

Business Visa Program (BVP) for Indonesia

How to apply for a Nonimmigrant visa

Step 1: Pay your visa application fees. For details visit

<http://www.ustraveldocs.com/id/id-niv-paymentinfo.html>

Step 2: Complete your Nonimmigrant Visa Electronic application form (DS-160)

Step 3: To schedule your interview appointment at

www.ustraveldocs.com/id , you will need four piece of Information.

a. Your current passport number (The passport should be valid for at least six months)

b. Your fee payment receipt purchase date (Check this table <http://www.ustraveldocs.com/id/id-niv-paymentinfo.html> for any questions on determining payment date.)

Note: If you pay your visa application fee in cash at a Standard Chartered Bank or Permata bank, you can schedule your interview appointment within 4 hours of your payment. If you pay online at Permata bank, you can schedule an appointment the following business day.

c. The Unique Identification number (UID) will be given at the bank or generated during online payment.

d. The ten (10) digit barcode number from your DS-160 confirmation page.

Step 4: Select the option 'Apply now' on the home page

a. Screen 1 Enter your passport expiry date.

Note: Your Passport should be valid for at least six months

b. Screen 2 will display 2 options:

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1. 'Yes' BVP applicant.
2. 'No' for those applicants that are NOT registered under the BVP program.
- c. Screen 3 will ask you for your 'user id' and 'password' that was issued by the Consular Post to your Company. The system will authenticate the user id and passport.
- d. Screen 4 will display Visa fee details. Three (3) piece of information required to validate payment:
 1. Passport number.
 2. Date of Payment.
 3. UID (unique identification number) or visa fee receipt number.
- e. On the same screen, you will have to 'create a password' so that your application is password protected. Every time you access your applicant, this password is required.
- f. Screen 5, please select 'Purpose of Travel'
- g. Screen 6, please enter your 'Personal details'
Note: Please ensure that all details are correctly entered. The email and mobile number is used to send status of your application.
- h. Screen 7, please select the appropriate courier location from which you will pick up your passport.
- i. Screen 8 you will have the options to:
 1. Add an application to a group. You can add maximum 10 members either from the same family or co-workers.
 2. Save application & exit. You can save your application at this stage and then retrieve at a later stage to proceed to schedule appointment.
 3. OR continue to schedule.
- j. Screen 9, will display 'Interview appointment calendar'.
- k. Select your interview date and at that time, the screen will display what time slots are available.

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- l. Screen 10, will display the appointment confirmation with Interview date and time.
- m. Screen 11, will display two options:
 1. Download your appointment letter. You can download your appointment letter and print. The appointment letter is password protected with the password you created previously.
 2. Email your appointment letter to print at a later date.
- n. Along with your Interview letter you will also be able to print guidance sheet that provides helpful hints for attending your interview.

Step 5: Visit the Consular Post on the date and time of your visa Interview. Please bring the following documents on the day of your interview:

- a. One printed copy of your appointment letter
- b. Your DS-160 confirmation page
- c. One recent photograph
- d. Your current and all old passports.
- e. Original visa fee payment receipt.

Step 6: Upon approval of the visa from the Embassy/Consulate, your passport will be dispatched to the RPX courier location selected by you during the scheduling of your appointment. *Note:* Please verify that you have entered the correct mobile number and email address in your application.

Passport pick-up at RPX:

- a. If you pick up your passport personally, you will need to show your KTP to receive the passport and visa at the RPX. If you are a third country national, you will need to show a copy of your passport or your KITAS.
- b. A representative may pick up the passport on your behalf. The representative will need to provide the following documents:

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1. A photocopy of the applicant's KTP, passport, or KITAS;
and
2. A valid KTP, passport, or KITAS (not a photocopy); and
3. An authority letter signed by the applicant, authorizing the representative to collect the passport. The authority letter should contain the following information:
 - The details of the applicant's government identification; and
 - The full name of the representative as listed on his government identification and the identification serial number ; and
 - The applicant's and the representative's respective signatures.
4. If the applicant is a minor, at least one parent must sign the
form.

The authority letter will be collected by RPX as proof of delivery if you use a representative. Due to security concerns, it is recommended that you collect your passport personally.

* REMEMBER: There is *no* same day service—the Consular Post processes the visas and when they are finished, the passports are turned over to RPX. Once handover to RPX, you will receive an SMS text notifying you that the passport is now available for collection.

REMINDER: It is imperative that ALL questions are answered correctly on the online Electronic application form (DS-160). Applicants in the past have forgotten to put down their education, family and work histories- please make sure all these questions have been answered before you come in for your interview. **FIXING APPLICATIONS THAT HAVE BEEN IMPROPERLY FILLED OUT CAUSES SIGNIFICANT DELAYS FOR OUR OFFICE AND FOR YOU. YOU MAY BE ASKED TO RETURN THE NEXT DAY IF YOUR APPLICATION IS NOT FILLED IN CORRECTLY.**

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STILL HAVE QUESTIONS?

U.S. Embassy/Consulate – Indonesia Visa Information and Appointment Service Information

The information is subject to change without notice. Please check the U.S. Embassy/Consulate – Indonesia Visa Information and Appointment Service website at www.ustraveldocs.com/id for latest information before your interview date.

You can also email us at support-indonesia@ustraveldocs.com or contact our help line at: 001 803 0160 330, Monday to Friday between 7:00am – 7:00pm.