U.S. Embassy

Consular Section

95 Wireless Road
Bangkok 10330, Thailand

HOW TO APPLY FOR A U.S. VISA

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY. FAILURE TO DO SO WILL DELAY YOUR APPLICATION

You should apply for a visa as far ahead of time as possible. During busy seasons, the visa process may take two months.

STEP ONE -- Gather the following required documents:

- ☐ **PASSPORT:** Current, valid passport and any previous passports containing U.S. visas
- ☐ **COMPLETED DS-156 APPLICATION FORM (applicant should fill this form out electronically online):** http://travel.state.gov/visa/frvi_forms.html
- ☐ **COMPLETED DS-157 SUPPLEMENTAL APPLICATION FORM (applicants should fill this form out electronically online:** This form is available on-line at: http://travel.state.gov/visa/frvi_forms.html
- ☐ **PHOTOGRAPH:** A 5cm x 5cm photo with a white background and no borders, taken within the last six months. The subject must face the camera directly. The face must cover 50 percent of the photo, and the ears must be visible. Glue or staple the photo to the DS-156 in the designated space.
- ☐ **FEE RECEIPT:** Most applicants must pay a non-refundable application fee of $100 or the equivalent in Thai baht. The only exceptions are government officials traveling on official business and diplomatic passport holders. The fee can be paid at any post office in the Bangkok Metropolitan area. You cannot pay the visa application fee at the Consular Section.
- ☐ **EVIDENCE OF TIES:** Applicants for most types of visas must demonstrate they have strong ties outside the United States. Advice on meeting this requirement may be found below.
- ☐ **STUDENTS AND EXCHANGE VISITORS:** If you are going to the U.S. to study or participate in an exchange program, you must, in addition to the items listed above, bring the following:
  - ☐ A completed **Form DS-158** supplemental application form. This form is available on-line at: http://bangkok.usembassy.gov/services/visa/n_immigrantF.htm
  - ☐ A **Form I-20** (for students) or **DS-2019** (for exchange visitors), issued by the school or exchange program.
  - ☐ **PROOF OF FUNDS TO COVER ALL EXPENSES:** You must show you have funds on hand to cover the first year of your studies. If you are planning to study for more than one

year, you must bring proof of a source of funds for succeeding years.

STEP TWO – Bring all the above items to The Consular Section of the U.S. Embassy, at 95 Wireless Road, Bangkok. Do not mail any documents to us.

☐ **HOURS:** Bring all required items between 7 and 9 am, Monday through Friday. We are closed most American and Thai holidays. You do not need to appear in person at this stage. Your application may be submitted by a messenger, friend, relative or other person. You are strongly encouraged to have filled out the visa Form electronically online prior to the submission of your application.

☐ **CHECK YOUR DOCUMENTS:** Make sure all forms are completely filled out and signed.

☐ **PLACE YOUR DOCUMENTS IN THE FOLLOWING ORDER:**

- Passport
- DS-156
- DS-157
- DS-158 *(if required)*
- Fee Receipt
- Form I-20 or DS-2019 *(if required)*
- Evidence of Ties

☐ **PROCEED TO WINDOW 1, 2 OR 3.**

☐ **SUBMIT YOUR APPLICATION:** You will receive a receipt and an interview appointment date.

☐ **INTERVIEW:** Most applicants require an interview and will be required to return to the consulate.

☐ **FINGERPRINTING:** Fingerprints are collected electronically; no ink is involved and the process takes only seconds. For most applicants, fingerprints will be taken at the time of interview. If an interview is not required, fingerprints will be taken at another scheduled time.

Proving Ties Outside The United States

U.S. law requires most applicants for nonimmigrant visas to establish to the satisfaction of the consular officer that he/she is not an intending immigrant. Applicants can do this by showing evidence of their family, economic and other social ties to a country outside the U.S. No relative, employer, or friend can "guarantee" an applicant's return in place of such evidence. Regardless of who is sponsoring the trip, the consular officer must look at the applicant's own situation to decide whether he or she meets these requirements. Under the law, the visa applicant has the burden of proving that he or she is qualified. Misrepresenting material facts will bar you from receiving a visa or entering the U.S. for the rest of your life.

Types of Evidence That Can Be Used: Family, social and professional circumstances vary greatly among applicants. Because each applicant's situation is unique, it is difficult to say specifically what evidence of ties is likely to be convincing. Following are some suggestions:

- Letters from employers, giving time in the job, salary, and stating that vacation is being given for the period of the trip.
- Bank statements or bank books. While an applicant needs to show he has enough money to make the trip, an individual does not need to be rich to get a visa. It is more useful to show the consular officer a steady banking history, with regular deposits and withdrawals, than a letter stating simply that the applicant has lots of money in the bank.
- Self-employed applicants should try to show that their business is successful and provides a reasonable living. Business registrations are not very useful. Better are contracts, invoices, bills of lading, accountant's reports and bank records showing regular, steady business activity. Note that visa records are confidential; we do not pass any business or income information to any foreign authorities.
- Individuals going to the U.S. for short-term training connected to their employment should be able to explain the training and how it will help them in their jobs. If they do not speak English, the organization providing the training should explain how it is prepared to deal with the language problem.
- Businessmen should be prepared to explain the purpose of the trip in detail, who they plan to visit and how their trip will benefit their business. Faxes or letters from U.S. contacts can help. The Embassy's Foreign Commercial Service can provide information and assistance to businesses seeking suppliers or opportunities in the U.S.
- Persons going for medical treatment should show, in addition to evidence of ties, local medical records describing the condition, proof of an appointment in the U.S. with an estimate of costs, and proof that the applicant can pay the costs. Unfortunately, medical care in the U.S. is very expensive, and excellent care can be obtained elsewhere.
- Students should also be able to explain how a U.S. education will help them when they return abroad. Is expertise in the field of study in demand here? Are there jobs available?