

Morgan Lewis

# together

## Visa Application Renewal Procedures Abroad

By Malcolm Goeschl and Christina Gonzaga  
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# Discussion Points

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- Do You Need a New Visa?
- Planning Ahead
- Where Can You apply?
- Documentary Requirements
- “Administrative Processing” and Other Delays
- India Appointment Procedures



# Planning Ahead

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- Schedule appointment as far in advance as possible, particularly during holidays
- Plan visa renewal with future international travel plans in mind
- Allow for at least a week from appointment to receive your visa
- Visa processing may take much longer for people from certain countries, with certain academic backgrounds, or with previous immigration or criminal issues
- If you apply in a country other than your own country, you may need to get a visa to go to the third country

# Where Can I Apply?

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- Country of citizenship
- Country of last residence abroad
- Country accepting “Third Country National” (TCN) Applications
  - **U.S. Consulates in Canada and Mexico will accept TCN applications, unless:**
    - *Applicant has previous immigration violations;*
    - *Applicant is from one of six countries designated as sponsors of terrorism*
  - **Mexico requires that applicant must apply in same category as last U.S. visa**

# Where Can I Apply?

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- If you apply for a visa in Canada or Mexico and the application is rejected, you must return directly to your home country to reapply
- Remember: people from many countries, including India and China, need visas to enter Canada or Mexico
- Other U.S. consular posts may accept TCN applications – must check with post ahead of time on whether they will do this, and for special requirements

# Basic Documentary Requirements

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- Valid passport with at least six months of validity from the time you will reenter the U.S., and at least two blank pages
- H-1B approval notice
- DS-160 application confirmation page
- Receipt for payment of visa fees
- Recent pay stubs from H-1B employer
- Marriage certificate (if applicable)
- Original court disposition for any criminal charges (if applicable)

# Basic Documentary Requirements

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- Recommended:
  - Original academic credentials
  - A letter from H-1B employer confirming job title, salary, and location (if application is three or more months from petition approval date). May be requested from H.R. Helpline
  - Export control compliance letter available at <http://web.apple.com/areas/importexport/>
- Note that many of the “required” documents listed on U.S. consulate websites may be inapplicable



# “Administrative Processing” Delays

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- Certain applicants will be subject to Administrative Process which may delay the process
  - NCIC “hits,” due to arrests or criminal convictions
  - Security Advisory Opinion (SAO) administrative processing:
    - Technology Alert List or other Sensitive technologies (“Mantis”): could be 30 days or longer
    - Nationals of certain countries (“Condor”): usually only a few days
  - Other administrative delays:
    - Employer-employee relationship
    - Fraud investigation

For more information on administrative processing delays, please visit [this link](#).

# H-1B Visa Appointment Procedures in India

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- The U.S. consular service in the U.S. has recently changed its procedure for applying for a U.S. visa in India. As of September 26, 2012, the process involves two separate appointments. Here are the steps:
  - Complete the DS-160 visa application
  - Initiate visa appointment using DS-160 number
  - Pay visa application fee
  - Book visa appointment and biometrics appointment online
  - Attend biometrics appointment
  - Attend visa interview appointment
  - Pick up or receive passport with issue with visa

# Initiate the DS-160 Visa Application

(Applies to all consular posts)

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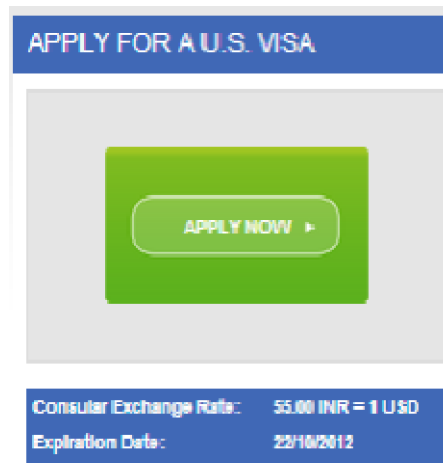
- To start the appointment process, you must first initiate a DS-160 visa application form.
  - Go to <https://ceac.state.gov/genniv/> to initiate the DS-160 application.
  - Once you have selected the place where you will apply for a visa, press “Start an Application;” you will be given an application ID. You will need this ID to book an appointment.\*



**\*Note that you must complete the DS-160 using the same ID that the application was started with. If you initiate a new application, it will not be linked to your appointment.** If you need to finish the application later, you should save the application so that the same ID appears when you return to complete it.

# India Procedures: Initiate Visa Appointment Booking

- Initiate appointment at [www.ustraveldocs.com/in](http://www.ustraveldocs.com/in)
- Create a user name and password



A screenshot of the "Registered Users" registration form. The form has a yellow header with the text "Registered Users" and a blue icon. Below the header, there is a yellow box with the text: "To schedule a visa interview or enter your visa delivery address, you need to register and create a profile. If you are already registered, sign in on this page. If you are a first-time user, click **New User?** to create your profile." Below this, there are two input fields: "Username" and "Password". To the right of the "Username" field, there is a "Username Format" tooltip with the text: "Create a username. Your username should be in email address format (jane.doe@gmail.com)." Below the input fields, there is a CAPTCHA section with the text "Type in the words displayed in the box below." and a box containing the words "Colossal" and "tryjico". Below the CAPTCHA box, there is a "Type the two words:" label and a text input field. To the right of the input field, there is a "reCAPTCHA" logo with the text "stop spam, need books." Below the CAPTCHA section, there is a blue "Login" button. At the bottom of the form, there are links for "Forgot Your Password?" and "New User?".

# India Procedures: Initiate Visa Appointment Booking

- At the Dashboard, press “schedule appointment” in the upper left-hand part of the page

APPLY FOR A U.S. VISA in India

Home Logged in as: outs-tition188@gmail.com (85374425)

**Schedule Appointment**  
IV Address Registration  
Group Scheduling Request  
Provide Feedback  
Update Profile  
Logout

**My Dashboard**  
My Dashboard lets you track the progress of your visa application from start to finish. Please select an option.

[Visa Information](#) [Fee Payment](#)

**Family Details**  
Members: 0

No appointment is currently scheduled.

**Document Delivery Information:**

ecI  
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www.travel.state.gov

# India Procedures: Initiate Visa Appointment Booking

- On the next page, select “Nonimmigrant,” and on the next screen choose the consulate at which you will apply for the visa, and select the language on the following page

APPLY FOR A U.S. VISA in India

Home Logged in as: outc.kittan1985@gmail.com (85574428)

**Schedule Appointment**  
IV Address Registration  
Group Scheduling Request  
Provide Feedback  
Update Profile  
Logout

**Visa Type**

Step 1: Select whether you are applying for a Nonimmigrant Visa or an Immigrant Visa.  
After you select your trip purpose the pages that follow contain visa application information, Visa Application (MRV) Fee payment procedures and availability to schedule an appointment.

Immigrant Visa  
 Nonimmigrant Visa

Back Continue

CGI DEPARTMENT OF STATE  
www.travel.state.gov

# India Procedures: Initiate Visa Appointment Booking

- You will then be asked what kind of nonimmigrant visa you will be applying for; you should select: “Employment (Petition Based Temporary Workers Visa)”

The screenshot shows the U.S. Visa Application Portal for India. The header reads "APPLY FOR A U.S. VISA in India". Below the header, there is a navigation menu with options: "Home", "Schedule Appointment", "IV Address Registration", "Group Scheduling Request", "Provide Feedback", "Update Profile", and "Logout". The user is logged in as "vive-ak@en1938@gmail.com" with ID "85274428".

The main content area displays a form for selecting a visa type. The "VISA Type" dropdown is set to "Nonimmigrant Visa" and the "POST" dropdown is set to "NEW DELHI". The instruction reads: "Step 3: Please select a visa category that applies to you." The following options are listed:

- Business/Tourism and All other visas ( Commonwealth of the Northern Mariana Islands (CNMI) visas, Journalist, Victims of Human Trafficking, Petition Based Temporary Workers, Crew, Visitor Visas for Business and Pleasure, Transit, NAFTA professional workers: Mexico, Canada )
- Students and Exchange Visitors ( Exchange Visitor, Student )
- Crew ( Crew )
- Employment ( Petition Based Temporary Workers )

Buttons for "Back" and "Continue" are visible at the bottom of the form.

The footer includes the CGI logo, the text "DEPARTMENT OF STATE", and the URL "www.travel.state.gov".

# India Procedures: Initiate Visa Appointment Booking

- Press “Continue” and then select the appropriate category and press “Continue” again

Select Visa Class:

**Petition Based Temporary Workers**  
If you want to work in the U.S. temporarily as a nonimmigrant, under U.S. immigration law, you need a specific visa based on the type of work you will be doing. Most temporary worker categories require that your prospective employer or agent file a petition, which must be approved by the U.S. Citizenship and Immigration Services (USCIS) in the United States before you can apply for a work visa.

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H-1B - Temporary worker in specialty occupation

H-2A - TEMPORARY AGRICULTURAL WORKER

H-2B - Non agricultural temporary worker

H-3 - Trainee other than academic

H-4 - Spouse / Child of H1 visa holder

L-1 (Blanket) - Intracompany Transferees (Blanket Petition)

L-1 (Individual) - Intracompany Transferees (Individual)

L-2 (Blanket) - Spouse or Child of L1 visa holder (Blanket Petition)

L-2 (Individual) - Spouse or Child of L1 visa holder (Individual)



# India Procedures: Initiate Visa Appointment Booking

- Enter in passport details, U.S. contact address, U.S. home address, and petitioner details

| PASSPORT DETAILS              |  |
|-------------------------------|--|
| Passport Number: *            | <input type="text" value="AR111111"/>                          |
| Passport Issuance Dates: *    | <input type="text" value="10/01/2012"/> Data Format MM/DD/YYYY |
| Passport Issuance Place: *    | <input type="text" value="India"/>                             |
| Passport Expiration Date: *   | <input type="text" value="10/01/2022"/> Data Format MM/DD/YYYY |
| Date of Birth: *              | <input type="text" value="01/01/1982"/> Data Format MM/DD/YYYY |
| Nationality: *                | <input type="text" value="India"/>                             |
| First Name: ⓘ                 | <input type="text" value="Rajeev"/>                            |
| Last Name: ⓘ                  | <input type="text" value="Jones"/>                             |
| Country of Birth: *           | <input type="text" value="India"/>                             |
| Gender: *                     | <input type="text" value="--None--"/>                          |
| DS-160 Confirmation Number: * | <input type="text" value="AA00108NCL"/>                        |

| CONTACT INFORMATION   |  |
|---|--|
| Please provide two phone numbers where you can be contacted at.   |  |
| Phone Number: *   | <input type="text" value="(415) 222-1000"/>            |
| Mobile Phone: *   | <input type="text" value="+91788010101"/>              |
| Please enter a valid email address that we may use to contact you. For example, we will notify you via email if your appointment needs to be rescheduled. |  |
| Email: *  | <input type="text" value="cute-kitten1989@gmail.com"/> |

| MAILING ADDRESS   |  |
|-------------------|--|
| Address Line 1: * | <input type="text" value="1 Not a Real Street"/> |
| City: *           | <input type="text" value="San Francisco"/>       |
| State: *          | <input type="text" value="California"/>          |
| Postal Code: *    | <input type="text" value="94102"/>               |

| PETITIONER         |  |
|--------------------|--|
| Name: *            | <input type="text" value="Exoteric Technologies, Inc."/> |
| Start Date: *      | <input type="text" value="10/1/2011"/>                   |
| Receipt Number: *  | <input type="text" value="WACL1011111"/>                 |
| Expiration Date: * | <input type="text" value="09/30/2014"/>                  |

[Back](#)

# India Procedures: Initiate Visa Appointment Booking

- Add information for family members who will apply with you (if applicable)

The screenshot displays a web browser window with the URL <https://cgifederal.secure.force.com/adddepe>. The page is titled "APPLY FOR A U.S. VISA in India" and shows a user logged in as "cute-kitten1998@gmail.com (85574428)". A modal window titled "Add/Edit Applicant" is open, displaying a form with the following fields:

- Relationship: --None--
- DS 160 Confirmation #: [Empty]
- First Name: [Empty]
- Last Name: [Empty]
- Gender: --None--
- Date of Birth: [Empty]
- Country of Birth: India
- Nationality: India
- Passport Number: [Empty]
- Passport Issuance Date: [Empty]
- Passport Issuance Place: [Empty]
- Passport Expiration Date: [Empty]
- Primary Phone #: [Empty]
- Alternate Phone #: [Empty]
- Email: [Empty]

Buttons for "Save" and "Cancel" are located at the bottom right of the form. The footer of the page includes "CGI", "©2011 CGI Group Inc.", "DEPARTMENT OF STATE", and "www.travel.state.gov".

# India Procedures: Initiate Visa Appointment Booking

- Specify document delivery. You may either:
  - *Deliver to an address in India*
  - *Arrange for pickup at one of several designated locations*

The screenshot displays a web interface for specifying document delivery. At the top, a blue navigation bar shows the following steps: Visa Type (Nonimmigrant Visa), Post (NEW DELHI), Visa Category (Working), and Visa Class (H-1B). Below this, the heading 'Specify Documentation Delivery' is followed by a blue information icon and a note: 'All returned documents will be sent to the address selected or entered below. If you select home or office delivery, someone must be present when the courier comes to deliver your passport. For timely delivery of documents, please ensure that all data is entered accurately.'

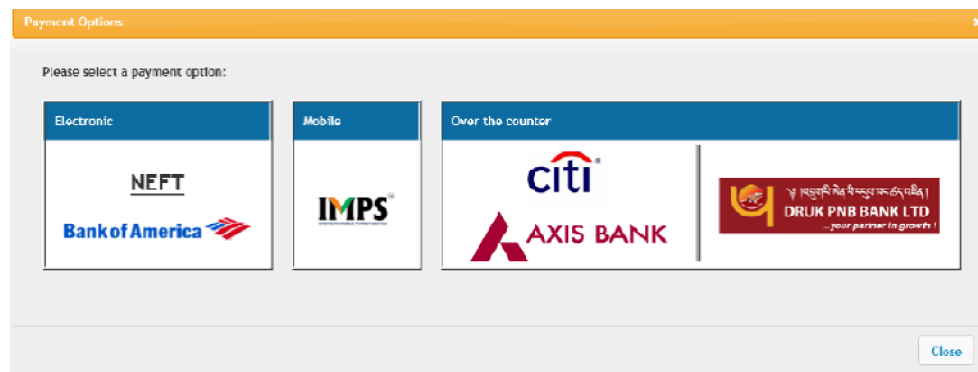
Under the heading, there is a radio button labeled 'Pick Up' which is currently selected. Below this is a 'Select City' dropdown menu with 'New Delhi' selected. A table of designated pickup locations is shown below the dropdown:

| City                                      | Address   |
|---|---|
| <input checked="" type="checkbox"/> Delhi | 3 - 1 American Plaza<br>International Trade Tower Netaji Place<br>New Delhi, 110010 |

At the bottom of the form, there are two blue buttons: 'Back' on the left and 'Continue' on the right.

# India Procedures: Pay Visa Application Fee

- Arrange payment for visa application fee
- The fee for each applicant is US\$190, which must be paid in local currency (currently 10,450INR). Note that the exchange rate changes periodically, so check the website for up-to-date fees
- You will need your appointment number to make payment
- Select payment options
- Follow specific payment instructions
- Wait for payment to be credited



# India Procedures: Pay Visa Application Fee

- For an electronic fund transfer (EFT), a unique beneficiary account number will be created, which you must use to make the payment.

**THERE ARE NO REFUNDS. Do not pay twice if you have any doubts. Please ensure you pay the exact amount listed below.**

## Electronic Funds Transfer (EFT) Payment for Visa Application Fees of US\$190

You may use the instructions below to pay your US\$190 visa application fee with an electronic funds transfer (EFT) payment directly from your bank.

Please print this page for your records. Remember to make only one payment per unique account number.

The MRV fee is payable in Indian Rupees only. The INR amounts accepted by the U.S. Department of State for each USD equivalent are specified on the deposit slips and EFT payment pages below and on other pages on this web site. Payment of an incorrect amount may result in processing delays or result in having to repay the MRV fee.

The receipt number used to schedule an appointment after payment is made will be 850185574428

- ▶ IFSC Code: BOFADMM6205 (Bank of America N.A.)
- ▶ Unique Beneficiary Account Number: Enter the alphanumeric below:

**TIER2850185574428**

- ▶ Beneficiary Name: "BANA MUMBAI US VISA SFA"  
*Keep in mind that only the first eight to 10 characters of the beneficiary name, "BANA MUM" are seen when searching for the beneficiary name before executing the payment via your bank's internet banking system.*
- ▶ Amount: INR 10450

If you pay your visa application fee with an electronic funds transfer from your bank account, you may schedule your appointment three hours later. If you make the payment after 3pm, you will be able to schedule your appointment after 9am the next business day.

**IT IS CRITICAL THAT YOU KEEP THE UNIQUE ACCOUNT NUMBER THAT YOU ACTUALLY USE TO MAKE YOUR EFT PAYMENT. YOU MUST HAVE THIS NUMBER AS PROOF OF PAYMENT IN ORDER TO SCHEDULE YOUR VISA INTERVIEW APPOINTMENT. IT IS THE APPLICANT'S RESPONSIBILITY TO SAVE THIS NUMBER. IF NOT, YOU CANNOT SCHEDULE AN INTERVIEW WITH YOUR PAYMENT, AND YOU MUST MAKE ANOTHER PAYMENT.**



# India Procedures: Check for Payment Receipt

- Once payment is credited (three hours if paying through EFT), you may book your visa appointment and biometric appointment

| ▶ Visa Type       | ▶ Post | ▶ Visa Category | ▶ Visa Class | ▶ Payment |
|-------------------|--------|-----------------|--------------|-----------|
| Nonimmigrant Visa | MUMBAI | Working         | H-1B         |           |

**Step 3:** Please enter your MRV receipt information below.

**Summary of Charges:**

|                                       |                     |
|---------------------------------------|---------------------|
| Number of Applicants                  | 1                   |
| Fee Per Applicant                     | USD 190.00          |
| Current Exchange Rate                 | 55.00 INR to 1 USD  |
| <b>Total Fee (1 x 190.00 x 55.00)</b> | <b>INR 10450.00</b> |

[Click Here For All Payment Options](#)

**i** To confirm payment please enter your receipt number. Please note that there could be a delay between the time of payment and the time that you can proceed to schedule your appointment. Please be patient and thanks for your cooperation.

Receipt Number: 2596125440

ⓘ Please See <http://www.ustraveldocs.com/In/VisaFees.asp> for more information regarding application fees.

# India Procedures: Select Visa Application Interview Date

- Select visa interview date from calendar

**Schedule Consular Appointment**

Applicants for U.S. visas are required to appear in person for a visa interview at the U.S. Embassy/Consulate. Please schedule an appointment for that interview.

Select Alternate Post :

| November 2012 |    |    |    |    |    |    | December 2012 |    |    |    |    |    |    | January 2013 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    | 1  | 2  | 3  |               |    |    |    |    |    | 1  |              |    | 1  | 2  | 3  | 4  | 5  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 25            | 26 | 27 | 28 | 29 | 30 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 | 27           | 28 | 29 | 30 | 31 |    |    |
|               |    |    |    |    |    |    | 30            | 31 |    |    |    |    |    |              |    |    |    |    |    |    |

| Select                   | Time  | Date                       |
|--------------------------|-------|----------------------------|
| <input type="checkbox"/> | 09:00 | Thursday November 15, 2012 |

# India Procedures: Select OFC date

- Select OFC appointment date from calendar:

**Schedule OFC Appointment**  
This page is for scheduling OFC appointments.

Select OFC Post of your Choice :

| November 2012 |    |    |    |    |    |    | December 2012 |    |    |    |    |    |    | January 2013 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    | 1  | 2  | 3  |               |    |    |    |    |    | 1  |              |    | 1  | 2  | 3  | 4  | 5  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 25            | 26 | 27 | 28 | 29 | 30 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 | 27           | 28 | 29 | 30 | 31 |    |    |
|               |    |    |    |    |    |    | 30            | 31 |    |    |    |    |    |              |    |    |    |    |    |    |



# India Procedures: Visa Application Appointment Confirmation

## – Review appointment confirmation:

 Your appointment has been scheduled.

### APPOINTMENT CONFIRMATION

**i** To email the confirmation page as a PDF attachment, please enter your email address in the text box below and click on the 'Email Appointment Confirmation' link below. You may send the appointment confirmation to more than one email address.

Email ID:

[Email Appointment Confirmation](#)   [Download Appointment Calendar](#)   [Printable Version](#)

### APPLICANT DETAILS

Applicant Name:

Passport Number:

Number of Applicants: 1

### OFC U.S. EMBASSY DETAILS

Us Embassy For Ofc: MUMBAI OFC

Address: Trade Center, Gr. Floor, G Block,  
Bandrakurla Complex,,  
Bandra East, Mumbai,400041

### OFC APPOINTMENT DETAILS

OFC Appointment Date: Tuesday November 20, 2012

OFC Appointment Time: 09:00

### U.S. EMBASSY DETAILS

U.S. Consulate General: MUMBAI

Address: D-49, G-Block, Bandra Kurla Complex,  
Bandra East,  
Mumbai,400051

### APPOINTMENT DETAILS

# India Procedures: Visa Waivers for Certain L-2 and H-4 Applicants

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- H-4 and L-2 Dependents meeting the following criteria are not required to attend interviews in India:
  - Previous H-4 or L-2 visa issued in India
  - H-4 or L-2 issued under same petitioner
  - Previous H-4 or L-2 still valid or expired within last 12 months
  - No previous visa refusals since last H-4 or L-2 issued

For information on interview waiver drop-box procedures, visit <http://www.ustraveldocs.com/in/in-niv-visarenew.asp>

# Visa Interview Reminders

## (Applies to all consular posts)

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- Security is very heavy, so prepare accordingly
- Arrive 30 minutes prior to appointment time
- Remember to bring to the appointment:
  - Yourself
  - Your passport (should be valid for at least six months from the time you will enter the U.S.)
  - Your approval notice from the USCIS (I-797)
  - Employment verification (recent pay stub and/or verification letter)
  - Appointment confirmation printout
  - Fee payment receipt
  - DS-160 confirmation page
  - Family members (if required to appear), along with passports and marriage and birth certificates
- Remember to leave at home:
  - Your iPhones, iPads, and all other electronic devices
  - Sharp and other dangerous objects

Morgan Lewis

Thank You!

Questions? Email:  
[Appleimmigration@morganlewis.com](mailto:Appleimmigration@morganlewis.com)