

Instructions for DS-160 Form

Please log on to <https://ceac.state.gov/genniv/> for DS-160 form and read the instructions before you start the application process.

Select a location where you will be applying for this visa. (eg. For Blanket : CHENNAI & For Individual, Business Visa & Dependent : MUMBAI)

Click on "Start an Application". fill the details on-line for you and dependants, if any. (Each applicant has to fill separate Online Form_DS-160)

Pl note "Your Application ID is: AA002_ _ _ _ _"

Keep saving the application often as it will save all your information which is being uploaded.

Use "Do not know" or "Does not know" as applicable provided in the application and provide an explanation wherever required using the explanation fields.

Click on "Save application to file" will appear after saving the application. **Please save the application "<File Name>_<emp.no.>. (e.g., CEACAA0000V029_555555)".** If you need to stop the application in between, click on "Save" button provided at the bottom of the application. When you want to retrieve the saved application, click on the "Upload a Previous Application" to get the previously saved data.

After completing the details and when you reach "Sign and Submit". **Please "DO NOT" Sign and submit the application.** Instead you need to save it as mentioned above and send it to your Branch Travels for validation and onward submission of the application.

Please let us know the answers you have provided for the "Security Questions" asked at the end of the form enabling us to retrieve the form later, easily, for onward processing.

KINDLY FORWARD US THE FINAL .DAT FILE ONLY AFTER THE PRINTED VERSION IS THOROUGHLY VERIFIED BY US AND ONLY ON CONFIRMATION RECEIVED FROM US THAT IT IS IN ORDER IN ALL RESPECTS.

VISA APPLICATION FORM(S) WITH INCOMPLETE INFORMATION / DETAILS WILL NOT BE ACCEPTED.

Last, but not the least, please attach all the other documents as per the check list sent earlier. **Do not attach any additional documents.**

Photo Requirements : Soft Copy of Photo required as per Specification.

PA While Onsite: *In case of associates who are currently at on-site and wish to apply for a PA Date, they need to send the documents (scanned) to mumbai.usvisaappointment@tcs.com.*