



Applicant's name: _____

Date Request Package received: _____

Received by: _____

Request Letter Copy

YES NO Is the Request Letter on the letterhead of a current ABC business member?

Does the Request Letter include?

YES NO A signature by a designated representative, manager or partner of such company?

YES NO A statement of the Applicant's full name, as it appears on their passport, and title/position?

YES NO A statement confirming that the Applicant is a current employee of the ABC business member company?

YES NO A statement of the length of the Applicant's employment with the ABC business member company?

YES NO A statement of the dates of Applicant's proposed travel?

YES NO A statement confirming that the Applicant has a valid business purpose to travel to the U.S.?

YES NO A brief description of the business purpose?

YES NO A statement confirming that the Applicant has sought an appointment via the Consulate's internet-based visa appointment system and could not obtain a timely appointment?

YES NO A statement certifying that the information contained in the Request Letter is true and correct?

Request Package

Does the Request Package contain the following documents?

YES NO The Request Letter?

YES NO DS-160 Visa Application Confirmation Sheet with barcode and photo?

YES NO copy of the bio-data page of the Applicant's current passport?

YES NO copy of the non-refundable non-immigrant visa application fee receipt from the National Bank of Abu Dhabi?

YES NO copy of any previously issued U.S. B1/B2 visa(s)?

Actions

- Completed / Deemed Completed per ABC Dubai
Completion date:
- Delivery to US Consulate
Delivery date: