Guide to fill DS160 online for L2/H4 visa

Please have copies of 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:

Chennai, Hyderabad, Mumbai, or Delhi depending on which ever location the principal applicant belongs to.

Sample filled in DS160 forms for reference

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**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 Number (Ex: E6944739)
* Passport Book Number or file Number: Please select **Does Not apply**

Passport Details: Exactly given in the passport

Travel Information

L2:

**Purpose of Trip to U.S.:** Intra Company Transfer (L)

**Specify:** Spouse of an L1 (L2) or Child of an L1 (L2)

H4:

**Purpose of Trip to U.S.:** Temporary Worker (H)

**Specify:** Spouse of an H (H4) or Child of an H (H4)

Principal Applicant Information

Please provide your Spouse’s details and L1/H1 receipt number.

***Have you made specific travel plans*** — If you have made any travel plans, you can choose yes and give the details; otherwise, choose no and give tentative arrival date in the U.S. and tentative length of stay.

Address Where You Will Stay in the U.S.

Please provide U.S. residential address if your spouse is in U.S. or else 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*** — Principal Applicant/U.S. Petitioner

***U.S. Point of Contact Information*** — Please provide your spouse details

***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

***Family Information*** — Spouse

Present Work/Education/Training Information

***If employed:***

Primary Occupation: OTHER > Provide your current designation and Organization Address with phone numbers

Monthly salary — As per your current pay slip (Gross salary) information in India/U.S.

Briefly describe your current job duties: about 8 to 10 lines.

***If not employed*** — Select not employed

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 last two academic details.

***Security & Background*** — Please answer all questions accordingly.

Sign and Submit

***Did anyone assist you in filling out this application?*** — Yes, if applicable.

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

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