

Introducing the DS-160 U.S. Non-Immigrant Visa Application Form

Please take time to closely review the following presentation before you begin the online application process. You may wish to print this presentation and use it as a reference as you progress through the application process.

Many of the questions people ask of our consular staff over the phone concerning the DS-160 are answered herein. Please be advised that the consular staff will ask you to review this presentation if you have not done so.

The new, online DS-160 non-immigrant visa (NIV) application form replaces the following forms:

DS-156

DS-157

DS-158

**THE DS-160 IS MANDATORY FOR NON-IMMIGRANT
VISA APPLICATIONS AS OF JUNE 1, 2010**

Application Process

1. HAVE YOUR PHOTO TAKEN
2. CAREFULLY REVIEW THE FAQS CONCERNING THE NEW FORM
3. ACCESS AND FILL OUT THE DS-160
4. SCHEDULE AN APPOINTMENT
5. PAY A NON-REFUNDABLE FEE AT ANY BRANCH OF ZAGREBACKA BANKA

STEP 1

YOUR PHOTO



You can find specific instructions regarding photo setup and quality at the following address:

http://travel.state.gov/visa/guide/guide_3877.html

STEP 2

REVIEW FREQUENTLY ASKED QUESTIONS

Carefully review the frequently asked questions regarding the DS-160 online application form. They will likely answer many of the questions you will have regarding the form and the application process. You can find the FAQs here:

http://travel.state.gov/visa/frvi/forms/forms_4401.html

STEP 3

ACCESS AND FILL OUT DS-160

To access the DS-160, go to:
<https://ceac.state.gov/genniv>

Read the instructions and
click on “Start Application”



The screenshot shows the top of the U.S. Department of State Consular Electronic Application Center website. The header includes the U.S. Department of State logo, the text "U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER", and a language selection dropdown menu set to "English". Below the header, the page title is "Nonimmigrant Visa Application". The main content area is titled "Instructions" and contains the following text:

Welcome to the Consular Electronic Application Center Instructions page. This online Nonimmigrant Visa Application can be completed in order to assist you in expediting the visa application process.

What you need:

- Your Internet browser must support 128-bit encryption and must have javascript enabled.
- The minimum version of Internet Explorer (Windows) that this site supports is version 5.0 service pack 2 or higher.
- The minimum version of Netscape that this site supports is version 6.2 or higher.

Note: The time to download each page may vary depending on the speed of your Internet connection. Please be patient.

Instructions for completing the online Nonimmigrant Visa Application:

- Enter the information requested into the appropriate spaces in each window. Please answer all questions. Your answers must be in English and must use English characters, except when you are asked to provide your full name in your native alphabet. Letters like ñ, é, ú, ç are not recognized by the system. Please enter names like Muñoz and Sémonin as Munoz and Semonin, unless otherwise asked.
- Review the information you entered for accuracy.
- Print the confirmation page.
- Bring the confirmation page with you at all steps during the visa application process.

Notice 22 C.F.R.6 41.103 requires an applicant to sign and submit his or her own Nonimmigrant Visa Application unless otherwise exempt. Although the applicant may receive assistance from a third party in preparing the application, the applicant is required to click the "Sign Application" button at the end of the application. The applicant's failure to sign the application may result in a termination of the application.

At the bottom of the page, there is a blue "Start Application" button.

STEP 3

ACCESS AND FILL OUT DS-160

Choose the Embassy where you wish to apply

Zagreb, Croatia

The screenshot shows the U.S. Department of State Consular Electronic Application Center (CEAC) website. The page title is "Nonimmigrant Visa Application". The "Embassy" dropdown menu is open, showing a list of cities including Stockholm, Surabaya, Suva, Sydney, Taipei, Tallinn, Tashkent, Tbilisi, Tegucigalpa, Tel Aviv, Tijuana (Hippodromo), Tijuana (Zona Rio), Tirana, Tokyo, Toronto, Tripoli, Tunis, Ulaanbaatar, Valletta, Vancouver, Vienna, Vientiane, Vilnius, Vladivostok, Warsaw, Windhoek, Yaounde, Yekaterinburg, and Yerevan. "ZAGREB, CROATIA" is selected and highlighted in blue. A red arrow points from the text "Zagreb, Croatia" to this selection. Below the dropdown menu, there is a "Start a New Application" button.

STEP 3

ACCESS AND FILL OUT DS-160

Select “Test Photo” to begin uploading your photo.

Further instructions on how to complete the application are found on the [Instructions page](#).

Begin/Resume Application Process

Step 1) Select the location where you will be submitting your application:

Location
ZAGREB, CROATIA

As part of the electronic submission of your application, you will be asked to provide an electronic copy of a photo of the applicant. The photo must meet requirements for photo submission. If you wish to test your photo prior to beginning the application, you may use the test photo button below

Click the button below to test your photo:

[Click here to review the photo standards guide](#)

STEP 3

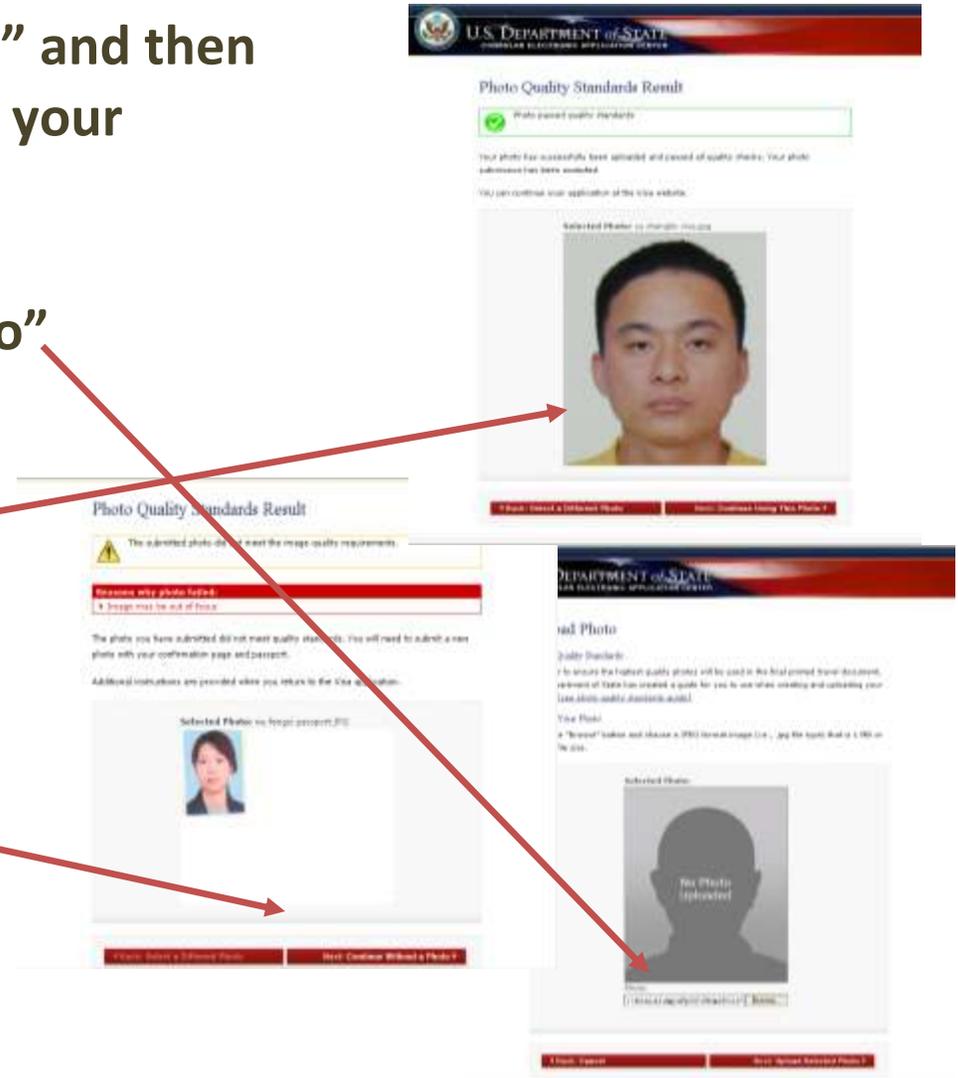
ACCESS AND FILL OUT DS-160

To upload your photo, click “Browse,” and then navigate to and select your photo on your computer.

Next, click on “Upload Selected Photo”

If your photo meets the quality standards, you can select “Continue Using This Photo”

If your photo does not pass, click “Continue Without A Photo”



STEP 3
ACCESS AND FILL OUT DS-160

Important note!

Regardless of whether you successfully uploaded your photo or not, you are required to bring your photo with you to your visa interview.

STEP 3

ACCESS AND FILL OUT DS-160

Fill In The Form

Answer all questions carefully and accurately

Providing incorrect information or leaving required items blank may lead to rejection of your application

STEP 3

ACCESS AND FILL OUT DS-160

Saving an Application

You should save your application frequently

To do this, click on “Save” at the bottom of any data entry page

Select “Save Application to File”

Press “Save” and navigate to the place on your computer where you want to save your application.

STEP 3

ACCESS AND FILL OUT DS-160

Saving an Application

It is important that you save your application often, using the process described in the prior slide, as the application will “time out” where certain progress is not achieved in a 20 minute period. If it times out, you must start the application process from the beginning. But, if you have saved your application, you can upload the information you saved back into the program, preventing you from having to enter all the information a second time.

Saving the application also allows you to work on it during multiple sittings. If you cannot complete and submit the application during one sitting, you can save it to your computer and then upload it when you are ready to work on the application again.

We recommend that you save your application to a hard drive or other media immediately after you begin answering questions, and then every 15 minutes thereafter.

STEP 3

ACCESS AND FILL OUT DS-160

Retrieving a Saved Application

Click on “Browse” and then select the saved application file from your computer

Answer the security questions and select “Upload Data”

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Upload a Previous Application

Click "Browse" and select the previously saved application file you wish to upload. Next, answer the security questions to validate that the correct file has been selected, then click "Upload Data". Finally, click on the "Next" button at the bottom of each page until the last completed page has been reached and continue the application process.

Previously Saved Application File

File Path:
H:\CEACA\AD000\HDOF.DAT

Security Questions

First 5 Letters of Surname: Year of Birth:

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[Consular Information](#) [Guidance](#) [Feedback](#) [Reduction Act](#)

STEP 3

ACCESS AND FILL OUT DS-160

Submitting Your
Application

Clicking on “Sign and Submit
Application” constitutes your
electronic signature, certifying that
all the answers on the application
are true

You can't change your application
once it has been submitted

The screenshot shows the 'Sign and Submit' page for a Nonimmigrant Visa Application. The page header includes the U.S. Department of State logo and the text 'U.S. DEPARTMENT OF STATE CONSULAR ELECTRONIC APPLICATION CENTER'. A navigation bar at the top contains 'COMPLETE', 'PHOTO', 'REVIEW', and 'SIGN' buttons. The main content area is titled 'Sign and Submit' and contains the following text: 'Read the following information carefully before dating, electronically signing application may be used for employment verification or other U.S. law purposes.' Below this, it states: 'Once you have clicked "Sign and Submit Application" you will be unable to make changes. Electronically sign by clicking the button below after you have reviewed the information in your application and determined that it is correct. After signing the application, click "Next" to continue with the application.' The date and time are shown as 'Friday, December 04, 2009 - 12:55:33 AM EST'. The 'Preparer of Application' section includes a question: 'Q: Did anyone assist you in filing out this application?' with a radio button for 'A: Yes' and a radio button for 'A: No'. The 'E-Signature' section contains a certification statement: 'I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.' Below this are two input fields: 'Enter your passport number:' and 'Enter the code as shown:'. The code shown is '9FZx8'. At the bottom of the form is a button labeled 'Sign and Submit Application'. The footer of the page contains three buttons: 'Back: REVIEW', 'Save', and 'Next: Confirmation'.

STEP 3

ACCESS AND FILL OUT DS-160

Printing Your Confirmation Page

You must print the confirmation page that appears after you have successfully submitted your application, and bring it with you to your visa interview.

You only need to bring the printed confirmation sheet to the interview –but you can print the entire application for your own records if you wish.

You can e-mail the confirmation to someone else (e.g., if you are completing the application for another person).

U.S. DEPARTMENT OF STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Confirmation

YOU MUST PRINT this confirmation page. The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address.

YOU MUST SUBMIT this confirmation page and the following document(s) to the Consular post indicated below: Passport. You may also submit any additional documents you feel will support your case. **DO NOT** send the entire application.

If you have further questions, please go to <http://travel.state.gov>.

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided: TEST, TEST
	Nationality: BRAZIL
	Passport Number: TEST
	Completed On: 20 February 2008
	Confirmation No: AA0000001

Location Selected:
US EMBASSY - SEOUL
221 TEST DR.
SEOUL, SOUTH KOREA



AA0000001

THIS IS NOT A VISA Version 01.00.00

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STEP 3

ACCESS AND FILL OUT DS-160

Printing Your Confirmation Letter (cont)

This is what the confirmation page looks like if your photo was *not* properly uploaded.

You must bring your photo with you to the interview whether it properly uploaded or not.

U.S. DEPARTMENT OF STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Language: ENGLISH (UNITED STATES)

Confirmation

NOTE: The photo you have submitted with your visa application did not meet the quality standards specified in the instructions on photo submission for visa applicants. Please have new photos taken, specifically following the photo guideline instructions on <http://travel.state.gov>.

YOU MUST BRING this confirmation page and the following document(s) with you at all steps during the application process:

Passport.

YOU MUST BRING this confirmation page and submit it with the **NEW** photo and your passport to your Embassy, Consulate, or International Organization to complete the application process. The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address.

Please contact your Consular Post directly for information on how to continue the application process. Please note that you will be required to provide proof that you have paid the visa application fee. You may also provide any additional documents you feel will support your case. **DO NOT** submit the entire application.

Some posts have special procedures for applicants who may not need a visa interview; you may find information about that process on the Consular Post's website.

If you have further questions or to find out how to contact the Consular Post please go to <http://usembassy.state.gov/> or <http://travel.state.gov>.

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided:	TEST, TEST
	Nationality:	BRAZIL
	Passport Number:	TEST
	Completed On:	3 June 2008
	Confirmation No:	AA000004E0

Location Selected:
US EMBASSY - LONDON
666 TEST DR
LONDON, UK

A A 0 0 0 0 0 4 E 0

[Print Confirmation](#) [Print Application](#) [Email Confirmation](#)

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REMEMBER

The DS-160 replaces only the old application forms. Other items are still required.

Just a few examples:

- Students going to study in the US: Form I-20
- Exchange Visitors: Form DS-2019
- Diplomats and Officials: Diplomatic Note
- Most applicants still need evidence of ties to Croatia, such as documents evidencing employment, property ownership, family connections, etc.



For more detail on what items may help to establish these ties, and for requirements for certain applicants, see our website.

CONTACT INFORMATION

Website:

<http://zagreb.usembassy.gov>

Email:

consularzagreb@state.gov

Telephone information:

Mon – Fri

1:30 – 2:30 PM

01/661-2300