

September 2019

Dear Participant

VISA APPLICATION PROCESS

NOTE: Do not visit the consulate until we inform you to do so

Below please find an outline of the visa application process. Follow steps 1 to 6 carefully to avoid unnecessary errors.

There are American consulates in Cape Town, Johannesburg and Durban. You will apply for your visa at one of the consulates in the above cities closest to where you live. You will need to apply for your visa in person. The exception however, will be for returning applicants, who have an H2B visa that expired less than one year ago who will make use of a mail in system.

STEP 1 - Complete the DS-160 form online - (link to DS-160 on our website)

The DS-160 form must be completed electronically. Once completed **DO NOT “sign and submit”** the form until Workaway International has checked it. Once we have approved your completed, printed DS-160 form you will then **“sign and submit”**.

Guidelines to completing the DS-160 form

1. Visit www.workaway.com and click on **“Forms” – “From South Africa”**.
2. Scroll down to **“Visa Forms”** and click on **“Non Immigrant Visa DS-160 Form”**.
3. Read through all the information on the **“Welcome page”** before you start.
4. Select a location where you will apply for your visa i.e. South Africa: Cape Town, Durban or Johannesburg.
5. Once you have done this, type in the code displayed, scroll down and click on **“Start An Application”**.
6. A new page will open. Write down or print **“Your Application ID is”** (found on top right hand side) and keep in a safe place, as you will need this number throughout the visa application process especially as the session may time out while you are completing the form.
7. On the same page select and answer a security question with an answer that is known to you and click continue (make a note of this).
8. Start the application. Ensure that you complete all questions accurately. See **“Appendix 1”** - completed example of a DS-160 form for specific answers to certain questions (**see text boxes**).
9. PLEASE NOTE: To enter more information for certain sections/questions click on the **“Add”** link next to the question to add more input boxes. FEMALES: Questions will differ from males. RETURNERS: Please add ALL previous USA visas issued and ALL previous trips to the USA. Make sure the dates correspond with the entry and exit stamps that are in your passport.

10. Once you have completed the DS-160 form you will then need to upload a photo that meets the visa standards. (Click “**Next: Photo**”)

Steps to upload:

- Click “**Upload Your Photo**”.
- Follow the image requirements by clicking on “**image requirements**”.
- Read through the photo requirements carefully.
- Take a photo of yourself according to the image requirements and save on your desktop.
- Save photo to your computer.
- Select “**Choose File**” and select the photo you saved.
- Click “**Next: Upload Selected Photo**” – It will then show your photo quality standards result.
- Click “**Next: Continue Using This Photo**”, then click “**Next: Review**”
- If the photo still does not meet the requirements after following the above steps then click “**Next: Continue Without a Photo**”

11. Once you have completed the photo process, review each section and then **print** using the print option (**no print screens**) at the beginning of each section (found on top right hand side).

NOTE: **DO NOT** “**sign and submit**” the form yet

Ensure you have printed the following sections:

- Personal/Address/Phone/Passport
- Travel
- U.S. Contact
- Family
- Work/Education/Training
- Security and Background
- Temporary Work Visa
- Location

12. Scan and email the **printed** DS-160 form to info@workawayinternational.co.za before the specified dates:

Cape Town / Johannesburg - 4 September 2019

Durban / Port Elizabeth - 11 September 2019

NOTE: **DO NOT** use the “**save**” file option on the DS-160 form when emailing as this file cannot be opened

STEP 2 - Sign and submit your forms

Workaway International will check your DS-160 form and email any corrections to be made and then confirm that you may “sign and submit”. You may then go online and “**sign and submit**”.

Guidelines on how to “sign and submit” the DS-160 form

1. Visit www.workaway.com and click on “Forms” – “From South Africa”.
2. Scroll down to “Visa Forms” and click on “Non Immigrant Visa DS-160 Form”.
3. Select the location where you will apply for your visa i.e. South Africa: Cape Town, Durban or Johannesburg.
4. Scroll down and click on “Retrieve An Application”.
5. Enter your unique “Application ID” and then click on “Retrieve An Application”.
6. Enter the information for the security questions and then click on “Retrieve An Application”.
7. On the left hand side click on “Travel” section.
8. Click on the top right of the application “Edit Travel”.
9. **Input the correct Petition Number** that has been given to you by Workaway International.
10. Scroll to the bottom of the site and click “Next” through the entire application and “Review Application” section in order to “Sign and Submit”.
11. Tick that you have read the “Human Trafficking Prevention” information.
12. Answer “No” to the question “Did anyone assist you in filling out this application?”.
13. Enter your passport number and the code shown in the text box.
14. Click “Sign and Submit Application”.
15. Once you have signed and submitted your form you can click on “Next: Confirmation”.
16. Make sure to print a **clear** copy of the confirmation page with the barcode being legible. (See example below)

U.S. DEPARTMENT OF STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Online Nonimmigrant Visa Application (DS-160)

Confirmation

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided: SMITH, ANDRE	Location Selected: CPT U.S. Consulate General Cape Town 2 Reddam Road Tokai 7495
	Date Of Birth: 01 JAN 1990	
	Place of Birth: CAPE TOWN, SOUTH AFRICA	
	Gender: Male	
	Country/Region of Origin (Nationality): SOUTH AFRICA	
	Passport Number: AA0098765	
	Purpose of Travel: NONAGRICULTURAL WORKER (H2B)	
	Completed On: 21 AUG 2015	
	Confirmation No: AA005AV60W	

Version 01.02.01

Note: Electronically submitting your DS-160 online application is the FIRST STEP in the visa application process. The next step is to review the internet page of the embassy or consulate where you plan to apply for your visa. Most visa applicants will need to schedule a visa interview, though some applicants may qualify for visa renewal. The embassy or consulate information may include specific local instructions about scheduling interviews, submitting your visa application, and other frequently asked questions.

YOU MUST BRING the confirmation page and the following document(s) with you at all steps during the application process:
Passport; Evidence of approved I-129

You may also provide any additional documents you feel will support your case.

AA005AV60W

17. Click on “**Email Confirmation**”. Click “**Yes**” to the question “**Do you want to send your confirmation to an additional email address?**”.
18. Enter the following email address info@workawayinternational.co.za so that we have a copy of this.
19. Click “**Email Confirmation**”.

STEP 3 - Make MRV fee payment

1. Visit <http://usvisa-info.com>
2. Click “**Non Immigrant Visa Applicant**”.
3. Click on “**South Africa: English**”.
4. **Returning applicants** who have an **H2B visa** that expired less than one year ago see steps below:
 - Click on “**Sign In**”. Complete email and password that you used in the previous year
 - If you have forgotten your password then click “**Forgot your password?**” Type in email address and click “**Submit**”. An email will be sent to you to change your password.
 - On “Groups” page, next to “Send Documents” click “**Continue**”
 - Click “**Add Applicant**”
 - Click “**Continue**”
 - Next to “**Add Applicants**” click “**Continue**”
 - Click “**Add Applicant**”
 - Below “Add a New Applicant”, click “**Add Applicant**”
 - Complete “New Applicant” page. While completing the questions please note that you have to enter your most **recent** issued stamped visa in your passport.
 - Click “**Create Applicant**”
 - On “Schedule Appointments” page select “Consular Section” and click “**Submit**”
 - On “Payment” page choose payment method and click “**Continue**”
 - Message will pop up “**Application successfully registered. Please send your documents to the consular facility.**” click “**OK**”.
 - Scroll through “Confirmation and Instructions” pages then click “**View Courier-In Receipt**”
 - Print the **courier-in authorization certificate**
 - Email the above **certificate** to info@workawayinternational.co.za. (We will include this in your visa application pack and send this to the consulate on your behalf)
5. **New applicants** and **Returning applicants** who do not fall in the above category, follow the steps below.
6. Select “**Apply**”- Then click - “**I have completed the US Nonimmigrant Visa application (DS-160) form and I need to apply for a visa**” then click “**Continue**”.
7. Input ALL your information to create an account. Read and tick “**I have read and understood the Privacy Policy**”. Tick box “I’m not a robot”.
8. Then click “**Create Account**”.


Email Address – Please make sure your email address is correct.

9. **Activate your account** – follow instructions provided in the email that was sent to the email address above
10. **New Applicant Page** – input all your personal details. **(Please ensure that you insert the correct petition number including the dashes (-)).**
11. Click **“Create Applicant”**.
12. You will receive an email from the US Department of State Visa Appointment and Information system. This email will contain your unique user account identification number which can be used to access account information through the automated phone service.
13. **Confirm Applicant and Visa Information** – **“Does this visa type match your travel?”** Click **“Yes”**.
14. **“Do you want to add another applicant?”** Click **“No”**.
15. **Applicant Information - Courier Details** - click on drop down box to select location and click **“Continue”**
16. **Payment** - there are two options available to make your payment. You can either make a cash payment at any ABSA branch or pay by credit card. **(No EFT’s or Transfers)**.

Note: Credit card payment is preferable as payment reflects immediately which allows us to book your appointment shortly thereafter. Cash payments can take up to 5 working days to reflect.

17. Select option of payment. Click **“Continue”**
18. If cash payment is selected, click **“Download Instructions”** and follow these instructions to make payment.
 - Print out a copy of the **“Cash Payment Instructions”**. **(See example below)**

U.S. Visa Application Fee (MRV)
Cash Payment Instructions



Think Next. Now.

This payment method only supports cash payments at a local branch of ABSA. Failure to follow these instructions will result in delays to your United States visa application. Print a copy of these instructions and bring the payment instructions with you to the bank branch.

Bank Cash Payment Instructions

1. You must pay this visa fee on or before 2019-08-29. If you have missed this date, you must sign into our system and generate a new version of this instruction page.
2. You must pay exactly 2755.00 ZAR.
3. Do not use this payment slip to pay the amount indicated more than once.
4. Your Payment Identification Number (PIN) is 6882991587241.
5. Make a bank deposit using the following information

Payment Identification Number (PIN):	6882991587241
Amount	2755.00 ZAR
Account Number	4077686879

6. Save a copy of your payment receipt as confirmation of your payment.

You will receive an automated email once your funds are confirmed in our account. This can take up to two business days.

CSRA collects visa fees on behalf of U.S. Department of State. This visa application fee is valid for one year from the payment date and may be used for U.S. visa applications in South Africa only. MRV fee payments are non-refundable and non-transferable.

If you encounter any problems with your payment or have not received a confirmation email after 2 business days, please notify CSRA at: https://ais.usvisa-info.com/en-za/niv/information/contact_us.

Please note: Payment must be made by the date reflected on the instruction. Alternatively you will need to generate a new instruction sheet.

19. Visit any ABSA branch and make payment.

Make sure you receive a copy of the deposit slip as proof of payment.

20. If the credit card payment option is selected, click “**Continue**”.

- Input your billing information to complete the transaction.
- **Print proof of payment.**

21. Once payment has been made, email the proof of payment with your MRV login details (Email and password) to info@workawayinternational.co.za. We will need these details to book an appointment for you at the consulate. **P.S. - DO NOT SCHEDULE YOUR OWN APPOINTMENT.**

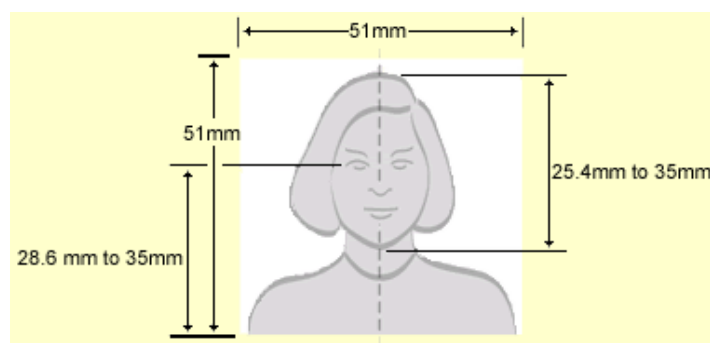
STEP 4 - Hand in completed application pack

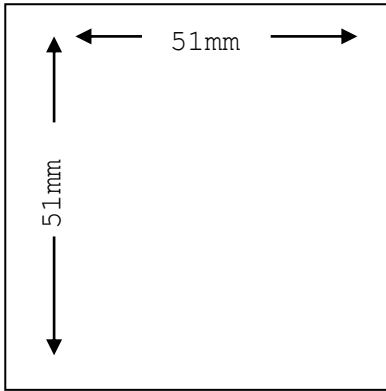
IMPORTANT: Items A – I **must** be included. Items J, K and L to be included if applicable.

- A. **Printed confirmation page** - from DS-160 form (only if you have signed and submitted the DS-160 form)
- B. **Courier-In Authorization Certificate** - only for returners who qualify for the mail in service (only if you have signed and submitted the DS-160 form)
- C. **Proof of payment** (only if you have signed and submitted the DS-160 form)
- D. **Your passport** - must be valid until November 2020 and have two blank pages
- E. **One colour US visa photo (51mm by 51mm)** - see specifications

Specifications:

1. The size of the photo, including background, must be 51 mm square.
2. The photo must be unmounted, full face, taken within the last 6 months.
3. The applicant must be facing the camera, looking straight on, with the face covering approximately 50% of the area of the photo.
4. The entire face of the applicant must be shown. From the crown of the head to the tip of the chin, and from hairline side to side, with the ears exposed.
5. You may NOT wear any earrings or eyeglasses and hair/fringe must be out of the face and away from the eyebrows and ears.
6. Photo must be in sharp colour and must have a white or off-white background without borders.





PLEASE NOTE: Photo **MUST** be able to fit within these measurements and fit to the edges of the border to make sure that it is the correct size. If photo is NOT the correct size you will have to retake it.

F. Proof of ties to South Africa:

(Returners who qualify for the mail in service do not need this)

At your visa interview you must demonstrate that you have strong ties to South Africa. Below find examples:

- A letter from an Academic Institution stating that you have made application to study in June/July 2020 (**NOT EARLIER**) or that you have registered. A deposit slip/receipt of payment of registration needs to be included as proof of intent to study.
- An original signed letter from any South African company on an **official letterhead** stating that they will be employing you when you return from the States in June/July 2020. Please note that faxes, photocopies and emails are not accepted.

NOTE: Only include this letter if the letter is accurate and authentic.

- Debt such as a study loan, vehicle finance or life insurance policies etc, which you have to service upon your return.
- Own or are paying a mortgage on property that is in your name.
- Other e.g. Affidavits

Please provide as much documentation as possible regarding ties for a successful visa application.

G. Signed Workaway Payments Made Form

H. Signed Enrollment Agreement Form

I. Signed Offer Letter

J. Lost / Stolen passports - If your passport has previously been lost or stolen, please obtain an affidavit from the police station and include the affidavit in your visa application pack.

K. Previous visits to the USA - Any applicants who have had prior extensions or changes of status while in the US must submit, with their application,

copies of official documentation sufficient to demonstrate proper changes of status.

- L. **Siblings / Parents in the US** - If you have a sibling or parent that is living or working in the US or working onboard a cruise liner with a US issued visa, you will need to include copies of their documentation i.e. visa or green card.

STEP 5 - Drop off your completed visa pack

See dates, venues and times below:

<u>CAPE TOWN</u> Date: 10/11/12 Sept 2019 Time: 09h00 – 16h00 Venue: Workaway International Unit F12, Brookside 11 Imam Haron Road Claremont, 7700	<u>JOHANNESBURG</u> Date: 12 Sept 2019 (09h30 – 19h00) 13 Sept 2019 (08h00 – 19h00) Venue: Regus Sandton 2 nd Floor West Towers Nelson Mandela Square Maude Street, Sandown, Sandton
<u>DURBAN</u> Date: 17 Sept 2019 (09h30 – 19h00) 18 Sept 2019 (08h00 – 19h00) Time: Hotel 64 on Gordon Venue: 64 Gordon Road Morningside Durban	<u>PORT ELIZABETH</u> Date: 16 Sept 2019 Time: 09h00 – 17h00 Venue: Dolphins Leap Conference & Events Centre, Shop 14C, Cnr of LaRoche Drive & Beach Road, Humewood

STEP 6 - Visit the consulate

Take the following items along with you:

a) Visa Appointment Confirmation:

- Please ensure that you check the time and date of your appointment

b) Expired Passports:

- Please take all previously expired passports along with you when applying for your visa.

IMPORTANT: Please arrive 30 minutes before your scheduled appointment time.

Addresses / Processing Period

Cape Town: 2 Reddam Avenue, Lakeside, Tokai

Processing period: 3 working days

Durban: Old Mutual Building, 31st Floor, 303 Pixley KaSeme Street, Durban 4001

Processing period: 3 working days

Johannesburg: 1 Sandton Drive Sandhurst (opp Sandton City Mall)

Processing period: 5 working days

Please feel free to call us on (021) 671 8808 if you have any questions regarding the above process.

Regards,
Charlotte Quénet-Meintjes (General Manager)