**Steps to apply for B1 Visa**

1. Fill up the DS-160 form available on the following link and note down the Application Id

[**https://ceac.state.gov/GenNIV/Default.aspx**](https://ceac.state.gov/GenNIV/Default.aspx)

1. Schedule an appointment using the below link :

[**http://www.ustraveldocs.com/in/in-niv-appointmentschedule.asp**](http://www.ustraveldocs.com/in/in-niv-appointmentschedule.asp)

Make sure you schedule below two interviews

**OFC appointment at Visa Application Center**

**US Embassy interview**

1. Documents Required in OFC Appointment :

Printout of DS-160 Confirmation page

Appointment Confirmation page

Current Passport (Valid for 6 months)

1. Documents Required during interview at US Embassy :

Printout of DS-160 Confirmation page (Checked at VAC)

Appointment Confirmation page (Checked at VAC)

Current Passport (Valid for 6 months)

Covering Letters on Company letter head

Invitation Letter from USA

Detail of Hotel Booking

Flight bookings

Personal and Company Bank Statement last 6 months

Personal and Company IT returns 3 years

Memorandum of Indian Company  
Salary Slip last 6 months

**Covering letter:**

Change the below mentioned letter as per (Your Name/Designation/ Dates of Arrival and Departure), sent the mail to **India Facilities** ([IndiaFacilities@tsys.com](mailto:IndiaFacilities@tsys.com)) and get the printout on company letterhead

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**Invitation letter**

Change the below mentioned letter as per (Your Name/Designation/ Dates of Arrival and Departure), sent the mail to **Brain Simons** ([BSimons@tsys.com](mailto:BSimons@tsys.com)) as per below attached format and then he will send you the signed copy on company letterhead, get the printout of it

** **

**Memorandum, IT returns of the Company and Bank Statements of the Company**

Get all these documents from **India Facilities** ([IndiaFacilities@tsys.com](mailto:IndiaFacilities@tsys.com))

**Flight Bookings**

Get the demo tickets booked from **India Facilities** ([IndiaFacilities@tsys.com](mailto:IndiaFacilities@tsys.com)) and then get the printout of the Demo tickets. **Delete the word demo from ticket and then print.**

**Hotel Bookings**

Talk to **Sachin Gupta** ([SachinGupta@tsys.com](mailto:SachinGupta@tsys.com)) for dummy hotel bookings

1. If selected, you can check your passport status/visa status at the following URL’s

**For Passport Pickup**: <http://www.ustraveldocs.com/in/in-niv-passporttrack.asp#options>

**Visa Status Check**: <https://ceac.state.gov/CEACStatTracker/Status.aspx?eQs=WwjqOlbeRYzCYubaSQI+RA>==