



# **USA VISITOR VISA APPLICATION CHECKLIST & SERVICE GUIDE**

For temporary business or tourism applications (B-1, B-2 or B-1/B-2)

This guide explains the information and supporting documents normally needed for a U.S. visitor visa application, the services provided by Riogrande Travels, current fees, important responsibilities and our terms of service. Requirements may vary by nationality, application location and personal circumstances.

Prepared by Riogrande Travels  
Your Next Destination, Our Priority

## 1. PROCESS OVERVIEW

- ✓ Confirm the correct visa category and the U.S. Embassy or Consulate where you will apply.
- ✓ Provide the information and documents needed to prepare your DS-160 application.
- ✓ Review every answer carefully before the DS-160 is electronically submitted.
- ✓ Pay the official visa application fee and arrange an interview through the relevant appointment service.
- ✓ Attend the interview with your passport, DS-160 confirmation page, appointment confirmation and supporting evidence.
- ✓ Wait for the consular decision and any administrative processing or passport-return instructions.

A visa decision is made solely by the U.S. consular authorities. A visa does not guarantee admission: U.S. Customs and Border Protection decides admission at the port of entry. Do not buy non-refundable travel until your visa has been issued.

## 2. INFORMATION REQUIRED FOR THE DS-160

- ✓ Clear passport biodata page and details of any previous passports
- ✓ Proposed travel dates, intended length of stay and U.S. destination(s)
- ✓ Full residential address, phone number and email address
- ✓ Address of stay in the United States; tell us if a hotel reservation is required
- ✓ Full details of anyone travelling with you
- ✓ Dates and details of previous U.S. visits, if any
- ✓ International travel history for the last five years, where requested
- ✓ Previous U.S. or other visa refusals, including dates and reasons
- ✓ Social-media identifiers used during the period requested on the form
- ✓ U.S. point of contact, if any: name, relationship, address and contact details
- ✓ Parents' full names, dates of birth and whether either lives in the United States
- ✓ Details of close relatives in the United States and their immigration status
- ✓ Spouse or partner details, where applicable
- ✓ Current occupation or study details: organisation, address, contact information, duties and dates
- ✓ Previous employment and education history as requested

- ✓ Nationalities, identity details and security/background answers requested by the DS-160

If applying in a country where you are legally resident but which is not your home country or country of citizenship, provide your valid residence permit or other proof of legal residence. (For applicants residing in the UK: provide your UK eVisa details/printout and immigration share code.)

### **3. DOCUMENTS & SUPPORTING EVIDENCE**

#### **Core interview documents**

- ✓ Passport valid for travel to the United States, normally valid for at least six months beyond the intended stay unless an exemption applies
- ✓ DS-160 confirmation page with barcode
- ✓ Interview appointment confirmation
- ✓ Official visa-fee payment receipt, where required
- ✓ One compliant printed photograph if the DS-160 photo upload fails or local instructions require it
- ✓ Previous passports containing visas or travel history, if available

#### **Purpose of travel, funds and intention to leave**

- ✓ Travel itinerary or a clear explanation of the proposed visit
- ✓ Evidence of funds to cover the trip, such as recent personal bank statements, savings and income evidence
- ✓ Employment letter, payslips and approved leave, where employed
- ✓ Business registration, business statements, tax or trading evidence, where self-employed
- ✓ School or university letter, where studying
- ✓ Evidence of family, employment, business, property or other ties outside the United States
- ✓ Sponsor letter, sponsor ID/status and financial evidence where another person will pay
- ✓ Invitation or host evidence where relevant; an invitation letter is not itself required for every visitor visa
- ✓ Evidence relevant to any previous refusal or change in circumstances

The strongest supporting evidence depends on your circumstances. Provide clear, consistent evidence of where you live, what you do, how the trip will be funded and why you will leave the United States after the visit.

## 4. TRAVEL BOOKINGS, INSURANCE & FINANCES

- ✓ Accommodation: Riogrande Travels will usually prepare an unpaid hotel reservation where needed, unless you have already purchased accommodation or made suitable arrangements. Reservations are temporary and may expire.
- ✓ Flights: a proposed itinerary or temporary reservation may be prepared where appropriate. Do not purchase a non-refundable ticket before visa issuance.
- ✓ Travel insurance: not a standard mandatory B-1/B-2 application document, but strongly recommended for travel. Our travel insurance is £35 per traveller and is normally arranged as annual cover unless you specifically request otherwise; insurer terms and eligibility apply.
- ✓ Finances: show that you or your sponsor can meet all transport, accommodation and living costs. The U.S. authorities do not publish a fixed daily minimum for visitor-visa applicants.

## 5. APPLICATION, INTERVIEW & FEES

[Open the official Consular Electronic Application Center to access Form DS-160](#)

| Item                               | Current guide     | Notes                                                                                      |
|------------------------------------|-------------------|--------------------------------------------------------------------------------------------|
| U.S. B visitor-visa fee            | US\$185           | Non-refundable official application fee; currency conversion and local payment method vary |
| Riogrande consultation/service fee | £150 per adult    | Discount may apply where agreed in writing                                                 |
| Travel insurance (optional)        | £35 per traveller | Normally annual cover unless otherwise requested; subject to policy terms                  |

Official fees, exchange rates, appointment-service charges and procedures may change without notice. The amount shown by the official payment system at the time of payment applies. A nationality-based visa issuance fee may also apply after approval in some cases.

## What Riogrannde Travels will provide

- ✓ DS-160 preparation using the information supplied by the applicant
- ✓ DS-160 confirmation page after submission
- ✓ Appointment-booking support and appointment confirmation, subject to availability
- ✓ Hotel or flight reservation support where necessary and agreed
- ✓ Document review and interview-preparation guidance within the purchased service

Interview wait times vary by location, season and visa category. After interview, a case may be decided promptly or placed into administrative processing. Riogrannde Travels cannot control appointment availability, embassy processing or passport return. Apply early and avoid fixed travel commitments.

## 6. TERMS & CONDITIONS

1. Visa approval or refusal is solely at the discretion of the U.S. authorities; Riogrannde Travels cannot guarantee an outcome.
2. The applicant must provide accurate, complete and genuine information and documents. False or misleading information may cause refusal, permanent ineligibility or denial of entry.
3. The applicant must review and approve all DS-160 answers before submission. Any cost or delay caused by incorrect information supplied by the applicant is the applicant's responsibility.
4. The applicant is responsible for complying with passport, immigration, health, customs and entry requirements.
5. The applicant is responsible for attending the confirmed interview or biometrics appointment on time. Missed appointments, cancellations and rescheduling are subject to official availability and rules.
6. Appointment dates and processing times are controlled by third parties and may change without notice.
7. Riogrannde Travels provides administrative travel and application-support services, not legal advice or representation.
8. Service fees are non-refundable once consultation, document review, form preparation, booking or other agreed work has commenced, except where Riogrannde Travels is unable to provide the purchased service or agrees otherwise in writing.
9. Official visa fees and third-party charges are separate, normally non-refundable and governed by the relevant authority or supplier.
10. Where a refund is requested for a third-party service, eligibility and timing are governed by that supplier. Riogrannde Travels is not responsible for a supplier's refusal or delay unless caused by our own error.

11. Temporary flight or hotel reservations may expire, change or be cancelled by the supplier and do not guarantee visa approval.
12. Applicants may purchase flights, hotels and travel insurance independently. The applicant must check that any product is suitable for their needs.
13. Insurance cover is subject to insurer eligibility, exclusions, limits and policy wording. Claims are decided by the insurer.
14. Do not purchase non-refundable travel before visa issuance. Riogrannde Travels is not liable for losses arising from premature or changed travel arrangements unless directly caused by our proven error.
15. Any flight purchased at the applicant's instruction is governed by the airline fare rules. Change, cancellation, baggage and check-in costs remain the applicant's responsibility.
16. The applicant is responsible for check-in, boarding passes, baggage and travel logistics. Check-in assistance may be requested where flights are booked through Riogrannde Travels.
17. A U.S. visa does not guarantee admission; the final admission decision is made by U.S. border officials.
18. The applicant must promptly notify Riogrannde Travels of any change to travel dates, employment, address, marital status, passport, immigration status, refusals or other material circumstances.
19. Riogrannde Travels may rely on information and documents supplied by the applicant and is not liable for undisclosed facts.
20. Communication should take place during published working hours except for genuine emergencies or agreed appointments.
21. Riogrannde Travels may discontinue service without refund where there is fraud, document manipulation, harassment, abuse, threats, violence or bullying.
22. Riogrannde Travels will take reasonable care when handling applicant information but cannot be responsible for outages or failures of embassy, appointment, airline, hotel, insurer or payment platforms outside our control.
23. The applicant remains responsible for keeping copies of important documents and confirmations.
24. Any agreed variation to scope, fee or refund terms must be confirmed in writing.
25. By paying, submitting information or instructing Riogrannde Travels to proceed, the applicant confirms acceptance of these terms and conditions.

## **7. FINAL PRE-SUBMISSION CHECK**

- ☐ My passport details and personal information are correct.
- ☐ I have disclosed all previous U.S. travel, visa refusals and relevant immigration history.
- ☐ My travel purpose, dates, U.S. contact and accommodation details are consistent.

- ☐ My employment, education, family and financial information is complete and accurate.
- ☐ I have reviewed every DS-160 answer and authorised submission.
- ☐ I have saved and printed the DS-160 barcode confirmation page.
- ☐ I have the interview appointment confirmation and fee receipt.
- ☐ I have prepared the documents required by the Embassy or Consulate where I will apply.
- ☐ I understand that supporting documents may be requested and do not guarantee approval.
- ☐ I will not make non-refundable travel arrangements before visa issuance.
- ☐ I have read and accepted the terms and conditions in this guide.

[U.S. Department of State - Visitor Visa](#)  
[U.S. Department of State - DS-160 guidance](#)  
[U.S. Department of State - Visa fees](#)

## CONTACT RIOGRANDE TRAVELS

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Prepared September 2026. Always confirm current official requirements for your application location before submission.