

FUJIKURA FIBER OPTICS VIETNAM						
USA VISA PREPARATION PROCESS						
WI: 000-1-WI-030		Version: 01		Page:1/1		Effective date: 10/09/2012
<b>1. Purpose</b> - This work instruction provides guideline for employee to apply for USA visa						
<b>2. Application</b> - This work instruction is applied to FOV employee who need to prepare USA visa for training/ business trip						
<b>3. Reference document</b>						
<b>4. Content</b>						
BOM/ Manager	ADM	Employee	Guarantor	USA Consulate	Description	Related document
To request prepare USA visa for employee			Send invitation letter for business/ training trip		Invitation shall include: -Full name of applicant -Passport No -Position -Period and purpose of trip	
	To inform and guide employee to prepare personal document	To prepare documents			-Photo 5*5, white font, don't wear glasses, bareheaded -Passport (valid at least 6 months after this trip) -ID Card and Family Record Book: Original and 1 copy -Others personal document: education degrees, marriage certificate ,property like credit in the bank... (if any)	
	To support employee to register electronic visa application form				DS-160 form on website: vietnamese.hochiminh.usconsulate.gov	
	To schedule appointment on USA Consulate's website				NIV Appointment System on website: vietnamese.hochiminh.usconsulate.gov	
No	To pay visa application fee and get receipt				- Citibank, Sun Wah Tower, Ground floor, 115 Nguyen Hue, District 1, HCM - Expense: 160USD/Applicant - Bring passport of applicant and confirmation of Visa Application to pay visa expense	
	To prepare related documents				- Invitation letter - Itinerary and Training/Business Plan - Decision letter of GD - Copy of investment license (notarized) - Labour contract between FOV and applicant - Salary confirmation - Print out visa application confirmation, appointment confirmation - Payment receipt	- Decision form - Salary confirmation form
	Check all documents, enough or not?					
	Yes	To have an interview with USA Consulate officer			USA Consulate: No.04, Le Duan Street, District 1, Ho Chi Minh City	
To replace other employee				Approval		
		To have a receipt and EMS receipt for visa		Yes	-EMS expense: 50.000VND	
	Filed visa copy and make payment	To get visa			-Lead time: 4-5 working days or longer, depending on appointment status of Consulate	
Prepared by: Lê Thị Thơ Date: 30/08/2012		Checked by: Nguyễn Thị Tường Vân Date: 04/09/2012		Approved : Nguyễn Thị Tường Vân Date: 08/09/2012		