

INFORMATION AND INSTRUCTIONS  
FOR NON-IMMIGRANT VISA APPLICANTS

Interviews for non-immigrant visas are available by appointment only. To schedule an appointment, please go to <http://southafrica.usembassy.gov>. Appointments must be scheduled online. Please note that you cannot schedule an appointment by phone. Consular offices are closed for all non-immigrant visas on the last working day of the month and on all South African and American holidays. As such, we will be closed on Monday July 5<sup>th</sup> and on Friday July the 30<sup>th</sup>, 2004.

When applying for a visa, please submit:

- A valid passport which has unused pages for your American visa. \*\* Not the amendment page.
- Any previous passport with U.S. visas.
- A completed application form DS-156 (please note there is a new version of this form).
- In addition, for males between the ages 16-45, the supplemental form DS-157.
- In addition, for students (F, J, M applicants), the DS-158.
- Please answer all application questions and sign the form. Delays may occur if all questions are not answered.
- A recent frontal, color or black and white, 50 mm x 50 mm photograph for each applicant.
- The original cash receipt for the Rand equivalent of 100 US dollars (R700.00 for the month of July, 2004) deposited into the account of the U.S. Consulate General at any Nedbank branch. Nedbank will ensure that the cash is deposited into the correct account.

Deposits must be in CASH only. Electronic transfers and check deposits will not be accepted. Please submit individual deposit slips for each visa application. The Rand amount of the application fee is subject to change on a monthly basis. The fee is non-refundable, regardless of the outcome of the application. All receipts are valid for use one year from the date of payment.

Please also submit the following supporting documents in English:

- YOUR PERSONAL BANK STATEMENTS and pay slips from the last three (3) months and any other financial records that demonstrate your financial stability.
- A SIGNED LETTER FROM YOUR EMPLOYER on original letterhead, stating how long you have been employed, in what capacity, what your basic monthly salary is, and how long you will be away from work. If you are TRAVELING ON BUSINESS, your letter should detail the nature of your business travel, including U.S. companies or offices you will visit.
- If SELF-EMPLOYED, a statement on your own letterhead in addition to INDEPENDENT EVIDENCE of self-employment, e.g. a detailed letter from the bank that handles your business account or a letter from your accounting firm, a copy of your license or registration, and/or account statements for your business. Such letters should specify your company's name, when your account was established, and your business account balance.
- If a FARMER, evidence of farm ownership, e.g. a copy of your deed, and last 3 months bank statements.
- If a STUDENT, a school letter verifying enrollment and level of study and a copy of your latest transcript.
- If a RETIREE OR PENSIONER, evidence of your pension and/or proof of your property ownership.
- If an UNEMPLOYED SPOUSE, a letter from your spouse's employer and your last 3 months bank statements.
- A letter of invitation from the person or company you are visiting in the U.S. If an individual, this letter should be accompanied by proof of the individual's residency status.
- It is also useful to submit an ITINERARY if you have made specific travel plans.
- We strongly urge you NOT to purchase tickets or make irrevocable travel plans before obtaining a visa.
- All children under the age of 18 not applying with both parents will need a notarized letter of consent and notarized copy of ID from the parent(s) not applying with the child. Unabridged birth certificates may also be required in order to verify parentage.
- If you are submitting original documents that you need back, please inform the officer and provide copies or your originals will be kept by the consulate. Most financial documents will be returned as a matter of course.

Section 214(b) of the U.S. Immigration and Nationality Act requires all applicants for tourist or business visas to demonstrate their intent to depart the United States after a temporary stay. If you cannot prove your intent to depart the U.S. and return to South Africa, a visa will not be issued to you.

More visa information is available at <http://travel.state.gov>, <http://southafrica.usembassy.gov/wwwst1.html> and <http://www.immigration.gov>.

Cellphones and other portable electronics are not allowed in the Consulate. Arriving at the Consulate with these items will delay your entry.

There is no public parking at the Consulate. Parking along River Road (parallel to Killarney Golf Club) is illegal, a nuisance and an inconvenience to our neighbors. Visa applicants are urged to desist from doing so. Secure parking is available opposite the Consulate at Killarney Mall.