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 times out after 5-10 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!
- Use Chrome or Firefox as your browser and complete on a laptop or PC – NOT on a mobile or tablet.

**TOP TIP:** Before you start – make sure you’re hooked up to a printer, as you need to print out your confirmation page as soon as you’ve completed the DS-160 form

You’re now ready to start your DS160 application!

Head to [https://ceac.state.gov/genniv/](https://ceac.state.gov/genniv/) to get started!
GETTING STARTED

Select the place where you will be attending your Embassy appointment. This will be one of the following:

- ENGLAND, London
- IRELAND, Dublin
- NORTHERN IRELAND, Belfast

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 and will be travelling on this passport, then you should put down UNITED KINGDOM.

If you hold an Irish Passport and will be travelling on this passport, then you should put down IRELAND

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.

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

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 or Irish passport. For other passports, you may find this information elsewhere on the photo page.

State/Province – Leave blank.

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

TRAVEL

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

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.

Answer the rest of the questions. If you are unsure of anything, please call Caity on 01 443 4333 or 07898 993247 or email caity@ccusa.com
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

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 don’t know some of the information, it is fine to click “DO NOT KNOW”

If you have other relatives in the States, you may 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 Caity on 01 443 4333 or 07898 993247 or email Caity@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!

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 or Universities you have attended after (but 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 then 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 Caity on 01 443 4333 or 07898 993247 or email Caity@ccusa.com

**SECURITY & BACKGROUND**

**Medical & Health**
Answer all questions (if yes to any of the questions, please call Caity at CCUSA on 01 443 4333 or 07898 993247)

**Criminal**
Answer all questions (if yes to any of the questions, please call Caity at CCUSA on 01 443 4333 or 07898 993247)

**Security Information**
Answer all questions (if yes to any of the questions, please call Caity at CCUSA on 01 443 4333 or 07898 993247)

**Immigration Law Violation**
Answer all questions (if yes to any of the questions, please call Caity at CCUSA on 01 443 4333 or 07898 993247)

**Miscellaneous Information**
Answer all questions (if yes to any of the questions, please call Caity at CCUSA on 01 443 4333 or 07898 993247)
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 or IRELAND 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.

Even if your photo is accepted, you will need to bring a US size passport photo along to your visa appointment. You can get this from most modern photo booths – make sure you select “US VISA” size.
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 DS160!!

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!

LONDON Embassy
33 Nine Elms Lane London SW11 7US

BELFAST Consulate
Danesfort House 223 Stanmillis Road Belfast BT9 5GR

IRELAND Embassy
42 Elgin Road Dublin 4