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

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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

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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.

Processing Time

35-40 Days

Fees

Single entry visa (inclusive of GST)

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

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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.

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