



DS160 visa form instructions

Before You Start...

The DS160 is an online form that submits your information directly through to the US Embassy.

Please read this Cheat Sheet carefully. It will tell you exactly how to complete the DS160

TIPS:

- Save often – the system does time out each page after 20 mins.
- Be thorough and specific.
- Only use 'do not know' or 'does not apply,' if true. NEVER leave any question blank.
- Ensure your photo meets the Embassy standards.
- Confirmation page should have a clearly printed bar code.
- To return to your saved form, you will need the Application ID, starting with 'AA.' This will be assigned when you first start the application. Please make a note of the Application ID!

You're now ready to start your DS160 application!

Head to <https://ceac.state.gov/genniv/> to get started!

GETTING STARTED

Select the place where you will be attending your Embassy appointment. For most people, this will be **ENGLAND, LONDON**.

Enter the code.

Click **START APPLICATION**.

On the next page, make a note of your Application ID (starting with 'AA') and select a security question. You will need the Application ID if you want to log back into the DS160.

PERSONAL INFORMATION 1

ALL INFORMATION NEEDS TO MATCH YOUR PASSPORT

Answer all questions.

Country of Birth - If you were born in England, Scotland or Wales, put down **UNITED KINGDOM**. If you were born in Northern Ireland, put down **NORTHERN IRELAND**. If you were born elsewhere, put down the country you were born in.

PERSONAL INFORMATION 2

Answer all questions

Country/region of origin – if you hold a UK passport, then you should put down **UNITED KINGDOM**. For other nationalities, choose the correct country.

National Identification Number – Tick **DOES NOT APPLY**.

US Social Security Number – Tick **DOES NOT APPLY** (unless you have a US social security number)

Taxpayer ID number – Tick **DOES NOT APPLY**.

ADDRESS & PHONE INFORMATION

Answer all questions

Write your current address. PLEASE DO NOT put any addresses that are outside of the UK or Ireland if you are applying for your visa in the UK or Ireland.

Enter your mobile phone number, along with any other phone numbers that you have. If you leave any of them blank, tick **DOES NOT APPLY**.

Enter your email address.

PASSPORT

Please use your passport when completing this section.

Most people will answer **REGULAR** to 'Passport/Travel Document Type.'

Passport Book Number – tick **DOES NOT APPLY**.

City where the passport/travel document was issued? – This will be listed under the 'Authority' heading in your UK passport. For other passports, you may find this information elsewhere on the photo page.

State/Province – Leave blank.

Country/Region – **UNITED KINGDOM** (if elsewhere, then please complete as in your passport.)

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TRAVEL

Answer all questions – Please answer these carefully!! If you choose the wrong visa category, your visa interview will be stopped and you will need to attend another interview

Purpose of Trip to the US – select **EXCHANGE VISITOR (J)**

Specify- select **EXCHANGE VISITOR (J1)**

Specific travel plans – tick **NO**

Intended date of arrival – If you've been placed, enter your start date at camp. If you have not been placed, write your earliest date of availability from your CCUSA application

Intended length of stay – **3 MONTHS**

Address where you will be staying - Write the address of your camp. If your camp has a PO Box address just omit the PO Box address number and put the rest of the address.

If you have not yet been placed, write the address for the CCUSA Head Office: 901 E Street, Suite 300, San Rafael, California, 94901

Person paying for trip – select **SELF**

TRAVEL COMPANIONS

Answer **NO**

PREVIOUS US TRAVEL INFORMATION

Have you ever been in the USA? - Answer **YES** or **NO**

If you answer **YES**, complete the details required. If you need more than one entry, click **ADD ANOTHER** to bring up more fields.

Have you ever been issued a US visa? Answer **YES** or **NO**. If you answer **YES**, complete the additional questions.

Answer the rest of the questions. The answers should all be **NO**. If you do select **YES** to any of the questions, please call the Office on 0208 8746325 or e-mail lydiah@ccusa.co.uk.

US CONTACT

If you know where you have been placed, please enter those details. If you have NOT yet been placed, please enter the following details:

Contact Person

Surname: den Hollander

Given Name: Marielle

Organisation Name: CCUSA

Relationship to you: Employer

Address 1: 23901 E Street, Suite 300

City: San Rafael

State: California

Zip Code: 94901

Phone: 4132253192 (just type number, with no spaces)

Email: info@ccusa.com

FAMILY

Answer all questions

Father's and Mother's information is frequently missed or ignored This will result in your visa application being turned down. Please make sure to answer all questions fully.

If you have other relatives in the States, you may need to provide their details.

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PRESENT WORK/EDUCATION/TRAINING INFORMATION

Answer all questions.

Primary Occupation – Select **STUDENT** if you are at school, college or Uni, then enter details of where you study.

If employed, select the category which most closely matches your role, then enter details about your role.

If unemployed please call the office ON 0208 8746325 or e-mail lydiah@ccusa.co.uk

Describe Your Duties – Write your course of study or duties involved in your work.

PREVIOUS WORK/EDUCATION/TRAINING INFORMATION

Answer all questions.

Were you previously employed? - Here you must give details of your previous jobs over the past 5 years. For those of you who are full time students and have not held a fulltime job, it is fine for you to enter any part time jobs that you have held. You can enter a maximum of 2 previous jobs.

Have you attended any educational institutions at a secondary level or above? - Write all schools/colleges/Universities you have attended **AFTER** (and not including) Primary School.

IF YOU INCLUDE DETAILS OF YOUR PRIMARY SCHOOL YOUR VISA WILL BE REJECTED.

If you are a current student or working full time do not worry if you are unable to include current education/job. This was covered in the previous section. You will not be able to write anything with a later end date than today's date.

ADDITIONAL WORK/EDUCATION INFORMATION (this section may not appear for female applicants)

Answer all questions.

Do you belong to a clan or tribe? Most people will tick **NO**, however if you do have a clan/tribe name then write it here.

Provide a list of languages you speak.

Have you travelled to any countries within the last five years? List every country you've visited in the past 5 years.

Have you belonged to, contributed to, or worked for any professional, social, or charitable organization? Most people will write **NONE** however if you belong to any such organisation, please put details here.

Do you have any specialized skills or training, such as firearms, explosives, nuclear, biological, or chemical experience? Write **NO** unless you have training in the skills listed in the question.

Have you ever served in the military? If **YES**, please enter full details.

Have you ever served in, been a member of, or been involved with a paramilitary unit, vigilante unit, rebel group, guerrilla group, or insurgent organization? Write **NO** unless you have been involved in any of the above. If **YES** please call the office on 0208 8746325 or e-mail lydiah@ccusa.co.uk.

SECURITY & BACKGROUND

Medical & Health

Answer all questions (if yes to any of the questions, please call CCUSA on 0208 8746325)

Criminal

Answer all questions (if yes to any of the questions, please call CCUSA on 0208 8746325)

Security Information

Answer all questions (if yes to any of the questions, please call CCUSA on 0208 8746325)

Immigration Law Violation

Answer all questions (if yes to any of the questions, please call CCUSA on 0208 8746325)

Miscellaneous Information

Answer all questions (if yes to any of the questions, please call CCUSA on 0208 8746325)

ADDITIONAL POINT OF CONTACT INFORMATION

The top box says 'You have indicated that you will be studying in some capacity while in the United States.' Please do not worry about this. Both the US Embassy and CCUSA know that you will not be studying while in America.

List two people and contact details for those people that reside in your country of residence - You should write the contact details of two friends in the UK who can verify your information.

SEVIS INFORMATION

SEVIS ID - This information is on your Footprints account under the VISA section. Look for the 'DS2019 Details' section. The number will begin with an 'N.'

Program Number: P-4-05321 (CAMP COUNSELOR)

Program Number: P-4-05533 (SUPPORT STAFF or WORK EXPERIENCE USA)

Do you intend to study in the US? **NO**

PHOTO

Upload a photo which clearly shows your face. A passport photo is perfect for this!

Confirm your photo.

If your photo isn't suitable or doesn't upload, you can continue without submitting it.

You cannot continue if you don't try to submit a photo.

You will need to bring a US size passport photo along to your visa appointment. You can get this from somewhere like Jessops, Snappy Snaps or Boots.

REVIEW

This goes through all the information that you've provided. Check all of this information carefully. If it is correct, then click **NEXT** at the bottom of the page to continue. This will go through every section that you've completed information on. If you find a mistake, then you can click **EDIT INFORMATION**. This will take you back to that section to correct the information.

To go back to the 'Review' section; click the **REVIEW** bar at the top of the page (otherwise, you will have to go through the whole form again). Before you click the **REVIEW** bar at the top of the page ensure you have **SAVED TO FILE**. Clicking directly on the **REVIEW** bar without doing this will not save any changes you have made.

SIGN & SUBMIT

Tick to confirm you have read the William Wilberforce Act.

Did anyone assist you filling out this application – click **NO**

Enter your passport number.

Enter the code.

Click **SIGN AND SUBMIT APPLICATION**

You will then have a confirmation page generated.

Click **PRINT CONFIRMATION** if you have access to a printer or **EMAIL CONFIRMATION** if you would like to print the confirmation at a later date.

After printing, make sure that the bar code in the top right hand corner is clear. This is how the Embassy will match you up with your visa application.

CONGRATULATIONS!!! You have completed the DS-160!! You now need to head back to Footprints (www.footprints.ccusa.com) and enter your Application ID (the one which starts with 'AA') to move onto the next section, where you will book your appointment at the Embassy!