

## Booking a Visa Appointment Online

**Requirements:** HDFC Visa Fee Receipt number (activated), Passport Details & SEVIS Number or I-20 Details

**Procedure:**

- 1) Log onto [www.vfs-usa.co.in](http://www.vfs-usa.co.in)
- 2) Click on *Apply for Non-Immigrant Visa*
- 3) **Click No for BEP User ID**
- 4) Click on *Create New Application*
- 5) Application type
  - a) *State of Residence:* Andhra Pradesh (or which ever applicable)
  - b) *Interview Language:* English
  - c) *Purpose of Travel:* Studying in USA/ Exchange Visitor
  - d) *Have you been refused visa twice:* No
  - e) *Are you applying to the same visa class which expired:* No
- 6) Click *Continue* after viewing the available Interview dates
- 7) Enter *Passport Expiry date*
- 8) Enter Passport and Visa Fee Receipt Details (HDFC)
  - a) *First and Middle name, Surname*
  - b) *Passport number & HDFC Barcode No*
  - c) *Date of Birth,*
  - d) *Mothers Name & Re enter Mothers Name*
  - e) Fill in the Case-Sensitive Code
- 9) Click on *F-1 Academic Student*
- 10) Fill *DS156, 157 & 158*
- 11) Fill *SEVIS Details* using I-20 information
- 12) Click on *Continue for Confirmation*
- 13) *Passport Delivery Address:* Home or Pickup at Chennai (3 PM same day of VISA)
- 14) Click on Continue for Normal Dates or "*Priority Appointment*" for emergency dates
- 16) Click on the date in the available *calendar* for booking (interview Time is auto-generated)
- 17) *Print or email* DS forms and appointment letter

## SEVIS Fee (*SEVIS: Student Exchange Visitor Information System*)

**Requirements:** Complete and accurate I-20 & must be able to print the receipt & Credit card to pay \$100 fee

**Procedure:**

- 1) Log on to [www.fmjfee.com](http://www.fmjfee.com)
- 2) Click on the radio button that says **I-20**, then click **OK**
- 3) Applicant Validation Information (exactly as in I-20)
  - Last Name, First Name & Middle Name
  - SEVIS Number & Date of Birth
- 4) Form I-901
  - a) Receipt Delivery Address
  - b) Personal details (city of birth, Gender etc)
  - c) School Code & Passport (if available)
- 5) Form Verification: Verify form details entered for accuracy
- 6) Receipt Delivery Options
  - a) Destination Telephone Number
  - b) Mode of payment: Credit Card
- 7) Enter Credit Card Details and submit
- 8) Print the Receipt

**Note:**

1. Filled DS forms can be saved up to 7 days without booking a visa date
2. Use Internet Explorer for booking the visa online and not Mozilla Firefox
3. After Booking the Visa Date You can Cancel the visa appointment Only Once
  - Edit the DS forms up to 3 working days prior to the interview & Change the University (SEVIS) 3 times