

HOW TO APPLY FOR A NON-IMMIGRANT VISA (NIV)

- All Zimbabweans must obtain a visa before entry into the United States.
- Citizens of [Visa Waiver Program countries should click here](#) for general information, passport requirements, and registering their travel through the [Electronic System for Travel Authorization](#).
- The detailed instructions which follow apply to all applications submitted at Harare, Zimbabwe, and walk through the three step process: 1. [Filing a Web-based Application](#). 2. [Scheduling an Interview](#). 3. [Requirements of the Interview](#).

Detailed NIV Application Instructions

Application

You will need access to the internet and a printer in order to fill-out the online application, print the confirmation sheet, and schedule an appointment for a visa interview. We regret that we cannot accept hand written applications.

1. Please [click here](#) to go to our online application and appointment website. Note: You should have your passport, previous visa information (if applicable), and any other documents relevant to your intended travel to the United States ready and available for your reference before you start the application process. Also, be sure to select "Harare, Zimbabwe" as the location where you will be submitting your application.
2. Once you are on our [application and scheduling website](#), select the "**DS-160 Electronic Visa Application Form**" tab.
3. The first page of the application contains instructions. Once you have read through the instructions, click "**Start Application**" on the bottom of the page.
4. Be sure to select "**Harare, Zimbabwe**" as the location where you will be submitting your application.
5. Enter the information requested into the appropriate spaces on the application. Be sure to **answer all questions and to save your work often** by using the red "Save" button on the bottom of the page. Your application will "time out" and all information will be lost if there is no activity within 20 minutes.
6. Click the little blue circle with an "i" for instructions on any of the individual boxes.
7. Your answers must be in English and must use English characters. If a particular question does not apply to your circumstances, do not leave it blank – Please write "N/A," or "Not applicable."
8. The "Upload Photo Page" denotes the end. Save your application, then attempt to upload a scanned image (jpg format) of a 5 cm x 5 cm passport photo. **Whether or not your photo upload was successful, be sure to bring a 5 cm x 5 cm passport photograph with a white background to your visa interview.**

9. After the upload photo page, click "Review" on the red, bottom right tab at the bottom. Review the following pages to insure the accuracy of the information.
10. The final review page should display the location information, "Harare, Zimbabwe."
11. If all the information is correct, click the "Sign and Submit" red tab on the right.
12. Read through the information on the signature page, and enter your passport number and the graphic code displayed. Click the blue "Sign and Submit Application" tab at the bottom.
13. Click the red "Confirmation" tab.
14. **Print the Confirmation Page**, which displays your application barcode. You will need this barcode to apply for an interview.

Schedule an Appointment

15. If a link (tab) for "Schedule an Appointment" does not appear on the confirmation page, you will have to go to our [appointment website](#) yourself.
16. From the [appointment website](#), select "Schedule an Appointment."
17. Enter the barcode from the Application Confirmation Page, printed out in Step 14. You will not be able to schedule an appointment without this barcode.
18. Choose the date and time of your interview and enter the requested information. **Print the NIV Appointment Confirmation Page**. You will be required to present this page, along with your Application Confirmation Page (Step 14), at the U.S. Embassy on the day of your interview.

Interview

At the time of their visa interview, all applicants must bring the following:

1. A passport valid for 6 months beyond your intended stay in the U.S.
2. Application Confirmation Page (Step 14 above).
3. Appointment Confirmation Page (Step 18 above).
4. One 5 cm x 5 cm passport photograph with a white background.
5. \$140 application fee to be paid at the U.S. Embassy at the time of the interview. This fee must be paid in U.S. dollars, cash only.

IMPORTANT: Each Application Confirmation Page will have a barcode used for scanning the application when you appear at the Embassy for your interview appointment. Unacceptable barcodes (those that cannot be read by our scanner due to poor printer quality and other factors) will not be accepted. Applicants will be asked to exit the Embassy and return with a readable barcode.



Unreadable Barcode



Readable Barcode

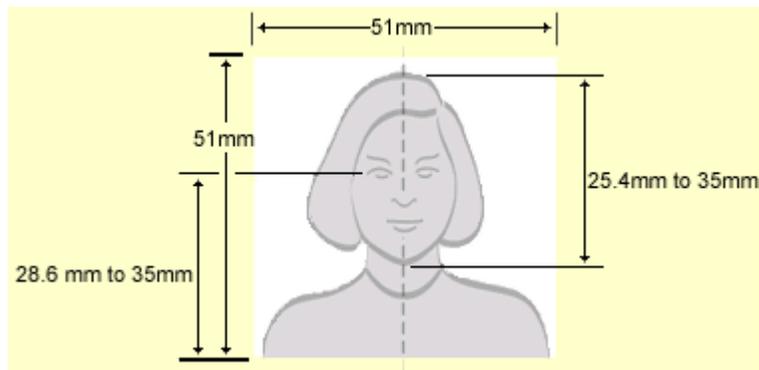
Miscellaneous Information

SEVIS I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status: For F-1 & M-1 visas, student visa applicants must obtain an **I-20** form from an accredited school, college or university in the United States. The form must be signed by the applicant and by a school official. We cannot issue a student visa more than 120 days prior to the start date or registration date as provided on the I-20. Moreover, we cannot issue a student visa after the date of registration on the I-20 has passed. Please note: Generally-speaking, the immigration authorities in the United States will not admit students more than 30 days in advance of their start dates. Student visa applicants should consider these facts when making application and travel plans.

SEVIS DS-2019: For J-1 cultural exchange students, a **DS-2019** form is required from your cultural exchange program.

Photo Requirements

Each visa applicant must submit one (1) 50mm square "full face", unmounted color photo, with white background taken within the past six months. A "full face" photo is one in which the applicant is facing the camera directly. The applicant should not be looking down or to either side, and the face should cover about 50 percent of the area of the photo. Although variations in hair styles and in head coverings make it difficult to rigorously define the term "face", in general, the head of the applicant, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom, and from hair line side-to-side. It is preferable that the ears be exposed. The key requirement is that the photograph clearly identifies the applicant.



Supporting Documentation

Because each applicant's situation is different, there is no set answer as to what documents are specifically required. The following documents have proven helpful in the past in determining an applicant's eligibility for a nonimmigrant visa. Please click on the applicable visa category below.

Business/Tourism/Visitor

Students

Medical treatment

Business/Visitor

- An itinerary for your visit to the U.S., including contact names, addresses, and telephone numbers in each city
- If your company is sponsoring your trip, your labor contract or business license, information about your company, and a letter stating your position within the company, the length of time you have been employed, the nature of your business in the U.S., and who will be paying for your expenses in the U.S.
- If an individual is sponsoring your trip, a letter from the sponsor regarding the purpose of your visit and financial evidence that he/she has sufficient funds to cover your travel and other expenses (for example, Form I-134 Affidavit of Support, tax returns, employment letters, pay stubs, bank account statements, etc.)
- Information about your employment, education, social or family relationships, and personal property can also help to demonstrate your ties in Zimbabwe

Students

- For student visas, interviewing officers will review all aspects of an applicant's situation relating to educational status, grades, the financial ability of the applicant's family, the applicant's long-range plans, as well as intent to return to Zimbabwe.
- Transcripts and diplomas from previous educational institutions attended;
- O-Level and A-Level scores, scores from standardized tests required by the educational institution such as the TOEFL or SAT;
- Financial evidence (for example: tax records, bank books, income documents, business license, VAT certificates, labor contracts) showing that the student, his/her parents, or a sponsor have sufficient funds to cover his/her tuition and living expenses during the period of his/her intended study;
- If a spouse and/or children plan to accompany the student, they must supply a Marriage Certificate and/or Birth Certificates as proof of their relationship to the student.
- Returning students must show a valid I-20 and certified copy of all transcripts from all the school(s) in which the applicant has been enrolled in the U.S. The other documentation listed above is not necessary unless there have been substantial changes in the applicant's situation.

Medical treatment

If you are seeking medical treatment in the United States, you will first need to show you meet the requirements of the tourist (B-2) visa category:

- You have strong ties to a residence in a foreign country to which you do not intend to abandon
- Your trip to the United States will be for a definite temporary period and that you will return upon the conclusion of your visit
- You have sufficient funds to cover the expenses of the visit and return passage.

In addition, you will need to show credible information about your medical condition:

- A letter or statement from a qualified health professional in Zimbabwe attesting to the nature of your condition and the lack of adequate treatment in Zimbabwe and the greater Southern African region.
- A letter from a medical facility in the United States acknowledging awareness of your condition and ability to administer appropriate treatment.
- A breakdown of estimated costs and a timetable for the treatment.
- Submit evidence that you, your family, or your friends have the financial resources necessary to pay for treatment. Acceptable evidence could include one or more of the following:
 - ⇒ A receipt for any pre-treatment deposit paid to the doctor or hospital of choice;
 - ⇒ Proof of personal health insurance coverage;
 - ⇒ Complete disclosure of all financial resources for the person or charitable organization funding the treatment.
 - ⇒ Disclosure for individuals must include, at a minimum, U.S. Income Tax Return records for the most recent year, W-2 statements from employers for the past 3 years, and current bank statements.
 - ⇒ Charitable organizations should provide IRS filings for the previous year, as well as evidence that the organization has sufficient funds to cover the treatment.
 - ⇒ The person(s)/organization providing financial assistance must also submit a notarized letter indicating their intention to bear all costs associated with your treatment.

Fees

All applicants are required to pay the general application fee (\$140) at the time of their interview. Some applicants may also be responsible for paying additional fees such as the SEVIS Fee for students and exchange visitors, and Reciprocal Visa Issuance Fees depending on your nationality.

General Visa Application Fee

There is a non-refundable nonimmigrant visa application fee of US \$140 (US dollars only) payable at Consular Section of the U.S. Embassy at time of your non-immigrant visa appointment. A valid passport must also be presented at the time of payment.

At the beginning of your interview, the officer will confirm payment and provide each applicant a receipt. Each applicant, including children traveling on a parent's passport, must pay the fee and have a separate fee receipt. The application fee is a one-time, non-refundable fee.

SEVIS Fee (Additional Fee For All F, J and M Visa Visitors)

The SEVIS (Student Exchange Visitor Information System) I-901 fee is mandated by Congress to support the automated system that keeps track of students and exchange visitors to ensure that they maintain their lawful status in the United States. Each student or

exchange scholar issued an initial Form I-20 or DS-2019 on or after September 1, 2004, is responsible for paying this fee before applying for a visa. Also, the visa officer must be able to verify that the relevant electronic record exists in the SEVIS database before an F-, J-, or M-class visa can be issued. SEVIS forms and electronic verification are also required for family member visas, i.e., F-2, M-2 or J-2 visas. Persons sponsored by the United States Government are exempt from payment of the SEVIS fee if their program code begins with the letter G. Most continuing students and exchange visitors will also not be required to pay the SEVIS fee.

The SEVIS fee is \$200 for students (F/M) and \$180 for exchange visitors (J1). Applicants required to pay the SEVIS fee will also have to complete Form I-901. Applicants should bring their SEVIS fee receipt to their visa interview. For instructions on how to pay the SEVIS fee, [click here](#). For general information regarding the SEVIS fee, please refer to [the SEVIS website](#).

Please note: Any applicant appearing for his or her interview who has not paid the SEVIS fee will not be permitted to interview and will be asked to return to the Consulate at a later time with proof that the fee has been paid.

Reciprocal Issuance Fees

There also may be additional visa issuance fees, depending on visa class, applicant nationality, and length of validity, among other factors. Issuance fees are based on reciprocity with other countries. Issuance fees are only charged if the visa is issued and they are paid at the cashier's window in the Consular Section after the interview. For a list of reciprocal issuance fees by country, go to

<http://www.travel.state.gov/visa/reciprocity/index.htm>

ADDITIONAL TIPS AND INFORMATION ABOUT THE ONLINE APPOINTMENT SYSTEM:

IMPORTANT! Each applicant may only schedule one (01) appointment at a time. Please enter your applicant information carefully (especially your name and passport number) to ensure the information submitted is correct. After you have successfully scheduled your online appointment, remember to print out the confirmation page. If you wish to [change or cancel your appointment](#), please input the name and confirmation ID as listed exactly on your confirmation page.

Appointment dates are currently available two months from the present date. Please note that days shaded in gray on the calendar are not available for interviews for a variety of reasons such as: weekends and holidays, full interview schedule, etc. For appointments after this two-month time frame, please return to the website at a later date to schedule your appointment.

If you have lost your appointment confirmation, send an email to consularharare@state.gov with your complete name, date of birth, and date of original appointment. You will receive confirmation of your appointment via email.

To request an earlier interview date, you must first schedule a visa appointment online. Once you have obtained an appointment, please send an email to consularharare@state.gov. In the body of your email, please include your original appointment date/time, the barcode number from your [Electronic Visa Application Form](#),

and brief explanation why you need an expedited appointment. Do NOT call or walk-in to request an expedited visa interview. Send requests by email only. If your expedited visa request is approved, we will email you back a confirmation with your new interview appointment.

Note: You should arrive no earlier than 20 minutes before your scheduled appointment. If your visa is approved, you will be given a visa issuance receipt. Anyone holding this receipt may pick up your passport and visa on the next business day, between 3:00-4:00pm, Monday-Thursday only. If your visa application is denied, your passport will be returned to you, along with all your supporting documentation, immediately at the end of the interview. Please see our section on [Visa Denials](#) for additional information.