Guide to fill DS160 online for B1 Visa

Please have copies of the following documents handy while filling up the form, as you cannot edit the forms postsubmission:

1. Passports
2. Academics certificates
3. Work experience letters

Consular letter

Open URL: <http://ceac.state.gov/genniv/> 🡪 Go through the instruction 🡪 Start application

Note: Please save the application frequently; if not, filled in data may be lost if session expires. Please make a note of CEAC Number (AA003Hxxxx), Security Question and Answer.

Nonimmigrant visa application

**Step 1:** Select the location where you will be submitting your application.

\*Mumbai employee’s — Please select Mumbai consulate.

\*Bengaluru and Hyderabad employee’s — Please select Hyderabad consulate.

\*Gurgaon employee’s — Please select New Delhi consulate.

Sample filled in DS160 forms for reference.



**Step 2:** Select from one of the following options: Start a New Application

**Application form fields:**

Personal Information 1

1. Surname: Please enter your **surname as in passport**
2. Given Name: Please enter your **given name as in passport**
3. Full Name in Native Alphabet — Does not apply

Note: If you do not have a surname/given name in your passport, then check below scenarios and fill the form appropriately.

**Scenario 1:**

If Surname is blank and all the names appear in Given Name, please mention all the names in the Surname field and mention FNU, i.e., ‘First Name Unknown’ in Given Name field.

**Scenario 2:**

If Given Name is blank and all the names appear in Surname, please mention FNU, i.e., ‘First Name Unknown’ in Given Name field and all the names in the Surname field.

Personal Information 2

1. National Identification Number — Does not apply
2. U.S. Social Security Number — Enter the number if you have one OR select **Does not apply**
3. U.S. Taxpayer ID Number — Enter the number if you have one OR select **Does not apply**

**Home Address:** Enter your current residential address NOT permanent address or address mentioned in your passport.

Is your Mailing Address the same as your Home Address? — No

Mention respective Deloitte USI office addresses.

Passport Information

* Passport/Travel document Type: **Regular**
* Passport No (Ex: E6944739)
* Passport Book Number or file Number: Please select **Does not apply**

Passport Details: Exactly given in the passport

Travel

* Are you the principal applicant? Yes
* Purpose of trip to U.S. — Business/Conference visitor
* Intended date of arrival — As per B1 Consular letter provided by Fragomen
* Intended length of stay — As per B1 Consular letter provided by Fragomen

Address where you will stay in the U.S.

Please search hotel details close to the location (Per B1 Consular Letter). No need of confirmation of booking at this stage.

***Person or Entity Paying for Your Trip*** — Company/Organization

***Name of Company/Organization Paying for Trip*** — Provide the USI Entity Name and address

***Relationship to You*** — Employer

***Is the Address of the Party Paying for Your Trip the Same as Your Home or Mailing Address?*** — Yes

Travel Companions Information

Are there other persons traveling with you? — As applicable

***U.S. Point of Contact Information*** — Provide details of U.S. contact person or Organization in the United States

Surname:  
Given Name:  
Address: Deloitte U.S. office address of above-mentioned person  
Phone Number:  
Email:

***Family Information*** — As applicable

Present Work/Education/Training Information

* Primary Occupation — Others
* Specify Others — Mention your current designation.
* Gross Monthly Salary = CTC per Offer Letter/Latest Compensation Letter divided by 12
* Previous Work Experience — Mention last two employers and relevant details

Sign and Submit

***Did Anyone Assist You in Filling Out this Application?*** — No

Note: Please save complete DS160 application form and DS160 confirmation page.

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