How to complete the online DS-156 visa application form

To access the visa application form, go to: **http://london.usembassy.gov/cons_new/visa/niv/electronic.html**

Follow all the instructions carefully.

You MUST complete this application on-line, hand-filled copies will not be accepted.

1. Passport Number
2. Place of Issuance:
   a. CITY: If your passport was issued in the UK, then you should write UKPA
   b. COUNTRY: If your passport was issued in the UK, the country is Great Britain & Northern Ireland
   c. STATE/PROVINCE: If your passport was issued in the UK, then leave blank
3. Put the country in which your passport was issued (If your passport was issued in the UK, the country is Great Britain & Northern Ireland)
4. Date your passport was issued
5. Date your passport expires. Your passport needs to be valid until at least 1st January 2011
6. Last Name, as in your passport
7. First and Middle Names, as in your passport
8. Maiden name/aliases/religious names – if none, then leave blank
9. Any other legal names that you may use (no nicknames) – if none, then leave blank
10. Date of Birth, as in your passport (DD-MM-YYYY)
11. City of Town of birth (as in your passport)
    Country (If UK, then country is Great Britain & Northern Ireland)
    State/Province (If UK, then leave blank)
12. Nationality (the passport that you are travelling on – If UK, the country is Great Britain & Northern Ireland)
13. Male or Female
14. If from the UK, leave blank (this is NOT National Insurance number)
15. Your Full Home Address
16. Your home land-line phone number (no mobile numbers)
    Your work/school/University phone number (no mobile numbers)
    Your mobile phone number (leave blank if you don't have one)
    Business Fax Number (leave blank if you don't have one)
    Pager Number (leave blank if you don't have one)
17. Marital Status
18. If you are married, divorced or separated then complete. If single, then leave blank.
19. If you are married, divorced or separated then complete. If single, then leave blank.
20. Put in full name of your School/University/Employer and your School's/Uni's/Employer's address
21. Your occupation (DO NOT PUT UNEMPLOYED) (i.e. student, manager, sales assistant, football coach etc)
22. Your intended arrival date in the USA (date of your contract start)
23. Email address
24. Your US Address (if you do not know this then put, 8263 Flint, Lenexa, KS, 66214)
25. Name: Alan Jones Home Phone Number: Leave Blank
    Business Phone: 913 599 4884 Cell Phone: Leave Blank
26. 3 months
27. Camp Counselling followed by sightseeing
28. Myself and Challenger Sports
29. Yes/No – Put the details of your last trip to the US (your arrival date and how long you stayed)
30. Yes/No – when your visa was issued, where (e.g. London), type of visa (e.g. J1, H2). You can find these details on your expired visa in your passport. You should put details of the last visa you were issued.
31. Yes/No – when your visa was refused, where, type of visa. If you have not had a visa refused (and this will be the vast majority of people) then leave blank.
32. YES Challenger Sports, 8263 Flint, Lenexa, KS 66214
33. NO
34. none
35. Yes/No
36. Yes/No (J1 and H2 visas are NOT immigrant visas)
37. Yes/No to all of these (if Yes to any, then complete their status in the US)
38. Yes/No to all of these (if you have to answer YES to any of these, then please contact Paul immediately)
39. No
40. Leave Blank
41. When you have pressed **CONTINUE** only once
42. This will now bring up the form you have just completed with a BARCODE on the front page below your email address and will also have a computer stamp on the 3rd page (which will be in the form of a black and white print in a box)
43. PRINT OUT ALL 3 PAGES on white paper with black ink – make sure that the barcodes print clearly with no lines running through them
44. SIGN and DATE application (DD-MMM-YYYY)
45. Do NOT fold the application form, keep it flat and in a safe place. Do NOT staple forms.
46. Bring it together with the 157 and 158 forms to the Embassy on the day of your interview