

CHECKLIST (SALARIED)

Documents Required

- 1) All Passports (Expired & Current)
- 2) Hotel Booking
- 3) Salaried/job Documents: ID card, 6 months' pay slips, No Objection Certificate, Letter from the employer (about your Current Role/position, income, working since etc) in the company, visiting card(if any)
- 4) Income tax Returns – latest 3 Years.
- 5) Bank statement – 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) Confirmation page, Appointment Letter, Passport Photocopies.
- 9) If Name change: Certificate is required.
- 10) If Invitation- Invitation letter(signed), 6 Months Bank Statement, Tax Returns for 3 Years, Passport, Status proof, Electricity bill, Water Bill, Tv bill.
 - ❖ In Case of Employment or Salaried: 6 Latest Salary Slips, ID card, Letter from Employer about current employment.
 - ❖ In Case of Business: Mention the Details (current role, income, years spend in business) of Business in the Letter Head (Stamped & Signed)

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
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Start date..... Explain duties.....
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Title/role.....
3. Monthly income.....
4. Previously employed (From..... To.....) Address.....
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Contact details..... Explain duties.....
5. Personal E-mail Id.....
6. Contact No.....
7. Father's Details (D.O.B..... Place of Birth.....
8. Mother's Details (D.O.B..... Place of Birth.....
9. Spouse's Details (D.O.B..... Place of Birth.....
10. Social media: Facebook, Twitter, Instagram etc. Mention name.....
11. Languages speak.....
12. Purpose of travel.....
13. Date of travel: from..... To.....
14. Person paying for the trip.....
15. Interview language.....
16. Travel history for last 5 years (mention countries).....
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17. Previously applied for usa (mention year).....
18. Relatives in usa: Name..... Relation.....
Address.....
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Email..... Mobile no.....
Status.....
19. Have you ever lost a passport or had one stolen.....