Visa Facilitation Program

In cooperation with the American Chamber of Commerce in Bosnia and Herzegovina, the Consular Section of the U.S. Embassy in Sarajevo has implemented a system to expedite the U.S. visa application process for AmCham members. The Visa Facilitation Program (VFP) allows AmCham member company employees to access priority scheduling at the U.S. Embassy in Sarajevo. In most cases, the Consular Section will schedule VFP applicants for an interview within five business days from their request.

Applicants must be traveling to the United States for a valid business purpose. Principal applicants must be full-time employees and/or owners of AmCham member companies. Spouses and/or children under the age of 18 travelling with the employee may use the program if they are applying together with the principal applicant.

**THE FACILIATION PROGRAM DOES NOT APPLY TO:**

* Employees seeking to travel to the United States for purposes other than short-term business
* Employees who are part-time, interns, temporary, or unpaid
* Contacts or employees of partner or affiliated companies
* Contractors of AmCham member companies
* Employees with U.S. visa refusals within the past two years
* Spouses or minor children applying without the employee

**AmCham special processing does NOT guarantee issuance of a visa.**

**Steps for Applicants**

**The Visa Facilitation Program is for business travel only, not for personal travel.**

Spouses and children (under 18) accompanying an AmCham member company employee on a business trip may use the VFP, if they are applying with the employee. Children under age 14 are not required to appear for the in-person interview, but do need a completed visa application, to pay the visa fee, and to submit their passports along with their parents’ documents.

**To submit an application through the VFP:**

**A. Gather and complete the following documents:**

1. **Non-immigrant Visa Application Form DS-160** - <https://ceac.state.gov/genniv/>. After completing the form, print the **confirmation page**. We recommend you read the instructions carefully before beginning your application. Please answer all questions completely and accurately, including those regarding salary, prior employment, prior foreign travel, parents’ names and U.S. contact information. Applicants who appear for their interview with incomplete applications may be turned away and have to reschedule.

**You must upload a photograph** that meets the requirements list below as part of your DS-160 application)

1. **Original certification letter** from the AmCham member’s authorized representative. The letter should summarize the purpose for travel, indicate the relationship between company and the applicant, identify the sponsor of the trip, and state the duration of travel. **The certification must have an original signature.**
2. An **invitation letter** from the U.S. side, indicating who is inviting, the purpose of travel, and the duration of travel. A copy or scanned/faxed letter is acceptable. Originals are not required.
3. **Passport(s)** valid for at least 6 months beyond the date of entry into the United States as well as all **prior expired passports** in your possession.
4. One **photograph**: A two inch square (5cm x 5cm) color photograph, less than 6 months old, taken against a white background, full frontal view. Photographs for U.S. visas are not the same size as photographs for Macedonian passports.Please visit this link for detailed photo requirements: <https://ba.usembassy.gov/u-s-citizen-services/passports/change-name-u-s-passport/photographs/>.

**B. Schedule your interview**

1. **Email** [**amcham@amcham.ba**](mailto:amcham@amcham.ba) **to reserve your appointment.** The subject line should be “AmCham Visa Application”. The email must include the name(s) of the applicants and the **barcode numbers/application IDs from the DS-160** or a scanned copy of the DS-160 confirmation page.
2. You will receive a confirmation email with your appointment date and time.

**C. Attend your interview**

1. Please plan to arrive at the U.S. Embassy in Sarajevo **ten minutes** before your scheduled appointment time. Please bring all the required documents listed above. Appointments are typically scheduled on **Mondays at 14:00.**
2. If your visa is approved, **we will return your passport generally within three to five business days of the** interview.

Also, we are using this opportunity to inform you that a visa fee change might be implemented in a future. The website [https://ais.usvisa-info.com/en-ba/niv](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fais.usvisa-info.com%2Fen-ba%2Fniv&data=04%7C01%7Cnedim.hamzic%40amcham.ba%7Cd366c467aa2c421c830708da0272bd44%7C9617fc22ae0e4833a728a6302338b93e%7C0%7C0%7C637824989077014146%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=DfQKGxMrX8cNpkq5vSBiMo6IIR51lZPHrJJalxpJ4hk%3D&reserved=0) will automatically reflect the change when it becomes effective.