

# How to Apply for a U.S. Non-Immigrant Visa

The new Internet-based process consists of three steps:

- fill out the application on-line,
- make an appointment on-line, and
- submit the application and pay the application fee at the Bank of Abyssinia

## Fill out the application on-line:

1. Go on-line to the Embassy's website at <http://addisababa.usembassy.gov/> ➤ Visa to the U.S ➤ How to apply ➤ **Electronic Visa Application Form (EVAF)** under **On-line Services**. The Electronic Visa Application Form page will appear.
2. At the bottom of this page, click on **DS-156: Nonimmigrant Visa Application**. A blank visa form will appear.
3. Fill out the on-line form completely. Enter your surname, first name and middle name as they appear in your passport. Fill all blanks as fully as possible. Be sure to provide a complete home address (not a P.O. Box) in box 15; provide at least one telephone number in box 16. Otherwise your application will be rejected.
4. After filling in all blanks, click on **Continue** at the bottom of the page. The form will appear in three pages, with all your information.
5. Print **ALL 3 PAGES** on the printer attached to your computer. It is very important that you print all 3 pages! You will notice that the third (last) page will show a **Barcode Number** at the top.
6. Male applicants between the ages of 16 and 45 must also fill out Supplemental Form DS-157. To access this form, go back to the Embassy's website ➤ Visa to the U.S ➤ How to apply ➤ and click on **Supplemental Form DS-157** (under forms). Fill this form out completely and print it out. You will submit this form along with the three-page DS-156 application.
7. If you are applying for a Student visa or an Exchange Visitor visa, you also need to fill out Supplemental Form DS-158. To access this form, go back to the Embassy's website ➤ Visa to the U.S ➤ How to apply ➤ and click on **Contact information and Work History DS-158** (under forms). Fill this form out completely and print it out. You will submit this form along with the three-page DS-156 application.

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## Make an appointment on-line

1. Go to [http://addisababa.usembassy.gov/how\\_to\\_apply\\_for\\_niv.html](http://addisababa.usembassy.gov/how_to_apply_for_niv.html)
2. Click on **Make an Appointment** under **On-line Services**. A page will appear with instructions about how to apply. Click on **Schedule Appointment** at the bottom.
3. Enter the **Barcode Number** that appeared at the top of the third page of the EVAF you printed out (see #5 above). Click on **Submit**.
4. Click on a day that shows **available**. Appointments are available on Mondays and Wednesdays. A page will appear asking for information.
5. Select a date for your appointment, enter your name as shown in your passport, your passport number, your telephone number, and your email address (if you have one).
6. Click on **Submit**. A page will appear that says **NIV Appointment System - Appointment Confirmation**. Print this page out and bring it with you when you go to the Bank of Abyssinia to pay the application fee. You will also need to bring this page with you when you arrive at the Embassy for your appointment.

## Submit application and pay application fee at bank

1. Go to the Bank of Abyssinia (Urael, Arada or Raguel branch) to pay the application fee and submit your application.
2. For appointments on Mondays, you must pay the fee and submit your application at the bank by 4 p.m. the previous Thursday. For Wednesday appointments, you must pay and submit your application by 4 p.m. the previous Monday.
3. Bring the following items to the bank with you:
  - the three-page EVAF form with photo attached (see [http://addisababa.usembassy.gov/photo\\_requirements.html](http://addisababa.usembassy.gov/photo_requirements.html) for photo requirements)
  - the completed DS-157 (for males 16-45) and/or DS-158 (for student and exchange visitor applicants) if applicable.
  - Students bring I-20 and SEVIS forms; exchange visitors bring DS-2019.
  - your passport, valid for at least six months.
  - The Appointment Confirmation Sheet that you printed out.
  - Application fee of \$131 or equivalent in Ethiopian Birr (non-refundable).
4. If any items are missing or the application is not completely filled out, the bank will not accept your application package. You will be asked to return later.
5. Submit application, forms, photo, passport, and appointment confirmation to the bank staff. The bank staff will review your application for completeness and make any corrections. He/she will return your passport and your appointment confirmation sheet to you. Remember to bring these to your interview.
6. Pay the bank staff \$131 or the equivalent in Birr. You will receive a two-part (white and yellow) receipt. (The receipt is valid for one year and is transferable.)
7. You're finished! Come to the Embassy on the date and time of your appointment. Bring your passport, the appointment confirmation sheet, and the two-part fee receipt to the interview.