

USA — USA - B1 - Business Visa

Visa Application Itinerary & Document Checklist

Visa Details

Destination	USA
Visa name	USA - B1 - Business Visa
Visa type	Business
Processing time	35-40 Days
Available entry	Single Entry

Required Documents

- Mandatory / Basic Documents
 - Original valid passport
 - Old passports, if available
 - Photograph
 - Identification Proof
- Business Purpose Documents
 - Invitation letter from U.S. company/organization, if applicable
 - U.S. company's registration/business details, if available
 - Conference/convention registration or attendance confirmation, if applicable
 - Meeting schedule/business itinerary
 - Details of the companies/business partners to be visited
 - Business correspondence/email communication, if relevant
 - Contract, purchase order or other supporting business documents, if applicable

Other Documents

- USA B-1 Visa – Additional Job-Related Documents
- For a salaried employee, you can include:
 - Employment/Appointment Letter
 - Employment Verification Letter

- Company ID Card
- Salary Slips – last 3–6 months
- Bank Statement showing salary credits
- Income Tax Returns / Form 16
- Approved Leave Letter
- No Objection Certificate (NOC) from employer
- Company HR letter confirming position, joining date and salary
- Promotion/Increment Letter, if applicable
- Job offer/Employment contract, if applicable
- Business card
- Official company email correspondence related to the U.S. business visit
- Proof of work responsibilities/designation
- Company-funded travel approval/sponsorship letter, if applicable
- For a business owner/director:
 - Company Incorporation Certificate
 - GST Registration Certificate
 - Partnership Deed / MOA & AOA, if applicable
 - Company ITR
 - Company Bank Statements
 - MSME/Udyam Registration, if applicable
 - Business Licence, if applicable
 - Board Resolution/Authorization Letter for the U.S. business trip
 - Company Profile & Website Details
 - Proof of ownership/directorship



Application Process

1. USA B-1 Business Visa – Basic Application Steps
2. 1. Check eligibility for the B-1 Business Visa.
3. 2. Complete the DS-160 form online.
4. 3. Pay the visa application fee.
5. 4. Create a U.S. visa appointment profile.
6. 5. Schedule the visa interview/biometrics appointment, as applicable.
7. 6. Prepare all supporting documents.
8. 7. Attend the visa appointment/interview.
9. 8. Answer the consular officer's questions clearly and honestly.
10. 9. Wait for the visa decision and passport return.
11. Important: The applicant should not purchase non-refundable flight tickets before visa approval.



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Processing Time

35-40 Days

Fees

Single entry visa (inclusive of GST)

Category	Total Cost
Adult	₹25,500/-
Child	₹0/-
Infant	₹0/-

Multiple entry visa (inclusive of GST)

Category	Total Cost
Adult	₹0/-
Child	₹0/-
Infant	₹0/-

Above cost is inclusive of GST. Embassy / VFS fees are separate unless stated.

Important Notes

Visa issuance is the sole responsibility of the embassy or consulate. We provides consultation and filing support only; fees shown are starting prices for our services and exclude official government charges unless stated.

Why Choose Zakar Tours

- our Journey. Our Expertise. Your Dream Destination. ♥
- At Safar On, we believe every journey begins with a dream. From expert visa guidance and personalized documentation to professional interview preparation in English, Hindi & Gujarati, we stand by you at every step. ☐ Travel with confidence, apply with clarity, and let Safar On turn your travel dreams into unforgettable journeys. ☐☐☐☐

This checklist is for guidance only. Embassy requirements may change without notice.



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