

NONIMMIGRANT VISAS

Nonimmigrant Visa Services

Generally, a citizen of a foreign country who wishes to enter the United States must first obtain a visa -- either a nonimmigrant visa for temporary stay or an immigrant visa for permanent residence. The visitor visa is a nonimmigrant visa for persons desiring to enter the United States temporarily for business (B-1) or for pleasure or medical treatment (B-2). Persons planning to travel to the U.S. for a different purpose, such as students, temporary workers, crewmen, journalists, etc., must apply for a different visa in the appropriate category.

Qualifying for a Visa:

Applicants for visitor visas must show that they qualify under provisions of the Immigration and Nationality Act. The presumption in the law is that every visitor visa applicant is an intending immigrant. Therefore, applicants for visitor visas must overcome this presumption by demonstrating that:

- The purpose of their trip is to enter the U.S. for business, pleasure, or medical treatment;
- They plan to remain for a specific, limited period; and
- They have a residence outside the U.S. as well as other binding ties which will ensure their return abroad at the end of the visit.

APPLYING FOR A STUDENT VISA TO THE UNITED STATES

Where Do I Start?

The United States Government encourages students from other countries to apply for student visas and study in the United States of America.

The first step for an applicant to apply for a student visa is to secure college acceptance. For more information on study opportunities in the United States, please contact our Educational Advisor in the Public Affairs section at the U.S Embassy here in Tripoli, Libya at PAOTripoli@state.gov

Depending on the sort of program you are accepted to, your program sponsor will send you a form (I-20 or DS-2019) after your acceptance into the program. Once you obtain your I-20 or DS-2019, you should check the spelling of your name in the I-20 or DS-2019 and make sure it matches the way it's spelled in your passport. If it is different, you should

immediately contact your program sponsor for a correction.
Only after you have an I-20 or DS-2019 with your name correct should you apply for a visa.

Where Can I Apply?

The Embassy of the United States of America in Tripoli began processing student visas effective February 8, 2009.

APPLICATION FORM AND PHOTO

NEW! All applicants applying for a student visa are required to fill out the new DS-160 form on line. Note that this form replaces the DS-156, DS-157, and DS-158 you may have completed in the past when applying for a U.S. visa. Applicants should be aware that the form must be completely filled out, and asks for data such as a contact address and telephone number in the United States. The DS-160 also requires a digital photo, less than 1MB, to be uploaded as part of the application process. Click here for [photo requirements](#).
NOTE: This means that **the procedure to apply for a visa in Tripoli is different than the procedure to apply in Tunis.**

This first pilot version of the DS-160 will only be available in English. Future versions will allow the user to see translations of the site in Arabic.

There is no longer a written application form. After completing the new DS-160, the applicant will electronically submit the application and will be provided with a confirmation page that includes only limited biographical information, your photo and a bar code. Applicants must bring this confirmation page with them to the interview, along with a photograph (see photo requirements above), and a photocopy of their passport photo page and name translation page. Although uploading a photo is part of the application process, we still require visa applicants to bring one photo with them in the event that the system will not accept the uploaded version.

Please note: if the online application has not been completed fully and properly the applicant's case cannot be processed and a new interview appointment will be required.

Click here to start the [application](#).

(Note: Completing the application does **NOT** automatically schedule the interview appointment, read below on how to schedule the interview after completing the online form.)

HOW DO I SCHEDULE AN APPOINTMENT?

Once you have completed the above, [click here to make your interview appointment](#). **You must complete your DS-160 before scheduling an appointment. The appointment system will require you to enter the barcode number on the DS-160 confirmation page in order to proceed to the appointment calendar.**

All applicants for non-immigrant visas must make an appointment using our online system. This allows us to provide timely and professional service to all applicants. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged.

PLAN FOR ADMINISTRATIVE PROCESSING

Some applicants will need additional screening, and will be notified when they apply. Administrative processing can take several weeks, so applicants are encouraged to apply well in advance of travel plans.

Fees

All non-immigrant visa applicants, including children, must pay an Application Processing Fee for Nonimmigrant Visas of US\$131 or Libyan Dinar equivalent. This fee is paid at the Consular Section of the US Embassy at the time of the interview. This fee is for the visa application, and in no way guarantees visa issuance. Fees are not refundable. Additionally, if the visa is issued, there will be an additional visa issuance reciprocity fee, if applicable. If there is a fee for issuance for the visa, it is equal as nearly as possible to the fee charged to United States citizens by the applicant's country of nationality.

What Do I Need to Bring TO THE INTERVIEW?

Applicants should gather the following documents:

1. Passport valid for at least six months beyond any planned travel in the U.S. and at least one blank page.
2. The 131 U.S. dollar (or Libyan Dinar Equivalent) non-refundable application fee
3. DS-160 application confirmation sheet
4. A photograph according to the photo requirements discussed above
5. A photocopy of the passport photo page and passport page containing applicant's name

in English.

6. Appointment confirmation sheet
 7. The original I-20 or DS-2019
 8. SEVIS fees (I-901) must be paid on-line and at the time of the interview the proof of payment must be submitted to the Consular staff. (For more information about the SEVIS fees please contact our Public affairs Office or the SEVIS payment website at www.fmjfee.com.)
 9. Any documents supporting your financial ability to afford studying in the United States of America (Bank Statement, Governmental scholarship proof). documents do not need to be notarized
- For more information, you may also contact the U.S. Embassy in Tripoli from Sunday to Thursday between 12:00 PM and 4:45 PM at +218-91-379-4560 or by email to TripoliConsular@state.gov.

Please note that we will only process cases meeting these requirements, and that unprepared applicants may be asked to make another appointment.

When you are ready, [click here to go to the appointment calendar](#). Please remember that you will need your barcode from the DS-160 confirmation page in order to schedule your interview appointment.

EMERGENCY TRAVEL

Emergency Travel

- Appointments for emergency travel are only available for the following reasons:
 - Emergency medical treatment for the applicant, and an accompanying family member
 - Illness or death of a relative in the United States
- All requests for emergency appointments must be sent via e-mail to consulartripoli@state.gov with a full explanation of the emergency, including specific times and dates required in the United States.
- The Consular Section will schedule emergency appointments directly with applicants who meet the criteria
- Emergency travel does ***not/not*** exempt visa applicants from required administrative processing.

THE BUSINESS VISA PROGRAM

What is the Business Visa Program?

The Business Visa Program facilitates visa processing for qualified employees of member companies for business purposes (meetings, training programs, trade fairs, etc.). The Program may also be used to request visa appointments for expatriate staff for transit or tourist visa applications. Note that we cannot accept applications for non-business trips for local staff at this time.

Effective January 25, 2009, the Consular Section at the U.S. Embassy in Tripoli began visa processing at its Serraj location for limited visa categories, which include qualified employees of companies participating in the Business Visa Program. As such, special appointments are now available for program members.

What are the criteria for participating in the Program?

- **We welcome your application regardless of whether your company is a U.S., Libyan, multinational, or third-country business.**
- **Your company must have ongoing business activity with the U.S.**

How does a company apply to join the Program?

Companies interested in becoming Program members must submit the documentation listed below. The Consular Section will review new applications at any time. We will then inform the company whether it qualifies for the Program.

- A letter to the Consular Section expressing interest in the program, and stating the nature of the company's business activity in the United States. In addition, please include the names, signature samples and e-mail addresses of two company executives authorized to vouch in writing for each visa applicant, as well as the names, signature samples and e-mail addresses of up to two alternative executives who may sign in the absence of the principal representatives. Note that each time an authorized executive signs a letter requesting a visa for an employee, he or she is giving the Embassy assurance that the employee will comply with United States immigration laws and return to Libya after the trip. The packet may be submitted to the Consular Section in person Sun-Thursday, 8a.m.-5p.m. or by e-mail (including scanned copies of the signatures) to tripoliconsular@state.gov
- Confirmed misuse of the business visa program will result in the immediate suspension of the company from the program.
- Refusal of a visa application for reasons beyond the knowledge of the company does not constitute misuse of the program.

What Does the Program Do?

A special e-mail address for business program inquiries will be provided when we **accept**

the application. The Consular Section will respond to inquiries from business program members within 1-2 workdays from the day of receipt. Program members may provide the names and passport numbers of their employees via e-mail. This information must be sent from one of the authorized e-mail addresses described above. This process is meant to safeguard against your company's name being used to commit fraud. Once the information is received, the Consular Section in Tripoli will schedule special appointments to facilitate the application process. Program members may contact us via e-mail to request a check on a visa case that has been pending for over 20 days, or if there is an emergency need to travel. If there is an urgent need to travel, please include that information in the e-mail.

What Can the Program Not Do?

Program participation does not guarantee visa issuance. While employment by your company does register in the applicant's favor, it is still the legal responsibility of the applicant to establish to the interviewing consular officer that he or she will return home after his or her trip to the United States.

Program participants may not vouch for relatives, friends, or other persons not directly employed by the company unless they are traveling with an employee.

We cannot assure program participants that visa processing will be completed by a given date. While the State Department and the Embassy in Tripoli are committed to facilitating legitimate business travel, expediting required administrative processing of a visa case is not within our power. Applicants should always apply well in advance of any planned travel. With the exception of the e-mail request to schedule an appointment for an employee, the Consular Section cannot accept documents for any application before the interview

HOW TO APPLY FOR A VISA IN TRIPOLI

APPLICATION FORM AND PHOTO

NEW! All applicants applying at US Embassy Tripoli for a visa are required to fill out the new DS-160 form on line. Note that this form replaces the DS-156, DS-157, and DS-158 you may have completed in the past when applying for a U.S. visa.

Applicants should be aware that the form must be completely filled out, and asks for data such as a contact address and telephone number in the United States. The DS-160 also requires a digital photo, less than 1MB, to be uploaded as part of the application process. Click here for [photo requirements](#). NOTE: This means that **the procedure to apply for a visa in Tripoli is different than the procedure to apply in Tunis.**

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Please note: if the online application has not been completed fully and properly the applicant's case cannot be processed and a new interview appointment will be required.

Click here to start the [application](#).

(Note: Completing the application does **NOT** automatically schedule the interview appointment, read below on how to schedule the interview after completing the online form.)

SCHEDULING AN INTERVIEW APPOINTMENT

Once you have completed the above steps, [click here to make your interview appointment](#). **You must complete your DS-160 before scheduling the appointment. The appointment system will require you to enter the barcode number on the DS-160 confirmation page in order to proceed to the appointment calendar.**

All applicants for non-immigrant visas must make an appointment using our online system. This allows us to provide timely and professional service to all applicants. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged.

PLAN FOR ADMINISTRATIVE PROCESSING

Some applicants will need additional screening, and will be notified when they apply. Administrative processing can take several weeks, so applicants are encouraged to apply well in advance of travel plans.

Fees

All non-immigrant visa applicants, including children, must pay an Application Processing Fee for Nonimmigrant Visas of US\$131 or Libyan Dinar equivalent. This fee is paid at the Consular Section of the US Embassy at the time of the interview. This fee is for the visa application, and in no way guarantees visa issuance. Fees are not refundable. Additionally, if the visa is issued, there will be an additional visa issuance reciprocity fee, if applicable. If there is a fee for issuance for the visa, it is equal as nearly as possible to the fee charged to United States citizens by the applicant's country of nationality.

What Do I Need to Bring TO THE INTERVIEW?

Applicants should gather the following documents:

1. Passport valid for at least six months beyond any planned travel in the U.S. and at least one blank page.
2. The 131 U.S. dollar (or the equivalent of 180 Libyan Dinars) non-refundable application fee. **Please bring exact change.**
3. DS-160 application confirmation sheet
4. A photograph according to the photo requirements discussed above
5. A photocopy of the passport photo page and passport page containing applicant's name in English.
6. Appointment confirmation sheet
7. **Students Only:** The original I-20 or DS-2019
8. **Students Only:** SEVIS fees (I-901) must be paid on-line and at the time of the interview the proof of payment must be submitted to the Consular staff. (For more information about the SEVIS fees please contact our Public affairs Office or the SEVIS payment website at www.fmjfee.com.)
9. **Students Only:** Any documents supporting your financial ability to afford studying in the United States of America (Bank Statement, Governmental scholarship proof). Documents do not need to be notarized.
10. In addition to the above requirements, applicants should be prepared to clearly demonstrate their economic, family and social ties to their country of residence. All applicants must convince the interviewing officer of their ability to independently travel to the United States for the intended purpose, and their intention to return to their home countries following a temporary visit to the United States. Since each case is unique, each applicant should provide information and documentation which best supports his or her situation.

Please note that invitation letters from contacts or acquaintances in the U.S. are **NOT** required. Invitation letters mailed, faxed or e-mailed directly to the Consular Section in relation to an applicant's case cannot be matched to the applicant's application. If an applicant still feels that an invitation will be helpful in explaining his or her particular

situation, he or she should bring a copy to the interview. Invitation letters need not be notarized or official.

For more information, you may also contact the U.S. Embassy in Tripoli from Sunday to Thursday between 12:00 PM and 4:45 PM at +218-91-379-4560 or by email to TripoliConsular@state.gov.

Please note that we will only process cases meeting these requirements, and that unprepared applicants may be asked to make another appointment.

When you are ready, [click here to go to the appointment calendar](#). Please remember that you will need your barcode from the DS-160 confirmation page in order to schedule your interview appointment.

NONIMMIGRANT VISAS

Nonimmigrant Visa Forms

NEW!! All applicants applying for nonimmigrant visas in Tripoli must use the new **DS-160 application form**.

After completing the new DS-160, the applicant will electronically submit the application and will be provided with a confirmation page that includes only limited biographical information and a bar code. Applicants must bring this confirmation page with them to their interview.

Note: If the online application has not been completed fully and properly, the applicant's case cannot be processed and a new interview appointment will be required.

This first pilot version of the DS-160 will only be available in English. Future versions will allow the user to see translations of the site in other languages, including Arabic.

Frequently Asked Questions Regarding Online DS-160 for Nonimmigrant Visa Applicants

1.) Where can I find the DS-160?

You can access the DS-160 from the [Consular Electronic Application Center](#) website or from the link on Post's website.

2.) Can my answers be in my native language?

No. All application questions, except as specially provided, **must be in English, using**

English characters only. Applications that are submitted in any language other than English may be denied, and you may be required to submit a new application.

3.) Are all fields on the DS-160 mandatory?

Most fields on the DS-160 are mandatory. You may leave fields marked "Optional" blank. Some fields may also give you the option to select "Does Not Apply". If that field does not apply to you, you may mark the box next to "Does Not Apply." All other fields must be completed: the application **will not** allow you to submit a form with any mandatory fields left blank. In this instance, an error message will be displayed and you will be required to complete the field before continuing with the application. If you do not answer questions that apply, your form may also be rejected .

4.) What happens if I need to step away in the middle of data entry?

The DS-160 will "time out" approximately 20 minutes after the application has been idle. The "time out" is designed to protect your privacy. If the application times out, all the data that has been entered will be lost. In order to guard against possible "time out" issues you should save the application at regular intervals while you are completing the application.

To save the application, click the "Save" button at the bottom center of the application. Clicking save will **temporarily** save your application. In order to permanently save your application, select the "Save Application to File" button. Then, click the "Save" button on the File Download window. Identify a place on your computer to save the application file, browse to that location, and click the "Save" button on the Save As window. The system will download your application to the specified location. Once the download is complete you can click "Close" to return to the application. You can then use the "Import Application Data" option on the "Getting Started" page to upload the data that you have already entered.

5.) I understand that I can upload a photo with my application. How do I get a digital photo that will successfully upload to my application?

Please refer to the [photo quality standards guide](#) for detailed guidance for using a digital camera, and requirements for scanned images.

6.) The confirmation page has an "X" in the box where the photo should be. What does that mean?

That means that the photo upload failed. You will need to submit one printed photograph meeting requirements, along with the online DS-160 confirmation page. Please verify with the Consulate or Embassy where you are applying for specific instructions on how to attach your photo to your confirmation page. See the print photo format found in the [Nonimmigrant Photograph Requirements](#). ****Even if the confirmation page includes a photo image and the photo upload function was successful, we still require visa applicants to bring one photo with them in the even that the system will not accept the uploaded version.****

7.) Why did the edits I made from the review page "edit" link not save?

In order for data changes made from the review page links to save, you must use the buttons at the bottom of each page to navigate, instead of the browser's back/forward buttons or the buttons along the left of the screen.

8.) Should I save my application before I submit it?

YES! You should, if you can, save your application locally (to either your hard drive or a CD) before you submit your application. Saving your application locally is beneficial in two ways. First, if your application is rejected by the Consulate or Embassy for being incomplete, *i.e.*, your application contains nonresponsive answers or you failed to answer a critical question, you will be able access your saved application data, correct the nonresponsive or incomplete answers and submit the corrected application without having to complete an entirely new application. Second, if you are a frequent visa applicant, you can update your saved application the next time you wish to apply for a visa and submit the updated application. This will save you time by not having to reenter information that has not changed since the last time you applied.

9.) How do I save my application?

To save the application, click the "Save" button at the bottom center of the application. Clicking save will **temporarily** save your application. In order to permanently save your application, select the "Save Application to File" button. Then, click the "Save" button on the File Download window. Identify a place on your computer to save the application file, browse to that location, and click the "Save" button on the Save As window. The system will download your application to the specified location. Once the download is complete, you can click "Close" to return to the application. You can then use the "Import Application Date" option on the "Getting Started" page to upload the data that you have already entered.

10.) Do I bring my entire application with me to the interview, or do I just bring the confirmation page?

You should **not** bring your entire application. Your confirmation page is all that is needed to retrieve your application data. You must bring the confirmation page with you during all phases of the application process. Without the confirmation page, it may not be possible to access your application and process your visa case.

11.) I am traveling with my family or as part of a group. Can I create a family or group application?

Yes. On the "Thank You" page you will see an option to create a family or group application. When you select this option, certain information from your application, such as destination, will automatically be imported to and displayed on a new application. Please note that if you use this option you will need to create an individual application for each of your family members traveling with you or for each individual within the group.

12.) If I use the option on the "Thank You" page to create a family or group application, can I modify the data automatically populated by the system?

Yes. If one of the dependents has a different surname or nationality, for example, the applicant can alter that data on the application before submitting.

13.) I am applying for an E-Visa. Do I need to fill out the DS-160 and the DS-156E?

It depends. If you are an E-Visa Principal Investor (E-2) applicant, all you need to complete is the DS-160. If you are a Treaty Trader or an Executive/Manager/Essential Employee you will need to complete the DS-160 and you or your employer will need to complete the paper? DS-156E. Sometime next year a new form, the DS-161, E-Visa Business Information form, will be released. This form will allow you or your employer to complete an online form and submit the form electronically to the Department. Until that time all treaty traders, executives, managers, and essential employees of an E-visa business will be required to complete and submit the paper? DS-156E.