



HOW TO REQUEST A GROUP APPOINTMENT

If you are applying for a U.S. Nonimmigrant Visa as a group, you may request interview appointments on the same date and time in case of at least 10 applicants with the same purpose of travelling. Examples of groups include, but are not limited to, professional trainees, performance troops, and tour groups. Please note that family members of group applicant who would like to schedule an interview appointment together are not eligible for group appointment requests. When submitting a group appointment request, please be sure to include detailed information about the nature of your travel plans and whether there is a particular day that you would like to schedule your group interview. The Embassy/Consulate might take into consideration those preferred dates when assigning a date and time for your group.

Note: The maximum number of appointments for a group on any given day is fifty. Groups may be allocated appointment times over multiple days based on availability.

STEP 1: COMPLETE AND SUBMIT YOUR VISA APPLICATION ONLINE

Each group member must complete the [Non-immigrant Visa Electronic Application \(DS-160\)](#) form and print the confirmation page.

STEP 2: CREATE AN ACCOUNT

Each group member must create an [account](#) on <https://www.ustraveldocs.com/th> website.

STEP 3: PAY VISA FEES

Each group member must pay the [visa application fee](#). In the case of making a bulk fee payment, you will receive only one receipt number per transaction; you will use this receipt number for each valid MRV fee paid.

Visa Type	Description	Fee Amount	Select Quantity
B	Business/Tourist	\$160	<input type="text"/>
C-1	Transit	\$160	<input type="text"/>
C-1/D	Transit and Airline Crew	\$160	<input type="text"/>
CW	Transitional Worker CNMI	\$190	<input type="text"/>
D	Ship Crew	\$160	<input type="text"/>



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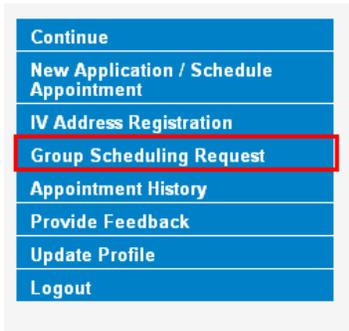
Visa Type	Description	Fee Amount	Select Quantity
E	Treaty Trader/Investor, Australian Professional Specialty, Long-Term Investor CNMI	\$205	<input type="text"/>
F	Student (academic)	\$160	<input type="text"/>
H	Temporary/Seasonal Workers and Employment, Trainees	\$190	<input type="text"/>
I	Journalist and Media	\$160	<input type="text"/>
J	Exchange Visitor	\$160	<input type="text"/>
K	Fiancé or Spouse of U.S. Citizen	\$265	<input type="text"/>
L	Intracompany Transferees	\$190	<input type="text"/>
M	Student (vocational)	\$160	<input type="text"/>
O	Persons with Extraordinary Ability	\$190	<input type="text"/>
P	Athletes, Artists & Entertainers	\$190	<input type="text"/>
Q	International Cultural Exchange	\$190	<input type="text"/>
R	Religious Worker	\$190	<input type="text"/>
T	Victim of Human Trafficking	\$160	<input type="text"/>
TN/TD	NAFTA Professionals	\$160	<input type="text"/>

Visa Types and U.S. Dollar Application Fee Amounts - Sorted by Visa Type



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STEP 4: SUBMIT THE GROUP APPOINTMENT REQUEST FORM



A designated group coordinator needs to log in to his/her profile on <https://www.ustraveldocs.com/th> and request group appointment by selecting – “Group Scheduling Request” from the left menu.

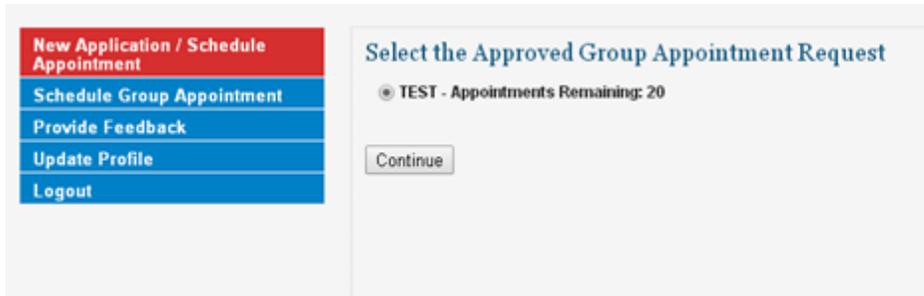
On the request form, you will need to provide general information regarding your group appointment request (group name, date of travel, reason for travel, local/US contact details, etc.) **Please propose date options for which all group members are available for an interview.** Submit the request and wait for the approval email.

STEP 5: WAIT FOR AN EMAIL FROM THE U.S. EMBASSY

If the U.S. Embassy approves the request, the group coordinator will receive an e-mail inviting him or her to return to his or her profile to schedule appointments for each member of the group. The approval will be valid for 7 days. Should the U.S. Embassy **deny** the request, each group member must **schedule an individual appointment.**



If your request is approved, log back into your profile- select “Schedule Group Appointment” from the left menu.



Select the approved group name (there could be more than one option if you have submitted many group appointment requests.)

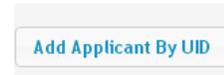
NOTE: A representative from the Embassy will contact you to finalize your group appointment. Please provide accurate contact details when completing your group appointment request.



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STEP 6: ADD EACH GROUP MEMBER AS A "DEPENDENT"

The group coordinator adds each group member as a "Dependent" to the group coordinator's profile. Click either **"Add by name"** or **"Add by UID"** (if a profile has already been created for an individual applicant) and add the applicants one by one, then click **"Save"**.



Add/Edit Applicant ✕

All form fields are required.

DS 160 Confirmation # *

First Name * Last Name * Gender * Date of Birth *

Country of Birth * Nationality *

Thailand Thailand

Passport Number * Passport Issuance Date * Passport Issuance Place * Passport Expiration Date *

Afghanistan

Primary Phone # * Alternate Phone # * Email *

Save Cancel

Applicant UID

Applicant UID

78597221

Once you enter the UID, the applicant's personal information will fill in automatically. If you need assistance checking your UID number, please contact the U.S. Visa Service Desk at **02 105**

Once you hit "Save", that individual applicant will be added to the group appointment.

1. After you have added all the applicants to the group: click "Continue".
2. Identify your mailing address.
3. Enter a visa fee receipt number for each member to confirm your visa fee's payment.
4. Choose an agreed interview date and time.

Note: (The appointment calendar should all be greyed out and you should only see the available appointment on the date the Embassy has approved for your group)

STEP 7: HAVING AN INTERVIEW AT THE U.S. EMBASSY

The group goes to the U.S. Embassy or Consulate on the date and time of their visa interviews. Each group member must bring an appointment letter, a current passport, all old passports, DS-160 confirmation page, and 2x2 inch color photo with white background taken within the last six months with no glasses on. For U.S. visa photo requirements, please see: <http://www.ustraveldocs.com/th/th-niv-photoinfo.asp>