



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **UNITED STATES OF AMERICA BUSINESS B1 STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - This must be valid for at least 6 months beyond your stay in the USA.
- Photograph
  - A photo needs uploading whilst completing the visa application form online. This must follow the descriptions below. If you cannot upload it then you must bring a printed photo to the interview.
  - Photo on a plain white or off white background.
  - It must be 2 inches by 2 inches.
  - The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
  - Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo
- Nonimmigrant Visa Application, Form DS-160 confirmation page
  - The form is completed online. Regent visas can complete the visa form and upload the photo on your behalf. You will our visa form template in the downloadable pack.
- Appointment confirmation
  - An appointment must be booked. Regent Visas can book the appointment.
- Application fee payment receipt
  - This is the Confirmation and Instruction Page. Regent Visas can make this payment if required on your behalf.
- Employers letter
  - State the company is financially responsible.
  - State the destination, nature of the trip and how long they will be there.
  - How long the employee has been employed by the company.
  - How much the employee earns.
  - State that the employee will return to the UK after the trip to continue working for the company.
  - Confirm the applicants full name, date of birth and place of birth.
  - Confirm the applicants residential address
- If you have ever been arrested, cautioned, convicted you must provide a police certificate known as an ACRO
- Evidence of previously issued USA visas
  - If you are no longer in possession of the passport(s) containing the visas, you may advise the consular officer at the time of your interview
- If you have a Medical condition that could have a bearing on your eligibility for a visa:
  - Then provide a letter from your Doctor explaining your current state of health.
  - Provide Financial evidence to cover all costs.
- If you have been denied entry into or deported, or removed from the United States:
  - Provide documents relating to this.
- Invitation letter from the Company/Organisation in the USA
- If travelling for Medical treatment:
  - Obtain documentation from the Medical facility explaining the treatment, expected length of stay and cost.
- Regent Visas order form

## **UNITED STATES OF AMERICA BUSINESS B1 STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- You will find one in our downloadable pack.
- Important Information:
  - You must attend the Embassy in person on the day of the appointment.
  - At the interview your fingerprint will be scanned.

# REGENT VISAS ORDER FORM



CONTACT NAME

TELEPHONE NUMBER

ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

EMAIL ADDRESS

ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="United States of America Business B1"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

CARD NO.

SECURITY CODE:

CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

VALID FROM DATE:

EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE