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

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

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

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

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

Travel Companions Information

NOTE: Provide the following travel companion information.

Persons traveling with you

Q: Are there other persons traveling with you?

A: ○ Yes ○ No

Help: Traveling with Others

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

Previous U.S. Travel Information

NOTE: Provide the following previous U.S. travel information. Provide complete and accurate information to all questions that require an explanation.

Q: Have you ever been in the U.S.?

A: ○ Yes ○ No

Q: Have you ever been issued a U.S. Visa?

A: ○ Yes ○ No

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?

A: ○ Yes ○ No

Help: Navigation Buttons

Click on the buttons above to access previously entered data.

Q: Have you ever been denied travel authorization by the Department of Homeland Security through the Electronic System for Travel Authorization (ESTA)?

A: ○ Yes ○ No

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

Sidebar navigation:
✔ 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

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

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.

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 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.

Sidebar navigation:
✔ 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

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

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

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

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

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

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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
[- SELECT ONE - ▾]

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

(e.g., N0123456789)

Program Number
_-_-_____
(e.g., G-7-12345)

Q: Do you intend to study in the U.S.?

A: ○ Yes ○ No

◄ Back: Additional Contact | 🖫 Save | Next: PHOTO ►

Left navigation:
✔ 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 ►
Additional Contact
▪ SEVIS

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.