

Dear Coach,

This email is very important, so please read through it carefully and make sure to follow the instructions correctly, as if you don't, this could cause your visa application to be rejected.

There is a lot of information in this, so I recommend that you print it out and use it as a check list to make sure that you fill in all the correct application forms, and that you have all the correct documentation that you will need on the day of your visa interview.

Coaches who have been to the Embassy in the past have said that they found it helpful to print out all of the instructions before completing the forms, and to make sure that they have everything they will need for the Embassy day. They have also recommended getting a folder to keep all this information and visa documentation in, so they only have to remember their folder on the day and that all the documents are in one, easy to find place.

On the day of your interview, I will be meeting you 30 minutes before your scheduled interview time to make sure that your visa application papers are in the correct order, for me to give you your visa working papers and to ensure that you don't miss your interview slot. **DO NOT BE LATE.** If you are late you may not be allowed into the Embassy for your interview.

I will send you details a week before your visa interview to give you details on where to meet me outside the Embassy.

For a Map of the local area, go to: [US Embassy Map - London](#)

To get to the Embassy, you can find details of the London Underground here: [London Underground Tube Map](#)

You will need to make sure that you have prepared all your paperwork before you come along to your interview.

DO NOT leave filling in forms and collecting your relevant documents till the last minute, as this will give you no time if there are any problems with them. All the links to the visa application forms that you will need to complete are on our website. To go along with these forms, I have written some help sheets.

Please read these help sheets **CAREFULLY** before completing the forms and refer to them whilst you are filling them in.

The link to our website is: [Challenger Sports Visa Information and Forms](#)

If this link doesn't work then you can go to our website www.challengersports.com, click on the 'Coaching in the USA' banner, then click on the link for 'visa information'

The 3 main forms that you will need to complete are the DS-156 form, DS-157 form and the DS-158 form. Please go to the above link to access the forms and the instructions.

The Embassy also requires you to show credible reasons to leave the USA after your visa has expired. This can be done through additional supporting documentation, which shows that you have ties to the UK or your home country.

These include:

1. Bank Statements (with your address on) – THIS IS COMPULSORY
2. Letter from your School/College/University stating that you are returning upon your return in September/October
3. Letter from your Employer stating that you are expected to return to a position within that company/organisation
4. Utility bills (phone bills, gas, electricity, council tax etc.)
5. Mortgage or Rental agreement

If you are a student, then you need to take written confirmation of your current student status, in addition to the above.

When you come to the Embassy you will need to have the following documents with you:

1. Passport (it must be in good condition, with the laminate not peeling from the details page. Your visa may be turned down if your passport is in bad condition. Please remove any passport wallets before attending your interview. Your passport must be valid until at least **January 1st 2010.**)
2. 'Non immigrant visa interview confirmation' letter, with your interview date and time on. (this will have been emailed through to you directly from the Embassy – please make sure that it has printed out correctly.)
3. 'Machine Readable Visa (MRV) Application Fee Receipt' letter (this is the confirmation that the Embassy processing fee has been paid. This will have been emailed to you directly from the Embassy – please make sure that it has printed out correctly.) You will need to sign the bottom of this form, where it says 'Applicant Signature'.
The card holder's details are not yours, so don't worry. This is because Challenger Sports have had to pay this fee on your behalf at the time of booking your interview.
4. DS-156 form (3 pages) – Sign and Date
5. DS-157 form
6. DS-158 form (2 pages) – Sign and Date
7. Supporting Documentation (please see the list above for the types of documentation that you need to bring along)
8. US Embassy visa application sized photograph, taken within 6 months

(UK passport photos are NOT acceptable)

You can find out more details of the photograph sizes from: [US Visa Photo](#)

You can get these photos at a chemist that is a 1 minute walk from the Embassy called Gould's Pharmacy on North Audley Street. It costs £5 for 2 US sized passport photos. This pharmacy opens at 8.30am.

9. £100 (cheques made payable to Challenger Sports, or Cash – **NO** credit/debit cards will be accepted) This is to cover the MRV Embassy Processing payments (the payment you have to pay to book a visa interview) and the SGB booking fee, that Challenger Sports have paid on your behalf, at time of booking your interview.
YOU WILL NOT BE GIVEN YOUR VISA WORKING PAPERS WITHOUT THIS PAYMENT
10. SMS courier form (this is attached to this email)
You need to make sure that the credit/debit card details are completed in full **BEFORE** you come to the Embassy (if you do not, then you will not be able to get your passport back). This can be anyone's card details, but the cardholders details need to be correct and the signature needs to be from the cardholder.

When you meet me at the US Embassy in London, I will give you the following paperwork. You **MUST** collect these from me before entering the Embassy, as you cannot have your visa processed until you have them.

1. DS2019
2. SEVIS Fee Receipt

Other important information for the Day of your interview.

1. When you attend your interview, you will have all of your fingers scanned. If you have a cut, blister or other abrasion on your fingers, then you may not be able to complete your interview and another date may have to be scheduled.
2. The US Embassy **DOES NOT ALLOW** any electronic devices of any description into the Embassy. This is what the Embassy website says "Please also do not bring mobile phones or any other electronic devices, such as Blackberries, iPods, PDAs or remote-entry automobile key "fobs" to the interview as they are not allowed within the Embassy. **Failure to follow these instructions will result in the cancellation of your appointment.** As we are dealing with a lot of interviews on these days, we may not have the facility to keep them safe for you whilst you are in the Embassy.
3. Only you are allowed into the Embassy – if you have family or friends who are travelling to the Embassy with you, then you will be able to meet them after your interview. They will not be allowed to wait around the Embassy due to security issues.
4. You will be in the Embassy on average for 1 – 2 hours
5. Dress Code – Do not come in a suit, but don't come in shorts and sandals either. Dress casually, dress comfortably. Jeans and t-shirt are

fine. Make sure that you don't have anything that could be deemed as an insulting slogan on your clothes.

6. Check the weather forecast for the day of your interview. You may want to bring an umbrella, or coat for inclement weather. In the past, we've had weather ranging from 5C to 30C, heavy rain to blazing sunshine. It's the UK and the weather is always unpredictable. You will be queuing outside, so you need to be ready for anything.

The final point that you need to know, is that although you will find out on the day whether your visa is approved or not, the Embassy will take between 3 – 10 working days to process your visa.

DO NOT MAKE ANY PLANS TO TRAVEL WITH YOUR PASSPORT within 2 weeks of your interview (holidays, travel back after your interview etc.)

Please note that if you are travelling to the Embassy by plane, then you will need to check with your airline that you are able to use other forms of picture ID to travel. We have had instances in the past where people have travelled to the Embassy by plane, but then couldn't fly home, as they didn't have their passport!

We **CANNOT** speed up the visa processing time and we cannot take any responsibility for the Embassy delaying your visa processing. The Embassy can take as much time as they want to process visas, it's a case of being patient.

I appreciate that this is a lot of information to receive, but the visa process is the most important part before departing to the USA this summer. Please read through all this information a few times to make sure that you understand what is required of you and what will happen for your interview. I have tried to make it as simple as possible and as easy as I could to follow. If, after reading through this, you don't understand something, then please feel free to contact me.

All the answers for the 3 visa forms (156, 157, 158) are on the instruction sheets, that you can get from our website:

[Challenger Sports Visa Information and Forms](#)

You also have the list of all the supporting documentation that are acceptable. Please bring as much as you can.

Thanks for your time and I look forward to seeing you in London soon.

Paul