



## 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 CREW C1/D STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Passport
  - This must be valid for at least 6 months beyond your stay in the USA.
  - The passport must have at least 2 blank pages.
- 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.
- Supply the Appointment confirmation
  - An appointment must be booked. Regent Visas can book the appointment.
- 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 and their function within 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
  - Confirm the period the applicant will be in the USA.
- 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.
- Evidence to transit the United States while traveling onward to another country and the intention to depart the United States.
- Evidence of sufficient funds to cover all expenses while in the United States.
- Evidence to show that the applicant has a residence abroad to which he/she intends to return at the end of the stay in the United States. This is generally established by evidence of family, professional, property, employment or other ties and commitments to some country other than the United States sufficient to cause the applicant to return there at the conclusion of his/her stay.
- Crew member ID card

## **UNITED STATES OF AMERICA CREW C1/D STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Regent Visas order form
  - You will find one in our downloadable pack.
- Important Information:
  - At the interview your fingerprint will be scanned.
  - You must attend the Embassy in person on the day of the appointment.
  - If your application is approved you may need to pay an additional visa fee at the Embassy when you attend your appointment. This is dependant on your nationality. Regent Visas can advise you on this.
  - If you travel to the United States to join the vessel you will work on, in addition to a crewmember (D) visa, you also need a transit (C-1) visa or a combination C-1/D visa.
  - Crewmember (D) visa holders must depart the United States on a vessel within 29 days. The United States is defined as including the continental United States, Alaska, Hawaii, Puerto Rico, Guam, and the U.S. Virgin Islands. You are not considered to have departed the United States until the vessel you are on travels to international waters destined to a foreign port.
  - You may apply for a crewmember visa without being employed at the time of your visa application. However, the crewmember visa may only be used for entry to a U.S. port if you are employed on the sea vessel or aircraft on which you arrive.
  - Depending on your Nationality you may need to pay an extra fee when you have your interview at the Embassy.

# 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 Crew C1/D"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

<input type="radio"/> 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 checked="" type="radio"/> Courier

## PAYMENT METHOD

<input type="radio"/> 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

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

- VISA
- VISA DEBIT
- MAESTRO
- MASTER CARD
- AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE