



DS 160 Guide

SAYIT will advise you via TEXT and EMAIL when to start your DS-160 online embassy form.

BEFORE BEGINNING THE DS-160 PLEASE READ THE FOLLOWING INSTRUCTIONS

You will need the following before completing the DS-160 form

- Your passport
- A US visa photograph (2 inches x 2 inches) – **A professional US visa photograph is required. These can be purchased at most chemists. Scan and save the visa photo in JPEG format to your PC prior to completing your DS 160. NO 'SELFIES' ARE ALLOWED UNDER ANY CIRCUMSTANCES. You will also need 1 printed copy of this photo for the embassy interview. Ensure that you are not wearing glasses in your photograph.**
- National Identification Number (PPS number)
- U.S. Social Security Number *(only applicable if you have travelled on a J1 previously. If you cannot recall your S.S. number, tick "Not Applicable")*
- U.S. Tax Payer ID Number *(only applicable if you have travelled on a J1 previously)*

You must complete the DS-160 form at least 3-5 business days before your

interview. This will give the US Embassy staff sufficient time to review the application and notify you of any errors in advance of your embassy appointment. We recommend you complete the form either early in the morning or late at night. The system tends to crash if it's overloaded with users.

You need your SEVIS Number (Number begins with N on the top right of your DS-2019) to complete your DS-160. You will be able to download your DS2019 from your Inter Exchange account can also find your SEVIS number on your J1 lounge under tab "Track Your Application". Please note your SEVIS number will only appear in this section once your DS-2019 papers have been issued so don't worry if you don't see it there yet.

Begin the DS160 form [HERE](#) only after reading the above clearly

The screenshot shows the top of the U.S. Department of State Consular Electronic Application Center website. The header includes the department logo, the text "U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER", and a language selection dropdown set to "ENGLISH". Below the header, the page title is "Online Nonimmigrant Visa Application (DS-160)". A "FAQs" button is visible in the top right. The main content area is titled "Apply For a Nonimmigrant Visa" and includes a "Tooltip Language: English [View Tool Tip Help]" section with a note that the application has been translated. The "Welcome!" section provides instructions on the first step of the application process. The "Important: Before You Start" section lists four key points: learning about visa types, using supported browsers (Internet Explorer 11, Firefox, Google Chrome 58, or Microsoft Edge), gathering documents, and reviewing instructions and FAQs. The "Notes" section advises patience and notes that users must submit their own application. The "Get Started" section features a location selection dropdown (currently set to "- SELECT ONE -"), a CAPTCHA image with the code "TE8XE", and a note about passport-type digital photography with a link to a "Photo Standard Guide". Below this, there are two red buttons: "START AN APPLICATION" and "RETRIEVE AN APPLICATION". The "Additional Information" section contains several important notes: writing down the application ID, saving the application frequently to avoid timeouts, and providing links to travel.state.gov and the U.S. Embassy or Consulate website.

Ensure you have your visa photograph, passport, PPS number and all required documentation in hand.

Steps to complete the DS160

- Follow link above and select **Ireland, Dublin** for location. Enter the Captcha code.
- Select **Start an Application**
- Create a security question and answer

1. **Personal Information 1 Section** of the form.

- **Name must be entered exactly as it appears on your passport. If you have a middle name on your passport, enter it after your first name under the section 'Given Name(s)'**

For example: **Given name(s): John Andrew**

Surname(s): Smith

- **For place of birth, enter the city as it appears on your passport.**

2. **Personal Information 2 Section.**

- Your national ID number is your PPS number – if you don't have this you can call the tax office and request it.
- If you have a SSN or a Taxpayer ID number, enter it now. If not, click 'Does not apply.'

3. **Travel Information Section.**

For **Purpose of the trip to U.S.** select Exchange Visitor (J).
Under **Specify**, select Exchange Visitor (J1)

4. **Have you made specific travel plans?**

Select NO.

For intended date of arrival, enter your work start date

Intended Length of Stay in U.S. Enter 4 months

- 5. Address you will be staying at in the U.S.** If you don't have long term accommodation organised please give the address of the hostel or hotel where you will staying for the first night. Alternatively you can provide InterExchange's details here: 100 Wall Street, Suite 301 New York, NY 10005

6. **Person/Entity Paying for Your Trip**

Select SELF

7. **Persons Traveling with you** – Answer NO

8. Previous US Travel Information – ESTAs are NOT classified as visas. If you have only visited the US on an ESTA, select 'no' to 'Have you ever been issued a US visa?'

9. Address Section

Enter your home address details.

Enter your mobile number and home land line if applicable

Enter your email address

Enter your social media handles

10 Passport Information Section

Be extremely careful as to enter all correct details. Unless otherwise specified, your passport type is REGULAR.

The Passport Book Number is found in the inside cover of your passport.

11. U.S. Point of Contact Information – Please supply the details of your **US Employer here.**

12. US Family Section

13. Present Work/Education/Training – Primary Occupation is **Student**

- Duties – enter your course title/description here.

- On the following page, enter work experience you have thus far (if any).

14. Security and Background – Answer yes/no to each question.

15. Additional Point of Contact Information - This question is somewhat misleading because it indicates that you will be studying in the USA. To complete this question you need to enter the contact information of two people not related to you. (i.e. friends, college lecturer, Irish employer etc.)

- **What relation is this person to you?** – Choose 'Other'.

16. SEVIS Information – Enter your SEVIS Number (Number begins with N on the top right of your DS2019 and in DS160 email) Enter your Program Number P-3-05380

17. Upload your US Visa photograph - No 'selfies' allowed

18. Check all the details on the summary page. Click continue and after reviewing each section, click next until you reach the **Sign and Submit Page.**

19. Review and tick the Human Trafficking Box

20. Complete the form by digitally e-signing and re-entering your passport number

21. Print off confirmation page AND email it to yourself for future reference

THE PRINT OUT MUST CONTAIN THE BAR CODE. IF THE BAR CODE IS MISSING YOU WILL NEED TO START THE PROCESS AGAIN. ONCE PRINTED ATTACH YOUR PHOTOGRAPH.

Sample Confirmation page:

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Select Tooltip Language: ENGLISH

Exit

Press F11

Online Nonimmigrant Visa Application (DS-160)

Confirmation

This confirms the submission of the Nonimmigrant visa application for:

AA00ALVDWX

	Name Provided:	SMITH, JOHN	Location Selected:
	Date Of Birth:	19 JAN 2000	DBL
	Place of Birth:	CORK, IRELAND	U.S. Embassy Dublin
	Gender:	Male	42 Elgin Road
	Country/Region of Origin (Nationality):	IRELAND	Ballsbridge
	Passport Number:	A1234567890	Dublin 4, Ireland
	Purpose of Travel:	EXCHANGE VISITOR (11)	
	Completed On:	28 JAN 2022	
Confirmation No:	AA00ALVDWX	Version 01.08.06	

THIS IS NOT A VISA

Print Confirmation | Print Application | Email Confirmation

Note: Electronically submitting your DS-160 online application is the **FIRST STEP** in the visa application process. The next step is to review the internet page of the [embassy or consulate](#) where you plan to apply for your visa. Most visa applicants will need to schedule a visa interview, though some applicants may qualify for visa renewal. The [embassy or consulate](#) information may include specific local instructions about scheduling interviews, submitting your visa application, and other frequently asked questions.

YOU MUST BRING the confirmation page and the following document(s) with you at all steps during the application process:

Passport; Proof of SEVIS registration and fee payment; DS-2019; DS-7002 if intern or trainee

You may also provide any additional documents you feel will support your case.

Instructions

YOU MUST SUBMIT the confirmation page with a clear and legible barcode at the time of your interview. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address. You may print or email your application for your own records. **YOU DO NOT** need to submit the application at the time of the interview.

Please note that you will be required to provide proof that you have paid the visa application fee and any other fees.

Once you have completed the DS-160, you must enter your **Confirmation Number** (as seen in red writing in the image above). To do this, log into your J1 Lounge and click on the tab **Tracking Your Application Step 2** and enter the number under **DS-160 Details** and submit.