



Shaheen Commercial Complex, Dr Ziauddin Ahmed Road, Karachi.

For Inquiries: UAN 111-786-111
Website: www.aeg.com.pk

HOW TO APPLY USA NON IMMIGRANT VISA

All Visa applications for non-immigrant visa are handled by the AEG Travel Public Service Centers (nominated by the US Embassy).
Visa application Fee and passport-handling charges is **Rs.12,200/=** (CASH) Non-Refundable.

Applicants are required to submit the following:

- One Photograph (As per instructions mentioned below)
- Current Passport (valid for at least 6 months beyond your travel plan)
- Photocopy – First two pages of the current passport (Enlarged 165% on A-4 size paper)

FORM REQUIREMENTS

B1/B2(Visit) Visa / C1D /TD/ R & Dependents:

- DS-156 – NIV Application (EVAF)
- DS-157 – Supplemental NIV form
- Applicant's Parent Information Form
- Photocopy of Parents U.S Visa + Passport (For child only cases)
- Photocopy of B-form (For child only cases)

F/ H/ L/ J/ M & Petition based Cases:

- DS-156 – NIV Application (EVAF)
- DS-157 – Supplemental NIV form
- DS-158 – Contact info & Work History form
- Applicant's Parent Information Form
- I-797 & I-129 Petition (Original) for (H/L) category
- Valid I-20 (Original) + SEVIS Fee receipt for Student Visa (F-1)/(M-1)
- DS 2019 (Original), for (J) category + SEVIS fee receipt.

DS-156 Electronic Visa Application Form (EVAF) : DS-156 form should be filled electronically through the website (<http://Islamabad.usembassy.gov/>) or (www.aeg.com.pk) Click "Continue" after completing the DS-156 form online, it will be generated in Adobe Acrobat format, **must be printed it by a laser printer.** For additional family members can use the "Generate Family Duplicate" function, All answers must be typed in English using English Characters, if the question does not apply to you please enter "Not Applicable", but do not leave any fields blank. You must submit hard copy of all three pages of DS-156 form (for each applicant). Do not fold the application—especially the third page. Large barcode should be printed completely and clearly, if the barcode is broken or only partially printed, your data will not be accepted No manual DS-156 form is accepted.

DS-157, DS-158 and Parent Information Forms: Forms can be completed Handwritten or Type.

PHOTOGRAPH REQUIREMENT: The photograph must be a full-face photo with the applicant directly facing the camera and the face covering approximately 50% of the area of the photo. The head of the applicant including both face and hair must be shown with the ears exposed. The photograph measurements are 2 inches square with the head (measured from the top of the hair to the bottom of the chin) centered in the frame and the head must measure between 1 inch to 1 3/8 inch (25mm to 35mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28 mm and 35mm) from the bottom of the photo. Photos must be color and taken against a white or off-white background and printed without borders. Dark and tinted glasses are not acceptable; medical exceptions are possible with a doctor's prescription. Computer scanned photographs are not acceptable and **photographs cannot be modified in any way, re-touched, penciled, or altered by computer software** and must have been taken within the last six months.

General guidelines.

- ❖ Interview appointment schedule on (first come first serve basis), at the time of submission for all visa categories for Non Immigrant Visa.
- ❖ Interview Venue at USA Embassy Islamabad – Pakistan. (**must hold all Passports and AEG Receipt**)
- ❖ For cancellation or Re-scheduling Interview Date, you must contact with AEG Travel/Speedex offices before two days of your scheduled Date. Requests can be email at usvisa.khi@aeg.com.pk. In case of a No Show on Interview, there maybe a delay of two weeks for Interview Re-schedule.
- ❖ Original Passports and Receipt will be returned to you at the time of submission.
- ❖ All applicants [14years and above] are required to appear in person for the interview in embassy.
- ❖ Children below 14years are exempted for Interview but parents must bring their children passports at the time of interview.
- ❖ For Children below 14 years applying without their parents (Child Only), Current Passport and visa application forms will be sent to the US Embassy for processing.
- ❖ Applicants must arrive at the Diplomatic Shuttle Service, 3rd Avenue, near Quaid-e-Azam University Road, G-5, Islamabad to board the Shuttle Service to the US Embassy 30minutes before their interview appointment.
- ❖ When we received your passport/document form Embassy, you will be notified to arrange pick-up. You are required to bring a photocopy of your NIC Card, AEG receipt and the letter or Token given by the U.S Embassy at the time of interview. Passport will not be handed over incase of any missing documents. Authority Letter and Original NIC may also require in case of collection on your behalf.

Office Timings

SUBMISSION

9:00am to 1:00pm (Monday to Thursday)
9:00am to 1:00pm (Friday and Saturday)
2:30pm to 5:00pm (Monday to Thursday)
3:00pm to 5:00pm (Friday)

COLLECTION: