



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 [Nonimmigrant Visa Electronic Application \(DS-160\) form](#) and print the confirmation page.

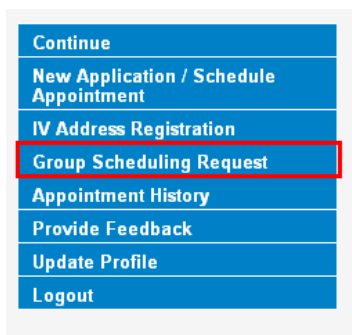
STEP 2: CREATE AN ACCOUNT

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.

STEP 4: SUBMIT THE GROUP APPOINTMENT REQUEST



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.



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A designated group coordinator uses the [online appointment system](#) to click on “**Group Scheduling Request**” to request a group appointment.

Group coordinators must submit these information as attached files with the request:

1. List of visa applicants' names in English (per passport biodata pages) with DS-160 barcode number and passport number
2. Itinerary
3. Invitation letter (if any)

Note*: Group coordinators must have these information ready on hand in order to fill in the information for group members correctly:

1. Biodata information (e.g. names/passport number/date of birth) as shown in passport
2. Visa fee receipt number, payment date, and total amount of visa fee. (Click [here](#) for help in locating this number)
3. The 10-digit barcode number from DS-160 confirmation page of each group member

Note**: *A representative from the Embassy will contact you to finalize your group appointment. Please provide **valid contact telephone number in Thailand** when completing your group appointment request.*

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

If the U.S. Embassy or Consulate 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 group member. Should the U.S. Embassy or Consulate deny the request for a group appointment, a notification will also be sent by e-mail. In this case, 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.)



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Note: The e-mail confirming or denying your request comes from *no-reply@ustraveldocs.com*. Some e-mail applications have rules which filter unknown senders into a spam or junk mail folder. If you have not received your e-mail notification, please look for the message in your junk and spam e-mail folder.

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.

If the group coordinator applies for a visa together with the group, check the box "Include yourself in the group appointment".

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".



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 **02-1054110**

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.



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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>