

## VISA STAMPING IN INDIA

1. Make an appointment at the consulate having jurisdiction over your residence. See the next page for consular districts and locations. Interview appointments can be made at <https://www.vfs-usa.co.in/USIndia/Index.html>.
2. Take your original approval notice I-797 along with the H-1B package (all forms, LCA, and supporting documents) to the consulate interview.
3. Ascertain from the U.S. consulate website where you are taking your appointment as to any other documents that will be required.



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### **CONSULAR DISTRICTS AND LOCATIONS:**

**EACH VISA SECTION HAS A JURISDICTION AS NOTED BELOW.**

#### **NEW DELHI EMBASSY-**

Bihar, Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Rajasthan, Uttarakhand, Uttar Pradesh, Bhutan.

#### **CHENNAI CONSULATE-**

Karnataka, Kerala, Puducherry, Lakshadweep, Tamil Nadu, Andaman and Nicobar Islands.

#### **MUMBAI CONSULATE-**

Goa, Gujarat, Madhya Pradesh, Maharashtra, Diu and Daman, and Dadra and Nagar Haveli.

#### **KOLKATA CONSULATE-**

Arunachal Pradesh, Assam, Chhattisgarh, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, West Bengal

#### **HYDERABAD CONSULATE-**

Andhra Pradesh, Orissa.

#### **GENERAL INFORMATION-**

If you are a resident of India, you are required to select your current 'State of Residence' where you have been residing for the past six months or longer. Applicants of Bhutan Nationality must schedule appointment at the US Embassy in Delhi by selecting Bhutan in 'State of Residence'.



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### FOR APPLICANTS OF MUMBAI, THE FOLLOWING DOCUMENTS ARE REQUIRED:

Applicants applying at the U.S. Consulate, Mumbai need to submit their Application Packet to VFS Application Centre - Mumbai, Ahmedabad or Pune a minimum of 3 working days prior to the scheduled appointment date and carry the Additional Supporting Documents at the time of the interview

#### APPLICATION PACKET TO BE SUBMITTED TO VFS

- Copy of the first and last page of your current valid passport. If you have any observations on your passport please submit a copy of the observation page also. You are recommended to have passport valid for travel for at least six months beyond your date of entry into the U.S.
- One photograph as per specification.
- DS160 Confirmation Barcode printout.
- Original, valid HDFC Bank visa fee receipt. (Embassy copy)
- Original interview appointment letter.
- Copy of the Notice of action (Form I-797).
- Copy of the previous Notice of Action (I-797) also required, if the current Notice of Action has not started (applicable for the Returning Workers only.)

In case of Blanket L visa applicants, three copies of the Form I-129s and one copy of the Form I-797 need to be submitted. Dependents need to submit a copy of the principal applicant's Petition (Form I - 797 and Form I-129 as applicable) and visa copy. Visa renewal applicants will have to submit a copy of the previous expired US visa stamped on their passport.

#### ADDITIONAL SUPPORTING DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW

##### PRINCIPAL APPLICANT

- Copy of interview appointment letter, DS-160 Confirmation Barcode printout and Original, valid HDFC bank visa fee receipt (Applicant's Copy).
- For applicant applying with a blanket petition, a demand draft for Rs. 24,000/- favoring "US Embassy, New Delhi" or "American Consulate General, Mumbai (or Chennai or Kolkata, or Hyderabad)" as applicable towards FPD fee. DDs drawn on co-operative banks are not accepted.
- The original Notice of Action (Form I-797).
- Original Form I-129 (if Form I-797 is a blanket permit, copy of Form I-797, and recent letter from employer that describes your proposed duties and intention to hire you.
- Letters verifying your employment history and specific work skills.
- Original degree certificates along with mark sheets.
- Relevant diplomas or certificates, e.g. computer certification.
- If currently working on an H-1B visa, you may want to carry your pay slips for the current calendar year and your Federal tax returns (IRS Form 1040 and W-2) for all the years in which you have been employed in the United States.
- First time applicants may consider carrying the following documents: Pay slips from current or most recent place of employment.



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- Names and current phone numbers of the personnel managers at your present and previous positions; and
- Resume or CV.

### SPOUSE / DEPENDENT CHILDREN

- Copy of interview appointment letter, DS-160 Confirmation Barcode printout and Original, valid HDFC bank visa fee receipt (Applicant's Copy).
- The original Notice of Action Form I-797 of the Principal Applicant.
- Original Form I-129 (if Form I-797 is a blanket permit, copy of Form I-797) of the Principal Applicant, and letter from employer that describes the relationship with the Principal Applicant and the purpose of travel.
- Photocopy of the Principal Applicant's valid visa (if applying separately).
- Original Marriage Certificate (for spouse) along with your entire wedding photo album.
- Original Birth certificate (for each child).

**APPLICANTS APPLYING AT THE U.S EMBASSY, NEW DELHI / U.S. CONSULATE CHENNAI, HYDERABAD OR KOLKATA NEED TO CARRY THE FOLLOWING DOCUMENTS AT THE TIME OF THE INTERVIEW:**

### MANDATORY DOCUMENTS

- Valid original passport. You are recommended to have passport valid for at least six months beyond your interview date.
- One photograph as per specification.
- CEAC Barcode printout.
- Valid HDFC Bank visa fee receipt. (Embassy copy)
- Original interview appointment letter.
- Original Notice of Action-I797.
- Blanket L1 applicants must carry the original I-129 and a copy of the Notice of Action I-797.

### ADDITIONAL SUPPORTING DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW

#### **PRINCIPAL APPLICANT**

- For applicant applying with a blanket petition, a demand draft for Rs 24,000/- favouring "US Embassy, New Delhi" or "American Consulate General, Mumbai (or Chennai or Kolkata, or Hyderabad)" as applicable towards FPD fee. DDs drawn on co-operative banks are not accepted.
- The original Notice of Action (Form I-797).
- Form I-129 (if Form I-797 is a blanket permit, copy of Form I-797 and I-129), and recent letter from employer that describes your proposed duties and intention to hire you.
- Letters verifying your employment history and specific work skills.
- Original degree certificates along with mark sheets.
- Relevant diplomas or certificates, e.g. computer certification.



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- If currently working on an H-1B visa, you may want to carry your pay slips for the current calendar year and your Federal tax returns (IRS Form 1040 and W-2) for all the years in which you have been employed in the United States.
- First time applicants may consider carrying the following documents: Pay slips from current or most recent place of employment
- Names and current phone numbers of the personnel managers at your present and previous positions; and
- Resume or CV.

### SPOUSE / DEPENDENT CHILDREN

- Original, valid HDFC bank visa fee receipt (only for applicants scheduled at Mumbai Consulate).  
The original Notice of Action Form I-797 of the Principal Applicant.
- Form I-129 (if Form I-797 is a blanket permit, copy of Form I-797 and I-129) of the Principal Applicant, and letter from employer that describes the relationship with the Principal Applicant and the purpose of travel.
- Photocopy of the Principal Applicant's valid visa (if applying separately).
- Original Marriage Certificate (for spouse) along with your entire wedding photo album.
- Original Birth certificate (for each child).



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### **Frequently Asked Questions for the Online DS-160 Nonimmigrant Visa Electronic Application**

#### Important Notice:

Online Form DS-160, Nonimmigrant Visa Electronic Application can only be used by visa applicants applying at a U.S. Embassy or Consulate which has converted to the new electronic fully online form and process. For more information visit [travel.state.gov](http://travel.state.gov) [DS-160 informational webpage](#) for a listing of embassy locations using Form DS-160. Next, visit one of the [U.S. Embassy websites](#) using the Form DS-160 and where you will apply, to review detailed nonimmigrant visa how-to-apply instructions, in addition to these

#### FAQs.

##### *1. Where can I find the DS-160?*

You can access the DS-160 from the [Consular Electronic Application Center](#) website or from the link on the [U.S. Embassy or Consulate](#) website.

##### *2. Can my answers be in my native language?*

No. All application questions, except as specially provided, must be in English, using English characters only. Applications that are submitted in any language other than English may be denied, and you may be required to submit a new application.

##### *3. Are all fields on the DS-160 mandatory?*

Most fields on the DS-160 are mandatory. You may leave fields marked “Optional” blank. Some fields may also give you the option to select “Does Not Apply”. If that field does not apply to you, you may mark the box next to “Does Not Apply.” All other fields must be completed: the application will not allow you to submit a form with any mandatory fields left blank. In this instance, an error message will be displayed and you will be required to complete the field before continuing with the application. If you do not answer questions that apply, your form may also be rejected.

##### *4. What happens if I need to step away in the middle of data entry?*

The DS-160 will “time out” approximately 20 minutes after the application has been idle. The “time out” is designed to protect your privacy. If the application times out, all the data that has been entered will be lost. In order to guard against possible “time out” issues you should save the application at regular intervals while you are completing the application. To save the application, click the “Save” button at the bottom center of the application. Clicking save will temporarily save your application. In order to permanently save your application, select the “Save Application to File” button. Then, click the “Save” button on the File Download window. Identify a place on your computer to save the application file, browse to that location, and click the “Save” button on the Save As window. The system will download your application to the specified location. Once the download is complete you can click “Close” to return to the application.

You can then use the “Import Application Data” option on the “Getting Started” page to upload the data that you have already entered.



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5. *I understand that I can upload a photo with my application. How do I get a digital photo that will successfully upload to my application?*

Please refer to the [Guidelines for Photographs - for Online Visa Applications](#) for detailed guidance for using a digital camera, and requirements for scanned images.

6. *The confirmation page has an "X" in the box where the photo should be. What does that mean?*

That means that the photo upload failed. Therefore, you will need to submit one printed photograph meeting requirements, along with the online DS-160 confirmation page. Please verify with the U.S. Embassy or Consulate where you are applying for specific instructions on how to attach your photo to your confirmation page. See the print photo format found in the [Nonimmigrant Photograph Requirements](#). If the confirmation page includes a photo image, then the photo upload function has succeeded and no separate print photograph is required.

7. *Why did the edits I made from the review page "edit" link not save?*

In order for data changes made from the review page links to save, you must use the buttons at the bottom of each page to navigate, instead of the browser's back/forward buttons or the buttons along the left of the screen.

8. *Should I save my application before I submit it?*

YES! You should, if you can, save your application locally (to either your computer hard drive or a CD) before you submit your application. Saving your application locally is beneficial in two ways. First, if your application is rejected by the U.S. Embassy or Consulate for being incomplete, *i.e.*, your application contains non-responsive answers or you failed to answer a critical question, you will be able access your saved application data, correct the non-responsive or incomplete answers and submit the corrected application without having to complete an entirely new application. Second, if you are a frequent visa applicant, you can update your saved application the next time you wish to apply for a visa and submit the updated application. This will save you time by not having to re-enter information that has not changed since the last time you applied.

9. *How do I save my application?*

To save the application, click the "Save" button at the bottom center of the application. Clicking save will temporarily save your application. In order to permanently save your application, select the "Save Application to File" button. Then, click the "Save" button on the File Download window. Identify a place on your computer to save the application file, browse to that location, and click the "Save" button on the Save As window. The system will download your application to the specified location. Once the download is complete, you can click "Close" to return to the application.

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*10. Do I bring my entire application with me to the interview, or do I just bring the confirmation page?*

You should not bring your entire application. Your confirmation page is all that is needed to retrieve your application data. You must bring the confirmation page with you during all phases of the application process. Without the confirmation page, it may not be possible to access your application and process your visa case.

*11. I am traveling with my family or as part of a group. Can I create a family or group application?*

Yes. On the "Thank You" page you will see an option to create a family or group application. When you select this option, certain information from your application, such as destination, will automatically be imported to and displayed on a new application. Please note that if you use this option you will need to create an individual application for each of your family members traveling with you or for each individual within the group.

*12. If I use the option on the "Thank You" page to create a family or group application, can I modify the data automatically populated by the system?*

Yes. If one of the dependents has a different surname or nationality, for example, the applicant can alter that data on the application before submitting.

*13. When I apply for a nonimmigrant visa using the online DS-160, are additional forms required?*

No, but with two exceptions. When applying at a U.S. Embassy or Consulate that is using the new DS-160, Online Nonimmigrant Visa Application, you will use only one (1) form. For Embassies and Consulates that have converted to this new process, the DS-160 has replaced all of the following forms: DS-156, DS-157, DS-158, and DS-3032, which are no longer necessary. NOTE: The exceptions are Fiancee Visas (K-1/2) which still require use of the forms DS-156 and DS-156K, and the Treaty Trader/Treaty Investor visa application, which is explained in #14 below.

It is important to check the Embassy or Consulate website where you will apply for your nonimmigrant visa for information on the application process in place. Embassies and consulates worldwide will transition one-by-one to the DS-160. Therefore, those Embassies which have not yet converted to the new DS-160 online form continue to require all application forms, as necessary.

*14. I am applying for a Treaty Trader/Treaty Investor, E Visa. Do I need to fill out the DS-160 and the DS-156E?*

It depends. If you are an E Visa, Principal Investor (E-2) applicant, all you need to complete is the DS-160. If you are a Treaty Trader (E-1) or an Executive/Manager/Essential Employee you will need to complete the DS-160 and you or your employer will need to complete the paper [DS-156E](#). (Sometime next year a new form, the DS-161, E Visa Business Information form, will be released.

This form will allow you or your employer to complete an online form and submit the form electronically to the Department. Until that time all treaty traders, executives, managers, and essential employees of an E visa business will be required to complete and submit the paper DS-156E.)



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### Scanning a Printed Photograph for New Online Application

A passport-quality paper photograph may be digitized by scanning to a JPEG image.



#### **Photograph Scanning Guidance**

The photograph to be digitized must be at minimum 2 inches by 2 inches  
The scanner resolution (sampling frequency) should be set to a minimum of 300 dots per inch (dpi) or 300 pixels per inch (ppi)  
The digital photograph should be saved as a high-quality (low-compression) JPEG image file.

#### Photograph Print Properties

Produce 2 inch x 2 inch (51 mm x 51 mm) color photo.  
Print photo on thin photo paper or stock.  
Ensure the print is clear and has a continuous-tone quality.  
Do not retouch or otherwise enhance or soften photo.

*For more information please visit: [Digital Image Requirements.](#)*



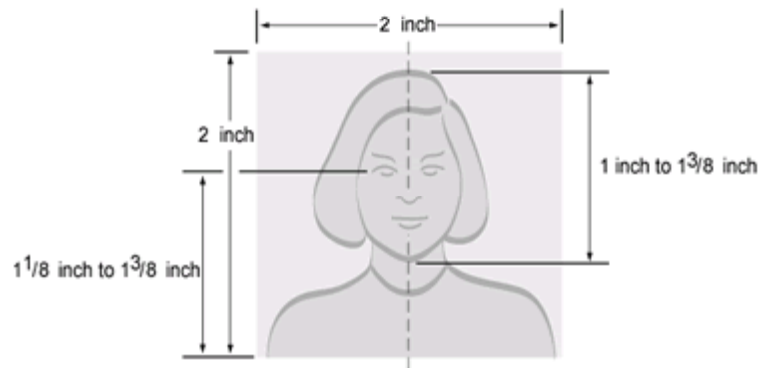
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### Composition Checklist

#### *7 Steps to Successful Photo*

- ✓ Frame subject with full face, front view, eyes open
- ✓ Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- ✓ Center head within frame (see Figure 2 below)
- ✓ Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- ✓ Photograph subject against a plain white or off-white background
- ✓ Position subject and lighting so that there are no distracting shadows on the face or background
- ✓ Encourage subject to have a natural expression



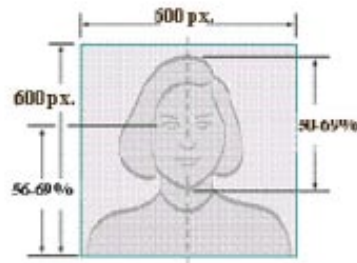
For more information please visit: [Photo Composition Template](#).



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**Figure 2.** *Head Position & Placement*



### Head Size

The **head height** or facial region size (measured from the top of the head, including the hair, to the bottom of the chin) must be between 50% and 69% of the image's total height. The **eye height** (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.

Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are **600 pixels (width) x 600 pixels (height)**. Maximum acceptable dimensions are **1200 pixels (width) x 1200 pixels (height)**.

### Well-Composed Photos



See more [photo examples](#).



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### Visa Photo Guide Frequently Asked Questions

**How many passport photos are required to be submitted with the passport application?** Two (2) identical photos must be submitted with the passport application.

**How many photographs are required to be submitted with the visa application?** One (1) photograph of the visa applicant must be submitted with each visa application (following the instructions in this Photography Guide).

**What type of paper are the photographs to be printed on?**  
The photos should be printed on thin photo-quality paper.

**Do the photos have to be in color?**  
Yes, the photos must be in color.

**How recent must the photos be?**  
The photos must be no older than 6 months.

**How big must the photos be?**  
The photos must measure exactly 2 inches by 2 inches.

**What pose should the photos show?**  
The photo should show a clear, front view, full face of the customer. The customer should be in normal street attire, without hat or dark glasses against a plain white or off-white background. The customer should have a natural expression, mouth closed, and eyes open and looking directly ahead. Photos in which the face of the person being photographed is not in focus will not be accepted.

**How big should the head be in the photo?** The customer's head, measured from the bottom of the chin to the top of the hair, should be between 1 inch and 1-3/8 inches. The head should be centered in the photo. The head of the person being photographed should not be tilted up, down or to the side. It should cover about 50% of the area of the photo.

**Can hats or religious headgear be worn for the photo?**  
Unless worn daily for religious reasons, all hats or headgear should be removed for the photo. A signed statement from the applicant must be submitted with the application verifying the item is worn daily for religious reasons. In all cases, no item or attire should cover or otherwise obscure any part of the face.

**Can eyeglasses be worn for the photo?**  
Eyeglasses worn on a daily basis can be worn for the photo. However, there should be no reflections from the eyeglasses that obscures the eyes.



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### **Can sunglasses or tinted glasses be worn?**

Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

### **Can work uniforms be worn for the photo?**

Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photographs except in the case of religious attire that is worn daily. Otherwise, normal street attire should be worn.

### **Can a parent or guardian appear in the photo of a minor child?**

No, the minor child must be the only subject in the photo. Nothing used to support the minor child, whether by mechanical or human means, should be in the camera's frame.

### **Are photos that are copied from recent driver licenses or other official documents acceptable?**

No, only original photographs are acceptable. Copied or digitally scanned photos of photos will not be accepted. In addition, photos must not be retouched to alter the customer's appearance in any way.

### **Are snapshots, magazine photos, or photos from vending machine acceptable?**

No, snapshots, magazine photos, most vending machine prints, or full-length photographs are not acceptable.

### **May photos be taken with a digital camera?**

If the digital camera has sufficient resolution — capable of capturing and storing images with 1 million pixels (megapixels) or more — it can be used to take the photos. However, printing of digital images is best done by professional photography processing labs because many off-the-shelf digital printers cannot achieve the image-quality required for passport and visa photographs. In any case, the image-quality criteria, described on this website, must be met in the submitted conventional film photo and/or the digital image printed photo.

### **The confirmation page has an X in the box where the photo should be, what does that mean?**

That means the photo upload failed. Therefore, you should submit one printed photo meeting our requirements, along with the online DS-160 confirmation page, to the U.S. embassy or consulate at which you plan to apply for your nonimmigrant visa. Please contact the U.S. embassy or consulate where you are applying for specific instructions on how to do this. If the confirmation page includes a photo of you, then the photo upload was successful and no separate photo is required.



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*For more Photo Frequently Asked Questions visit [here](#).*