



Visa Instructions for Exstension Au Pairs

Before applying for your exstension J-1 Visa, please read the following important information carefully. It includes what you need at the Embassy, some tips for your Embassy Interview and how to complete your visa application forms including the DS-2019 and the DS-160.

Please note that you will need to go through the same process as you did for your first year. This includes attending an interview at the US Embassy or Consulate in your home country and allowing enough time for your passport and new visa to be returned to you. You will need to pay the US embassy fee but you will NOT need to pay the Sevis fee. See details below.

Please go to www.usembassy.state.gov and select your country to find out the visa process in your home country. You will need to refer to the NON-IMMIGRANT VISA section of the site.

What You Need at the Embassy

- **Exstension DS-2019 Form (Certificate of Eligibility for J-1 Visa)** - signed and dated by you. (You will also need your original DS-2019)
- **DS-160 Form** – you will probably remember this form from the first time you applied for your visa! Please see next page for detailed instructions on how to complete this form. Many US Embassies require the DS-160 to be completed before setting up the appointment date. Please check Embassy website for details.
- **Visa fee. Please check the embassy website for updated information on visa processing fees and how to pay this fee.**
- **A Visa Photograph** - this must be uploaded onto your DS160 form. Please refer to the DS-160 form and/or the US Embassy website for the specific photo requirements.
- **Your Passport**
- **Sevis Fee Receipt** – you do NOT need to pay this fee. The Sevis Fee is a one off payment and it was paid at the start of your first year. If you no longer have a copy of your Sevis Fee Receipt please go to this link and print a copy www.fmjfee.com/i901fee
- **Your Exstension letter**
- **Envelope/Fee (for the return of your passport with your visa).** Please check the embassy website for more details on how your passport and visa will be processed and returned.

At Your Interview

- Be confident and talk positively about your family life, their support of your decision to spend another year in the U.S and how much you are looking forward to participating on the program. Also talk about your future plans and how the exstension program will benefit you.
- Talk about your host family and your relationship with them, especially the host children and how much you are looking forward to spending another year in the US.
- US Embassies can be intimidating places but remember that the officer who interviews you is also human. Try not to be nervous!

How to Complete your Visa Application Forms

The DS-160 Online Non-Immigrant Visa Application

This must be completed and submitted online 48 hours before your embassy interview date (many of the embassies require the form to be completed before you can set up the appointment date). It is VERY important that you continually click “save” as you are completing this form. Make a note of the APPLICATION ID and the answer to the security question when you begin. You will need your Application ID and answer to this question to continue your application at a later date, or if your session times out. The DS-160 times out after 20 minutes of inactivity. **We recommend that you try to complete your DS-160 in one session!**

All answers must be in English using **English characters only**. You can leave fields marked “optional” blank and in some fields you will have the option to select “Does Not Apply.” If any of the mandatory fields are left blank you won’t be able to submit your form. Once you have completed the DS-160 you reach the **Confirmation Page. This is the page that you must print and bring with you to the Embassy on the day of your interview. The bar code on the Confirmation Page allows the officer to access all of your information.**

Accessing and Completing the DS-160

The DS-160 can be found by going to the **Non-Immigrant Visa section** of the US Embassy website in your country or by going to the Consular Electronic Application Centre: <https://ceac.state.gov/genniv/>

Select your location from the drop down menu (where you will apply for your visa) then click “Start a New Application.”

Next, follow this step-by-step guide to completing the DS-160:

Personal Information / Address and Phone Information / Passport Information

- Complete each section with your personal details. If any section is not applicable please select “does not apply.” It is very important the information in this section matches the details in your passport.
- Passport/Travel Document type - please select “regular” from the drop down menu and enter your passport number. In “passport book number” please enter your passport number again.
- Address and phone information section - this is where your passport and visa will be returned so make sure the address and contact number is correct.

Travel Information

- Purpose of Trip to the U.S: Select “Exchange Visitor (J)” from the drop down menu. Then in “specify” click “Exchange Visitor (J1)”
- Intended date of arrival: Enter your date of departure to the US
- Intended length of stay: Select the number length of your extension period
- Address where you will stay in the US: Type your Host Family’s address
- Person/entity paying for your trip: Select “company/organization” from the drop down menu then type AIFS, AU PAIR DIVISION. Telephone number: 203 399 5000
- Relationship to you: Please type “Sponsor”
- Address of company/organization: AIFS, AUPAIR IN AMERICA DIVISION, 1 High Ridge Park, Stamford, CT, 06905 - United States of America

- Travel companions: Please select “No”

Previous US Travel Information

- Please complete each section as required
- Enter the dates of your first year in the US as an Au Pair
- If you hold a U.S driving license please complete this section accordingly

U.S Point of Contact Information

- Contact Person -in SURNAME please type “Ferry” in Given Name please type “Ruth”
- Organization name - AIFS, Au Pair in America Division
- Relationship to you - Select “Employer” from the drop down menu
- U.S street address – AIFS, AUPAIR IN AMERICA DIVISION, 1 High Ridge Park, Stamford, CT , 06905
- Phone number- 001 203 399 5000
- [Email - rferry@aifs.com](mailto:rferry@aifs.com)

Family Information: Relatives

- Please complete each section as required

Present Work/Education/Training Information

- Primary Occupation – Please select Au Pair and give a brief overview of your duties. You should enter the address and contact details for your Host Family.

Previous Work/Education/Training Information

- Please complete each section as required. You need to provide employment information for the last 5 years if applicable.

Security and Background: Part 1/2/3/4

- Complete each section. The answer to all of the questions should be NO. **Please contact the London office if the answer to any of the questions is YES.**

Additional Point of Contact Information

- Please complete the contact details of two people in your home country who know you are participating on the program (not family members.) We suggest past or current employers/teachers. Or if this is not possible you can put the details of two friends.

SEVIS Information

- Your SEVIS ID can be found at the top right hand corner of your DS2019 form (Certificate of Eligibility for J1 visa) and starts N00..... The program number: P-3-05214
- Do you intend to study - select “yes” If you will be studying at the same college as your first year please fill in the details accordingly. If you are extending with a new family and do not know the college details year please enter our US office address : 1 High Ridge Park, Stamford, CT , 06905
- In the sections Name of School and Course of Study, type - AU PAIR PARTICIPANT and your course details. If you do not yet know the details please type “not yet known.”

Uploading Your Visa Photo

- It is **very important** you read the **specific photo requirements** before you upload your photo. Please click on “upload photo” and then “image requirements”. The photo must be scanned as high quality, low compression jpeg image file and must be a minimum of 2 inches x 2 inches. When you have successfully uploaded your photo, click continue. (If you are unable to upload your photo successfully you can take a hard copy of the photo with you to the Embassy. However we highly recommend that you make every effort to upload your photo on-line.)

You are almost done! Please click review and check that each section is completed correctly. You will also be asked to read a pamphlet that outlines your rights in the US. Once you have checked that everything is correct click "SIGN AND SUBMITT." You will then need to type your passport number and characters that you see on the screen. You will then be taken to the Confirmation Page.

Confirmation Page

- Print your Confirmation Page and keep it with your passport, DS-2019 and Sevis Fee Receipt. You will need to present the confirmation page during your interview. We also recommend that you save a copy of the Confirmation Page onto your computer. Please note that any reference to the I-20A/B, I-20MN or DS-7002 is NOT applicable to you.

If you have any questions about the DS-160 please do not hesitate to contact me (scalver@aupairamerica.co.uk) Or go to the frequently asked questions section on Department of State website: www.travel.state.gov/visa/forms/forms_4401.html