



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: .....