military service), Government (including Public or Civil Administration and non-military compulsory national service), Intelligence services, Security organisations (including police and private security services), Media organisations, Judiciary (including work as a judge or magistrate)	<b>If Yes,</b> Job Title, Description about your job, Period of Service in Years.