

# CONSULAR PROCESS

## How to Apply for an Employment-based U.S. Visa?

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### Receive USCIS Petition Approval

Before a foreign worker can apply for a work visa stamp (such as H-1B, L-1, O-1), USCIS must first have approved the work visa petition on behalf of the employee.

USCIS sends the petition approval to the U.S. consular post abroad.

PETITION



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### Complete DS-160 (Online Visa Application)

- Log into the DS-160 at [CEAC.state.gov/genniv/](https://ceac.state.gov/genniv/)
  - Complete all sections accurately & consistently with the petition.
  - Save frequently as the system times out.
  - Sign & submit the application.
- \*\*\*Receive & save DS-160 Confirmation!

***\*If you're a client who paid for our consular service DO NOT submit DS-160 until we review it and give you feedback.***



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### Pay Visa Fee & Schedule Appointments

- Check the estimated wait times for a visa appt by location. **See here.** (Biometric appt might also be required).
- Login to the scheduling system to pay the fee & make an appt.
- Depending on country use: [ustraveldocs.com](https://ustraveldocs.com) or [ais.usvisa-info.com](https://ais.usvisa-info.com)
- Save appt confirmation and fee receipt!



### Gather Documents

- DS-160 Confirmation
- Appointment Confirmation or Interview Waiver Confirmation
- MRV Fee Receipt



***\*Documents for the appointment will vary depending on visa type***

- Original current Passport
- One recent photo (**see guidelines**)
- Copy of I-797 Approval Notice
- Employment verification letter
- Recent pay stubs
- Dependents' info, if applicable

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### Go to Consulate Appointment

Depending on the consulate and your case, you will need to:

- attend in-person consulate interview appt, or
- if eligible, mail in your application



### Receive Visa Decision

#### Check your visa status **HERE**

- Approved
- Refusal\*/ Administrative processing
- Denied

If approved – receive your passport with the new visa stamp generally within 1-2 weeks, either pick up or by mail

***\*This does not mean that the application has a final refusal. Monitor the page for updates.***



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**\*Disclaimer: This material is not intended to substitute as legal advice.**



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