Guide to fill DS160 online for L1/H-1B visa

Please have copies of the following documents handy while filling up the form, as details once entered will not be edited after submission:

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

I-797/I-129

Open URL: <http://ceac.state.gov/genniv/> 🡪 Go through the instructions 🡪 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 employees — Please select Mumbai consulate.

\*Bengaluru and Hyderabad employees — Please select Hyderabad consulate.

\*Gurgaon Employees — Please select New Delhi consulate.

**For all Blankets — L1A and L1B applications, please select Chennai consulate only.**

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**

Save the application to file 🡪 Replace previous .Dat file and continue application.

**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 No: Please select **Doesn’t apply**
* Passport Details: Exactly given in the passport.

Travel Information

Are you the principal applicant? Yes

Purpose of Trip to U.S. —

L1: > Intra Company Transferee (L)

H1: > Temporary Worker (H)

Specify —

L1: > Intracompany transferee (L-1)

H1: > Specialty Occupation (H-1B)

***Have you made specific travel plans*** — No.

Address where you will stay in the U.S.

Please search hotel details close to the Client location/Deloitte U.S. office. No need of confirmation of booking at this stage.

***Person or entity paying for your trip*** — Company/Organization

***Company/Organization paying for your trip*** — Deloitte (Entity) India Pvt. Ltd

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

If you select Organization in the U.S., then provide below details in the form.

Relationship to you — Employer

Address — Deloitte U.S. office address

Phone — As applicable

If you select the U.S. contact person **(U.S. Project Manager/Reporting manager),** then provide below details in the form.

Relationship to you — Business Associate

Surname:

Given Name:

Address: Deloitte U.S. office address of above-mentioned person

Phone Number:

Email:

***Family Information*** — As applicable

**Do you have any immediate relatives, not including parents, in the United States** — If you have your fiancé, spouse (husband/wife), child (son/daughter), or sibling (brother/sister), please mention their details.

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
* Briefly describe your current job duties: 8 to 10 bullet points

Previous Work/Education/Training Information

Were you previously employed? If yes, please provide the details accordingly.

Have you attended any educational institutions other than elementary schools? — If yes, please provide your educational details from 12th to the highest qualification.

Temporary Work Visa information:

Name of person/Company who filed petition: Deloitte (Entity) LLP

Example: Deloitte Consulting LLP/Deloitte &Touche LLP/Deloitte Tax LLP/Deloitte Financial Advisory Services LLP/Deloitte Services LP

Where do you intend to work —

**For Consulting L1 Cases**

Deloitte Consulting LLP  
1700 Market Street  
Philadelphia, PA-19103  
Telephone Number — 215 446 3993

**For Nonconsulting Entities (AERS, FAS, Tax, and Support Services) L1 Cases**

Deloitte U.S. office address

**For H-1B Cases**

Please provide Client site address (Please refer to your LCA (Place of employment 2) for the exact client address and zip code).

Application Receipt/Petition Number — Per I797/Approval Notice. Ex: EAC1233457227

Name of person/Company who filed your Petition — Deloitte (Entity) LLP

Where do you intend to work?

Name of Employer — Deloitte (Entity) LLP

Street Address — Client address as per the LCA

Phone Number — Client Phone number

Monthly Salary (in USD) — Divide your U.S. Salary provided in I129 by 12 to arrive at monthly U.S. salary.

**Note: If you do not have client address in the LCA, then please provide below details.**

Application Receipt/Petition Number — Per I797/Approval Notice. Ex: EAC1233457227

Name of person/Company who filed your Petition — Deloitte (Entity) LLP

Where do you intend to work?

Name of Employer — Deloitte (Entity) LLP

Street Address — Deloitte U.S. office address as per the LCA

Phone Number — Deloitte U.S. office Phone number

Monthly Salary (in USD) — Divide your U.S. Salary provided in I129 by 12 to arrive at monthly U.S. salary.

***Salary in USD:*** Check the I-129 of your L1/H1 Approval Petition document.

Receipt Number:

L1-Individual/H1 — Check the petition number at left hand side top corner of I-797B. Ex: EAC1233457227

L1-Blanket: I-129S petition, Page 1–Part 2 (Blanket petition approval number)

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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