

HOW TO APPLY FOR A NON-IMMIGRANT VISA

Please plan ahead. If you know you are going to travel to the U.S., you can apply weeks, or even months ahead. We strongly encourage you to wait to purchase plane tickets until you have a valid visa. You do not need a ticket at the time of the interview.

Interviews for all non-immigrant visas are scheduled by appointment only. To apply for a non-immigrant visa and to schedule a visa appointment, you should follow the steps listed below:

Step 1: Obtain a Personal Identification Number (PIN) at any Raiffeisen Bank branch in Serbia or Montenegro Bank in Montenegro.

This PIN number will allow you to access our call center in Serbia for information and the scheduling of a visa appointment. It costs approximately \$10 to be paid in either dinars (in Serbia) or euros (in Montenegro).

Step 2: Make a Phone Call

After obtaining the PIN number, wait 24 hours for the PIN to be activated. Then please call +(381-11) 3050-550. You may access the call center any working day between the hours of 9 am and 6 pm, Monday through Friday.

The infoline provides you with information on the types of nonimmigrant visas that are available and directs you to the correct category of visa for your intended travel. This is the appropriate opportunity to ask any questions you may have pertaining to visas necessary for your intended travel to the US.

Additionally, you should schedule an appointment for a visa interview. Applicants for a U.S. visa may schedule appointments for up to five members of their nuclear family (spouse and children) using one PIN.

Step 3: Complete and Submit the Application Form

Application Form and Photo

Nonimmigrant visa applicants must complete and submit the electronic application form DS-160, available at <https://ceac.state.gov/genniv>. This form takes the place of the application forms DS-156, DS-157, and DS-158. All nonimmigrant visa applicants, regardless of what type of visa they are applying for, will be required to fill out this form online prior to their appointment at the Consular Section.

The form DS-160 also requires a digital photo, less than 1MB, to be uploaded as part of the application process.

There is no longer a written application form. After completing the new DS-160, the applicant will electronically submit the application and will be provided with a confirmation page that includes only limited biographical information, their photo and a bar code. Applicants must bring this confirmation page with them to the interview along with one (1) photograph (see photo requirements above). Although uploading a photo is part of the application process, we still require visa applicants to bring one photo with them in the event that the system will not accept the uploaded version.

Important Note: All questions on the form DS-160 must be answered completely and accurately. Otherwise, we will not be able to process the visa application and a new interview appointment will be required.

Step 4: Complete and Print Out Your DHL Shipping Form*

After you print out your DS-160 confirmation page, go to the following link and fill out all fields completely and correctly. Any incorrect information submitted on this form will cause a delay in your visa processing and we will not be able to deliver your visa. Print out this form and bring it with you to your interview.

- http://www.dhl.in.rs/US_AWB/

*The US Embassy now utilizes DHL's services to provide courier passback of visas to applicants found eligible for a visa. The service is mandatory. The cost of the courier service is 500 Serbian Dinars to any address in Serbia, and 20 Euros to any address in Montenegro. You will generally receive your visa 48 hours after your interview if you are in Serbia, and 72 hours after your interview if you are in Montenegro.

Step 5: Come to the Consular Section

Please come to your scheduled appointment at the appropriate consular section with the documents described in "[Basic documents and photos](#)".

- All applicants must pay a [non-refundable application fee of \\$140](#). The amount should be paid in Serbian Dinars to the Embassy's account at Raiffeisen Bank in Serbia, or (if more convenient) in Euros at the Montenegro Bank in Montenegro. The receipt will not be returned to applicant. Please note that it is not a fee for visa issuance. All applicants, regardless of citizenship, pay a non-refundable application fee.

Please note: Federal regulations now require that applicants for US visas have their digital fingerscans collected and checked against a database of known criminals and suspected terrorists. When the visitor arrives at the port of entry, the same biometrics -- these digital "fingerscans" -- are used to verify that the person at the port is the same person who received the visa. This type of identity verification helps U.S. Customs and Border Protection Officers make better admissibility decisions and ensures the overall integrity of the immigration system.

In most cases, the consular officer will make a decision on your eligibility for a nonimmigrant visa at the time of the interview. In a few cases, you may be requested to return with additional documents before a decision can be made. In these rare cases, no appointment will be necessary for you to gain access to the consular section and present the additional documents.

Visa Applicants who are interviewed at the US Embassy in Belgrade may spend up to several hours to complete the entire process.

Step 6: Find Out About Your Visa Application

Once the consular officer has reached a decision on your visa application, one of the two following actions occurs:

A) You will qualify for a visa, and your visa should be ready **the following business day at 4 pm** (we cannot guarantee same-day visa issuance; occasionally, unexpected problems may cause visa printing to take longer; an Embassy employee will inform you if this is the case);

-OR-

B) You will not qualify, and you will receive a letter that explains the reason for your ineligibility for a visa and your passport will be returned. You may always re-apply for a visa at a later date. However, it is recommended that ineligible applicants thoroughly reconsider their chances of obtaining a visa as each application requires a non-refundable application fee.

Applicants should generally apply at the American Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it may be more difficult to qualify for the visa outside the country of permanent residence.

U.S. PORT OF ENTRY

Applicants should be aware that a visa does not guarantee entry into the United States. The U.S. Department of Homeland Security (DHS) has authority to deny admission. Serbian citizens having trouble while entering the USA have the right to request contact with the **Embassy of Serbia** in Washington or the Consulate General of Serbia in Chicago. The Embassy can be reached by telephone at (202) 332-0333 or fax (202) 332-3933. The Consulate can be reached by telephone at (312) 670-6707 or fax (312) 670-6787. Citizens of Montenegro may wish to contact the Montenegro mission in Washington by telephone at (202) 234-6110, or (202) 234-6108, or fax (202) 234-6109.

Also, the period for which the bearer of a visitor visa is authorized to remain in the United States is determined by the DHS, not the consular officer. At the port of entry, a DHS official validates Form I-94, Record of Arrival-Departure, which notes the length of stay permitted. Those visitors who wish to stay beyond the time indicated on their Form I-94 must contact the DHS to request Form I-539, Application to Extend Status. The decision to grant or deny a request for extension of stay is made solely by the DHS.

Approved visas require one day for processing. Visa recipients can pick up their passport with visa at 16:00 the next business day after the day of their interview, unless otherwise notified.

STUDENT VISAS

Student visa applicants must make an appointment for an interview. The applicants must present the documents described in the "[Basic documents and photographs](#)" as well as the form I-20 completed and certified by the American school or university and signed by the applicant, a letter of acceptance from the school, plus evidence that applicant has passed the TOEFL exam (if required) and documentation regarding previous schooling. If the applicant is a returning student, he/she must also present a recent transcript.

Please note that the institution of higher education or other educational institution, which have issued the I-20 form, must provide the State Department with electronic evidence of the alien's acceptance at that institution before an F or M visa can be issued. The data contained in the I-20 form must be entered to the State Department SEVIS database.

SEVIS is a new system for tracking students while they are in the U.S. studying. Students must pay an additional fee to have their information placed in the SEVIS database. Read more about the fee here - http://www.iacbg.org/res/File/sevis_e.pdf.

Student visa applicants must demonstrate knowledge of English and prove that there are sufficient funds available to finance their studies in the U.S. The applicants must also prove that they have strong ties to their country of residence and intend to return after the completion of their studies.

Spouses and unmarried minor children of students are eligible for F2 visas and must present a recent marriage and/or birth certificate at the time of the interview. They must also prove that they have sufficient means of support for the duration of stay as well as the intention to return.

Student visa applicants may apply for a visa up to 90 days prior to the start of their program, but holders of student visas may only enter the U.S. no earlier than 30 days before the start of their program (an immigration inspector may deny you entry into the United States if you use the visa earlier than this thirty day period) and stay up to 60 days after its termination.

Information listed in this document has been adapted from the web site of the US Embassy in Belgrade – <http://belgrade.usembassy.gov>.

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