



U.S. BUSINESS VISA FACILITATION PROGRAM

GUIDELINES FOR APPLICANTS



WHAT IS U.S. BUSINESS VISA FACILITATION PROGRAM?

Due to the agreement between the American Chamber of Commerce in Azerbaijan and the Consular Section of the Embassy of the United States of America in Azerbaijan,

AmCham Azerbaijan provides an exclusive service to direct employees of its Regular Member Companies and their accompanying family members – facilitation in U.S. B1/B2 Non-Immigrant Visa Obtaining.



WHO MAY APPLY?

The program applies only to direct employees of
AmCham Regular Member Companies
who have already obtained the U.S. B1/B2 Non-Immigrant Visa
within the last 12 months
(as well as their family members – a legal spouse and children –
if they accompany him/her in the trip)



ADDITIONAL TECHNICAL REQUIREMENTS FOR AN APPLICANT

- ✓ Previously obtained U.S. Visa must not be more that 12 months following the expiration date
- ✓ An applicant must have had 10 finger-scan biometrics collected at the U.S. Embassy in Baku, Azerbaijan or be exempt from the biometric collection requirement
- ✓ An applicant must reside in Azerbaijan



WHAT IS B1/B2 NON-IMMIGRANT VISA?

B visa is one of a category of non-immigrant visas issued by the United States government to foreign citizens seeking entry for a temporary period.

The two types of B visa are the B-1 visa, issued to those seeking entry for business purposes, and the B-2 visa, issued to those seeking entry for tourism or other non-business purposes.


In practice, the two visa categories are usually combined together and issued as a "B-1/B-2 visa" valid for a temporary visit for either business or pleasure, or a combination of the two.

B-1/B-2 visa has a 1 year validity period (for Azerbaijan) allowing for either one or multiple entries into the U.S, and elicits a period of stay (maximum 6 months, as decided by the Consular Section due to the amount of time needed to accomplish the purpose of visit).



HOW DO WE ASSIST?

This exclusive service for direct employees of AmCham Regular Member Companies includes:

- ✓ comprehensive support and consultations in the process of preparation of necessary documents
 - ✓ simplified visa application process WITHOUT a requirement to attend an interview/appointment at the Consular Section of the U.S. Embassy (with certain exceptions) for an applicant
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- ✓ submission of a letter of support to the Consular Section of the U.S. Embassy together with an applicant's documents by AmCham Visa Specialist (so that an applicant doesn't have to visit the Consulate personally)



NECESSARY DOCUMENTS

- ✓ Visa photo 5X5 cm in front of white background
Please, visit http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html for the specific photo requirements
- ✓ Printed Confirmation page of completion of the visa application form (DS-160) at: <https://ceac.state.gov/genniv/>
- ✓ Printed Confirmation page of payment of the non-refundable application fee at: <https://ais.usvisa-info.com/>
- ✓ Certificate of employment (issued by HR Department)
- ✓ International Passport

As far as the applicant's children are concerned, the list of documents includes also the copy of a birth certificate or national identity card.



ADDITIONAL REGULATIONS

- ✓ To take advantage of AmCham U.S. B1/B2 Non-Immigrant Visa Facilitation Program an applicant has to submit the above documents to AmCham office by 6 p.m. on Monday. The U.S. Consulate schedules appointments for AmCham Visa Specialist each Tuesday.
- ✓ Following 5 working days an applicant receives an e-mail notification confirming his passport(s) to have arrived at the pickup location (Aramex)



IF YOU HAVE ANY QUESTIONS

Please, don't hesitate to contact us:

+994 12 497 13 33
projects@amchamaz.org