

CHECKLIST (BUSINESS)

Documents Required

- 1) All Passports (Expired & Current)
- 2) Hotel Booking
- 3) Business: Visiting Card, Letter head, GST certificate, Current Role in Business at Letter head (Stamped & signed), MOU etc
- 4) Income tax Returns – latest 3 Years.
- 5) Bank statements (Savings & Current) – 6 months (up to date, Stamped & signed by the bank)
- 6) Financial supports (LIC-fund/Surrender value, Public Provident Fund Statement, Fixed Deposits, Mutual Funds SIP - statement, Property Valuations, National Savings Certificates or any other Investments)
- 7) Adhaar card & Driving Licence
- 8) If Name change: Certificate is required
- 9) Invitation letter from the company (stating name of the company, Contact no, Contact person, Email id)

Details Required

1. Highest Education Details - Secondary level or above (Course of study
Pass-out date (from: dd/mm/yyyy) (to: dd/mm/yyyy).....
School/university name
Address.....
2. Office name & Address
.....
Start date..... Explain duties.....
.....
Title/role.....
3. E-mail Id.....
4. Contact No.....
5. Father's Details (D.O.B..... Place of Birth.....
6. Mother's Details (D.O.B..... Place of Birth.....
7. Spouse's Details (D.O.B..... Place of Birth.....
8. Social media: Facebook, Twitter, Instagram etc. Mention name.....
9. Languages speak.....
10. Purpose of travel.....
11. Date of travel: from..... To.....
12. Person paying for the trip.....
13. Interview language.....
14. Travel history for last 5 years (mention countries).....
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15. Previously applied for usa (mention year).....
16. Relatives in usa: Name..... Relation.....
Address.....
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Email..... Mobile no.....
Status.....
17. Have you ever lost a passport or had one stolen.....