

VISA CHECK LIST

OFC Appointment

- Passport
- DS-160 Confirmation Page
- VISA Appointment Confirmation

VISA Interview

- Passport
- DS-160 Confirmation Page
- VISA Appointment Confirmation
- i20 (Signed & Dated by Student)
- SEVIS Fee \$350-Payment Receipt
- Academic
 - Degree Certificate/Provisional Certificate/Course Completion Certificate
 - Individual Mark Sheets/Memo's – Bachelors
 - XII and X Memo's
 - GRE / GMAT Score card
 - TOEFL / IELTS / PTE / DET Score card
 - Resume /Work Experience Letter/Course Certificate/ Internship Letter (if applicable)
- Finances
 - Income Proof (Salary Certificate / Income Tax)
 - Savings – Bank Certificate & Statement
 - Education Loan Letter
 - Photocopy of Property Papers
 - Financial Summary Report (CA/CE Reports are Optional)

REQUIREMENTS

1. Fill DS 160 Form <https://ceac.state.gov/genniv/>
2. Nonimmigrant VISA Application Fee
3. VISA Appointments (2 Appointments) www.ustraveldocs.com
4. SEVIS Fee www.fmjfee.com
5. VISA Interview US Consulate Hyderabad <https://in.usembassy.gov/embassy-consulates/hyderabad/>
6. Financial Summary
 - Family Income, Savings, Education Loan & Assets

WHAT'S REQUIRED?

	Passport Copy	i20 document	Other
VISA Fee Payment	✓		CGI Reference Number
Axis Bank Cash or NEFT			\$160 USD (Rs.12480 @ 76 Per Dollar)
DS 160 – VISA Application	✓	✓	VISA Fee Payment
SEVIS FEE		✓	\$350 (Pay by Credit Card Only)

HOW TO FIX YOUR VISA APPOINTMENT**Step – 1: COMPLETE YOUR NON-IMMIGRANT VISA ELECTRONIC APPLICATION (DS 160)**

Complete the Non-immigrant Visa Electronic Application (DS-160) form at <https://ceac.state.gov/genniv/>

Once you complete your DS 160 form

- Print your DS 160 Confirmation page
- Print your Visa application fee receipt with CGI reference number (Stanley)

Step - 2: PAY YOUR VISA APPLICATION FEE

Through **NEFT** or Pay at any designated "**Axis / CITI Bank**" across India. Carry the following

- Passport Copy
- Visa application fee receipt with CGI reference number (Stanley)
- Indian Rupee Equivalent amount of Visa Application fee (USD 160)

Once the visa fee payment is done it takes 3-4 working hours generally to get your CGI reference activated.

Step – 3: SCHEDULE TWO APPOINTMENTS (Visa Interview Appointment and OFC Appointment)

- Firstly, you can schedule your visa interview appointment at <https://cgifederal.secure.force.com/?country=India&language=English>
- For scheduling a visa interview appointment, you need to
 - Create an account with US travel docs
 - Fill in the DS 160 and generate CGI Reference number
 - Pay your Visa fee and activate CGI reference number
 - Enter your CGI Reference number and schedule visa interview
- Once your visa interview appointment is fixed you can fix your OFC appointment
- OFC appointment date should be at least 1 day before your visa interview appointment date
- Visa appointment and OFC appointment both can be fixed online at <https://cgifederal.secure.force.com/?language=English&country=India>

HOW TO PAY YOUR SEVIS FEE

Go to www.fmjfee.com

Select **Submit Form I-901 and Fee Payment**.

Select **Form i20**.

Enter details

- Last name, First Name
- SEVIS Number
- Date of Birth
- Address of communication and Phone number

Proceed to Credit Card details and make your SEVIS fee through Credit Card (USD \$ 350)

SEVIS Payment should be made at least 1 Week before your visa interview and this SEVIS fee is valid for one year from the date of payment.

PASSPORT PICKUP LOCATIONS (After VISA)

Once visa is approved your passport can be collected at pickup location specified while scheduling your appointment. You can collect your passport at

- Hyderabad and Chennai– Offsite Facilitation Centre.
- Vijayawada – Blue Dart Express Ltd, Eluru Road.
- Visakhapatnam - Blue Dart Express Ltd, Dwaraka Nagar

To track your passport, you can enter your passport number at <https://www.ustraveldocs.com/in/en/step-6>

VISA QUERIES

OFFICE OF CONSULAR SECTION:

Consulate General of the United States of America, Hyderabad.

Paigah Palace, 1-8-323, Chiran Fort Lane, Begumpet, Secunderabad 500 003

Telephone: 0120-660-2222; 022-6720-9400

Call Timings: Monday to Friday 8:00 AM to 8:00 PM /Sunday 9:00 AM to 6:00 PM

Non-Immigrant Visas: support-india@ustraveldocs.com

OFFSITE FACILITATION CENTER, HYDERABAD:

1-8-384/385, Gowra Grand S.P. Road, Begumpet, Secunderabad.

Office Timings: Monday to Friday 8:00 AM to 5:00 PM/ Sunday 1:00 PM to 6:00 PM

Interview Questions

1. Why USA/ what's the Purpose of your Visit?
 - Which University and What Course?
 - How did you select your universities?
2. Why this University? How did you know about this school?
 - What's your Specialization?
 - How many universities did you apply? How Many Admits?
 - Among all the admits, why only this University?
3. What's your Academic Score?
 - Do you have any Backlogs in Bachelors?
 - What's your GRE/TOEFL score?
4. How are you planning to pay the tuition fee?
 - What's your father's Profession?
 - How much savings does your family have?
 - Do you have an Education Loan to support your studies?

Profile Based

1. Major - Program/ Specialization based
 - What project have you done in your Bachelors?
 - What courses are you taking during your 1st semester?
 - What's the Scope of your Major?
2. Low Academics
 - Why Low Score? / With So many backlogs how can you complete your Masters?
 - What's your GRE/ TOEFL / ETS Test score?
 - With low Grades and so many backlogs, how will you finish your Masters in USA?

3. Work Experience

- How long have you been working at this company? / Why Masters now?
- What is your Job role at your Company? / Who are their (your) clients?
- What are your future plans after Masters?

4. GAP after Bachelors: What were you doing since Graduation?
5. Students with Assistantships / PhD

- What Support did you get and how did you approach professors for this Assistantship?
- Of all the Professors how did you select this Professor? How did you communicate?
- What are your work Roles/ project for the Assistantship Awarded?

6. Education Loan

- How did you manage this Loan /what are the terms & conditions of this Loan?
- How do you plan to re-pay this education loan?

7. Income Based

- Business - What's the nature of Business /what's the turnover of your business / how many employees does your father/ mother hire?
- Income Based: Agriculture - What do you grow/ cultivate? / How many acres of land do you have?

Parent Occupation	Possible Questions during VISA Interview
Employee	Department, Designation Work – Role & Tenure
Private – Employee	Past Job, Employer Details Size of Company, Expertise area
Self – Employed (Esp. Real Estate)	Nature of Work, Monthly Income Number of Staff
Business / Industry	Turnover, Employees hired, Clients, Years of Operation Example: Departmental Stores: How many Stores do you have?
Agriculture	How many Acres- Location, Type of Farming/ Cultivation, Crops per year. Poultry – How many birds do you have?
Retired	Past Service Related /Pension Amount /Alternate Income Source of Parents
Additional Sponsor	How are you related and why is he/she sponsoring you? Dependents of your Sponsor

MAIN FACTORS

1 "Smart" Presentation	Own Answers (Unique/ Spontaneous) Answers suitable to profile
2 University & Program	Knowledge of Program / Clarity of Course Scope of Program or Future plans
3 Finances	Parents Portfolio/Primary Sponsor Family Annual Income History of Savings Educational Loan
4 Profile / Credentials	Academic Scores ETS – TOEFL & GRE Projects / Skill-sets/ Work Experience

Mock Interview – Try Yourself**Set – 1**

1. Why do you want to study at this point of time?
2. What do you know about your place (City) you are planning to stay?
3. How did you hear about this university?
4. What do you know about Career Center (Job fairs) at your University?
5. How did you get this Education Loan? (By Mortgaging our property; Details of property)
6. How did you apply to university?
7. Will you come back to India after your studies?

Set -2

1. Why masters in USA?
2. You have good academic score but a low GRE? Why did you not re-take it?
3. How many projects did you work on during your bachelors?
4. What is your score in 3rd & 4th year of Engineering?
5. Who helped you in Selection of Schools?
6. Why only to the USA for education and not UK or Australia or any other Country?
7. Did you Travel to any country in past 6 months?
8. How long do you have savings in your bank account for?

Set- 3 (Rarely Asked)

1. What are various steps involved in application process?
2. What did you write in your SOP – Statement of purpose?
3. What's your future "dream job"?
4. What all software skills do you know?
5. How many offers do you have and why are you selecting only this University?
6. What Courses are you planning to take in your first semester at your University?
7. Do you have any siblings in the USA? (Please do not HIDE FACTS)

Draft Answers

Question	Example
Purpose of Visit	To Pursue Master of Science in <Program> at <University>
Why this University	Program Course-work + Faculty + Research Opportunities Location Advantage + Student Clubs + Affordable
How do you plan to pay the Tuition Fee?	Education Loan + Savings My Parents have savings to Cover my tuition and Expenses
What's your father	Need Clarity – Not just reading designation Job Role / Organization + Tenure + Salary / Annum

ADVICES

- Presentation is the key ; Need to Practice
- Need " Unique Answers" - Specific to students University & Profile
- Weak-links Like Low GRE Scores or LOW GPA with Backlogs – Need Self-Initiated Answers
- VO's make remarks like "No Stories Please" or "Every-one says the same; give me more precise answer" or "Tell me something new" –Students need to React to it
- Finances say Totals, Esp. Savings or Liquid Assets say TOTAL Amount (Savings+ Loan)
- Education LOAN, say it first (Loan HELPS)

Financial Summary

For students having annual tuition fee + Living expenses of

	120 Amount per year	\$ 30,000	\$ 40,000	\$ 50,000
Savings & Education Loan		35 to 40 L	45 to 50 L	60 L
Annual Income of Parents		10 to 12 L	15 L	16-20 L

- Ideal 20L Savings + 25 L Education Loan
- Property Values / Gold Valuations/ Rental Incomes without IT Won't Help much (Not Authentic as per Visa Officers)

		Savings
Bank Balance (Savings Bank)	Certificate issued by Bank Manager Transactions for past 3-4 Months	
Fixed Deposits	Original Certificate or Attested copies	
Provident Fund	GPF Account Statement/ Certificate	Secondary Sources
Postal / Mutual Funds	Original Certificate or Attested copies	
Shares	DMAT Account Summary	
		Loan
Education Loan	Sanction Letter issued by Bank Manager with Terms & Conditions • Secured Education Loan is Encouraged	
		Income
Employees	Salary Certificate / Form 16 last 2years Pay Slips or Certificate issued by higher officials	
Business	IT Returns (need 3 years Returns) Proof of Business / Current account Balance Sheets or Business License/ Work Order/ Client Agreement	
Agricultural Income	Income Certificate issued by Mee-Seva & Passbooks	
		Property
Property Papers	House/Apartments/Plot (Sale deed Copy) Evaluation Reports (Optional)	
Agricultural Papers	Valuation Report by Mee Seva	

Preparation

VISA Orientation Finance Planning
3-4 Weeks before VISA

Mock Visa Interview - 3-4 days
before VISA Interview

Interview Preparation - Atleast
15 days before VISA

Version - April 2022