



COMPLETING THE DS-160

The DS-160 is a form which submits your information to the US Embassy.

Have this guide open as you complete the DS-160. If you have questions at any time, call 0113-524-3141/01 574 6888 or email caityk@ccusa.com

TIPS:

- Use Chrome on a laptop. You may experience problems if you use other browsers, phones or tablets to complete the form.
- Save often- the system times out after 5-10 mins.
- Only use 'do not know' or 'does not apply,' if true. Don't leave any question blank.
- 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!

Click [HERE](#) for the DS-160 website or visit <https://ceac.state.gov/GenNIV/Default.aspx>

The step-by-step guide continues on the next page...

Getting Started

The screenshot shows the 'Apply For a Nonimmigrant Visa' page. At the top, there is a header with the U.S. Department of State logo and the text 'U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER'. A language dropdown menu is set to 'ENGLISH'. Below the header, the page title is 'Apply For a Nonimmigrant Visa' with an 'FAQs' button. A tooltip indicates the language is English and that the application has been translated. The main content is divided into 'Welcome!' and 'Get Started' sections. The 'Get Started' section includes a dropdown menu for selecting a location, a text input for a code, and a CAPTCHA image showing '3KVP3M3'. Below this, there are buttons for 'START AN APPLICATION' and 'RETRIEVE AN APPLICATION'. An 'Additional Information' section provides instructions on writing down the Application ID, saving the application frequently, and reading more about U.S. visas. A sidebar on the left contains a navigation menu with options like 'Getting Started', 'Personal', 'Travel', etc.

Select the place where you will be attending your Embassy appointment. For most people, this will be one of the following 3:

ENGLAND, LONDON.
NORTHERN IRELAND, BELFAST
IRELAND, DUBLIN

Enter the code.

Click START APPLICATION.

On the next page, tick 'I AGREE' then 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 DS-160.

Personal Information 1

The screenshot shows the 'Personal Information 1' form section. It includes a header with the title 'Personal Information 1' and OMB control number 1405-0182. A note states: 'NOTE: Data on this page must match the information as it is written in your passport.' The form has three input fields: 'Surnames' (with example 'FERNANDEZ GARCIA'), 'Given Names' (with example 'JUAN MIGUEL'), and 'Full Name in Native Alphabet'. There is a 'Help: Surnames' section with instructions to enter all surnames as listed in the passport. There is also a 'Help: Given Names' section with instructions to enter the given name if only one is listed, or 'FNU' if none is included. A checkbox at the bottom is labeled 'Does Not Apply/Technology Not Available'. A sidebar on the left contains a navigation menu with options like 'Getting Started', 'Personal', 'Travel', etc.

ALL INFORMATION NEEDS TO MATCH YOUR PASSPORT

Answer all questions.

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

Personal Information 2

Country/Region of Origin (Nationality)
- SELECT ONE -

Q: Do you hold or have you held any nationality other than the one indicated above on nationality?
A: Yes No

Q: Are you a permanent resident of a country/region other than your country/region of origin (nationality) indicated above?
A: Yes No

Help: Permanent Resident
Permanent resident means any individual who has been legally granted by a country/region permission to live and work without time limitation in that country/region.

Answer all questions

Country/region of origin – if you hold a UK passport, select **UNITED KINGDOM**. If you hold an Irish passport, select **IRELAND**. For other nationalities, select 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**.

Travel Information

NOTE: Provide the following information concerning your travel plans.

Provide the following information:

Purpose of Trip to the U.S. ⓘ
PLEASE SELECT A VISA CLASS

+ Add Another - Remove

Q: Have you made specific travel plans?
A: Yes No

Person/Entity Paying for Your Trip ⓘ
-SELECT ONE-

Help: Navigation Buttons
Click on the buttons above to access previously entered data.

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 current start date at camp. If you have not been placed, write your earliest date of availability. If these dates change, it will not affect your visa!

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

 Yes No'. A 'Help: Traveling with Others' box provides additional instructions: 'You should answer Yes to this question if you are traveling with family, as part of an organized tour, or as part of a performing group or athletic team. You do not need to list individuals who are traveling with you for the purposes of employment with the same employer.'"/>

Answer **NO**

Previous US Travel Information

 Yes No'. 2. 'Q: Have you ever been issued a U.S. Visa?' with 'A: Yes No'. 3. 'Q: Have you ever been refused a U.S. Visa, or been refused admission to the United States, or withdrawn your application for admission at the port of entry?' with 'A: Yes No'. A fourth question is partially visible: 'Q: Have you ever been denied travel authorization by the Department of Homeland Security through the Electronic System for Travel Authorization (ESTA)?' with 'A: Yes No'. A 'Help: Navigation Buttons' box at the bottom left states: 'Click on the buttons above to access previously entered data.'"/>

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**.

Please note: An ESTA is **NOT** a visa. If you have travelled on an ESTA, you should answer **NO**.

If you answer **YES**, complete the additional questions. One of these questions is 'Have you been ten-printed?' You can answer **YES**.

Answer the rest of the questions. If you are unsure of anything, please call 0113-524-3141/01 574 6888 or email caityk@ccusa.com

Address & Phone Information

Address and Phone Information

Home Address

Street Address (Line 1)

Street Address (Line 2) *Optional

City

State/Province Does Not Apply

Postal Zone/ZIP Code Does Not Apply

Country/Region
- SELECT ONE -

Mailing Address

Q: Is your Mailing Address the same as your Home Address?

A: Yes No

Answer all questions

Write your current address. 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.

Add usernames for any social media accounts that you hold.

If you use any other sites to make/share content, add these into the section which asks about your presence on any other websites or applications.

Passport Information

Passport Information

Passport/Travel Document Type ⓘ
-SELECT ONE-

Passport/Travel Document Number

Passport Book Number Does Not Apply

Country/Authority that Issued Passport/Travel Document
UNITED KINGDOM

Where was the Passport/Travel Document Issued?

City

State/Province *If shown on passport

Country/Region
UNITED KINGDOM

Help: Passport/Travel Document Number

Enter the information on the travel document you will be using when traveling to the U.S. Your travel document should be a valid, unexpired passport or other valid, unexpired documentation that is sufficient to establish your identity and nationality.

Help: Passport Book Number

The Passport Book Number is commonly called the inventory control number. You may or may not have a Passport Book Number on your passport. The location of the Passport Book Number on your passport may vary depending on the country that issued your passport. Please contact your passport issuing authority if you are unable to determine whether or not your passport contains a Passport Book Number.

Please use your passport when completing this section.

Most people will answer **REGULAR** to 'Passport/Travel Document Type.' You can then add your passport number.

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** or **IRELAND** (if elsewhere, then please complete as in your passport.)

U.S Point of Contact Information

- Getting Started
- Personal
- Travel
- Travel Companions
- Previous U.S. Travel
- Address and Phone
- Passport
- U.S. Contact**
- Family
- Work / Education / Training
- Security and Background
- Student/Exchange Visa

Help: Navigation Buttons
Click on the buttons above to access previously entered data.

U.S. Point of Contact Information

Contact Person or Organization in the United States

Help: Contact
Your U.S. Point of Contact can be any individual in the U.S. who knows you and can verify, if necessary, your identity. If you do not personally know anyone in the U.S., you may enter the name of the store, company, or organization you plan to visit during your trip.

Contact Person

Surnames

Given Names

Do Not Know

Organization Name

Do Not Know

Relationship to You ⓘ
- SELECT ONE -

◀ Back: Passport Save Next: Family ▶

If you know where you have been placed, please enter contact details for your camp.

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: 901 E Street, Suite 300
City: San Rafael
State: California
Zip Code: 94901
Phone: 4153392728
Email: info@ccusa.com

Family Information: Relatives

- Getting Started
- Personal
- Travel
- Travel Companions
- Previous U.S. Travel
- Address and Phone
- Passport
- U.S. Contact
- Family**
- Relatives**
- Spouse
- Work / Education / Training
- Security and Background
- Student/Exchange Visa

Family Information: Relatives

NOTE: Please provide the following information concerning your biological parents. If you are adopted, please provide the following information on your adoptive parents.

Father's Full Name and Date of Birth

Surnames

(e.g., Hernandez Garcia) Do Not Know

Given Names

(e.g., Juan Miguel) Do Not Know

Date of Birth ⓘ
▼ ▼ ▼ Do Not Know
(Format: DD-MMM-YYYY)

Q: Is your father in the U.S.?
A: Yes No

Please make sure to answer all questions, including parents full names and dates of birth.

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

Present Work/Education/Training Information

- Getting Started
- Personal
- Travel
- Travel Companions
- Previous U.S. Travel
- Address and Phone
- Passport
- U.S. Contact
- Family
- Work / Education / Training
- Present
- Previous
- Additional
- Security and Background
- Student/Exchange Visa

Present Work/Education/Training Information

NOTE: Provide the following information concerning your current employment or education.

Primary Occupation ⓘ
-SELECT ONE-

← Back: Family Save Next: Work/Education: Previous →

This section may not appear for female applicants!

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 0113-524-3141/01 574 6888 or e-mail caityk@ccusa.com

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

Previous Work/Education/Training Information

- Getting Started
- Personal
- Travel
- Travel Companions
- Previous U.S. Travel
- Address and Phone
- Passport
- U.S. Contact
- Family
- Work / Education / Training
- Present
- Previous
- Additional
- Security and Background
- Student/Exchange Visa

Previous Work/Education/Training Information

NOTE: Provide your employment information for the last five years that you were employed, if applicable.

Q: Were you previously employed?

A: Yes No

Q: Have you attended any educational institutions at a secondary level or above?

A: Yes No

Help: Level of Education

You must answer Yes to this question if you have ever attended, for any length of time, a high school/secondary school (or its equivalent in your country) or college, university, graduate school, a doctoral program, or a vocational program.

← Back: Work/Education: Present Save Next: Work/Education: Additional →

This section may not appear for female applicants!

Were you previously employed? - Here you must give details of your previous jobs over the past 5 years. If you are a student who has not held a full time job, you can enter any part time jobs. 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 or Universities you have attended after (but not including) Primary School.

If you are currently a student or working full time, you do not need to add anything which you included in the previous section.

Present Work/Education/Training Information



Additional Work/Education/Training Information

NOTE: Provide the following work, education, or training related information. Provide complete and accurate information to all questions that require an explanation.

Q: Do you belong to a clan or tribe?

A: Yes No

Provide a List of Languages You Speak

Language Name

[+ Add Another](#) [- Remove](#)

Q: Have you traveled to any countries/regions within the last five years?

A: Yes No

This section may not appear for female applicants!

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.

For the rest of the questions, you should need to answer **NO**.

If you answer **YES** to anything, please call 0113-524-3141 or email georgia@ccusa.co.uk

Security and Background Parts 1-5

Answer all questions

If you answer YES to any of the questions, please call 0113-524-3141/ 01 574 6888 or email caityk@ccusa.com

Additional Point of Contact Information



Additional Point of Contact Information

NOTE: You have indicated that you will be studying in some capacity while in the United States. List at least two contacts in your country of residence who can verify the information that you have provided on this application. Do not list immediate family members or other relatives. Postal office box numbers are unacceptable.

Surnames

Given Names

Street Address (Line 1)

Street Address (Line 2) *Optional

City

State/Province

Does Not Apply

Postal Zone/ZIP Code

Does Not Apply

Country/Region

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 or Ireland who can verify your information.

SEVIS Information

SEVIS Information

NOTE: You have indicated that the purpose of your trip to the U.S. is to be a student or exchange visitor. Provide the following information regarding the institution at which you intend to study.

SEVIS ID
[Input Field]
(e.g., N0123456789)

Program Number
[Input Field]
(e.g., G-7-12345)

Q: Do you intend to study in the U.S.?
A: Yes No

[← Back: Additional Contact](#) [Save](#) [Next: PHOTO →](#)

SEVIS ID - This information is on your CCUSA profile under the VISA section. Look for the 'DS2019 Details' section. The SEVIS ID 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.

Even if your photo is accepted, you will need to bring a US size passport photo to your visa appointment. You can get this from Boots or most passport photo machines.

Review

This goes through all of the information that you've provided.

Check the 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.

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.

Confirmation

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.

Final Step!

CONGRATULATIONS!!! You have completed the DS-160!!

You now need to head back to your profile (<https://footprints.ccusa.com/>) and enter your Application ID (the one which starts with 'AA')

This will let you move onto the next section.