



HOW TO REQUEST A GROUP APPOINTMENT

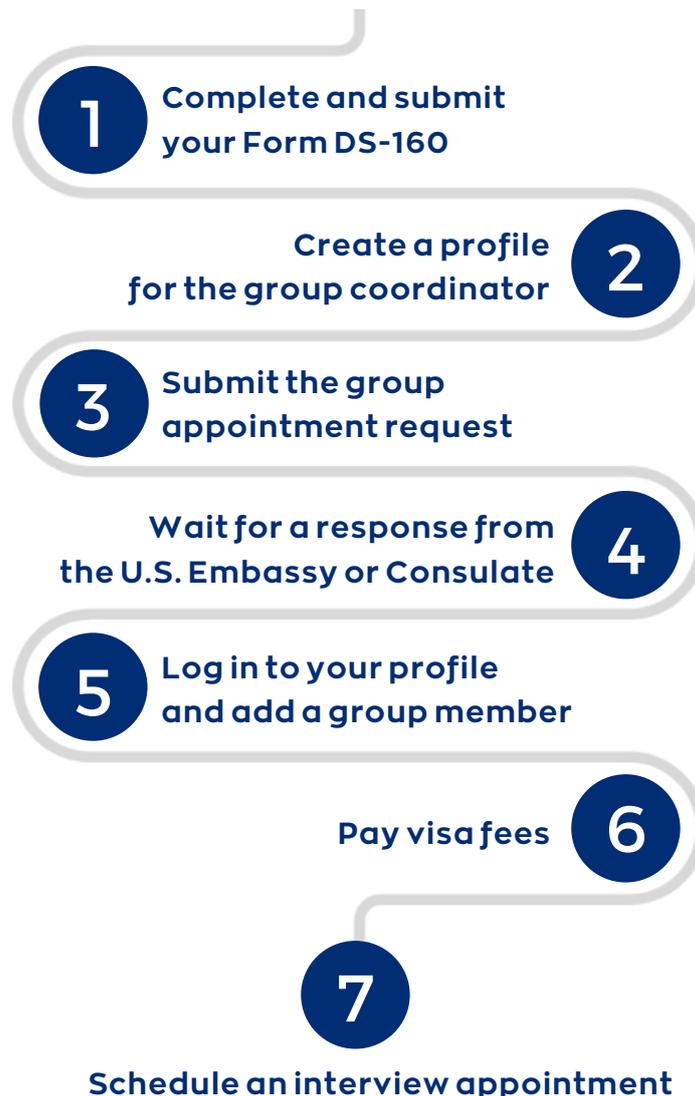
If you are applying for a U.S. Nonimmigrant Visa as a group with the same purpose of travel, such as professional trainees, performance troupes, or crew members, you may request interview appointments for **at least 10 applicants** on the same date and time.

Family members of group applicants are not eligible for group appointment requests. When submitting a group appointment request, provide detailed information about your travel plans and any preferred interview dates.

The U.S. Embassy or Consulate may consider these preferences when scheduling appointments.

Note: *The maximum number of group appointments per day is 50, and appointments may be spread over multiple days based on availability.*

STEPS





HOW TO REQUEST A GROUP APPOINTMENT

Important Notes

Please note that you must submit a request at least 3 weeks prior to your travel date.

- Before submitting a group appointment request, the group coordinator must ensure that each group member has completed and submitted their DS-160 application form.
- Do not add group members to the group coordinator account until you receive the approval notification email. Adding group members before approval will require you to repeat the registration. Group members with existing accounts must ensure they do not have a primary, or dependents attached.
- Once the group request is approved, you must schedule the appointment right away. The group coordinator should refer to the confirmation email for exact details. If the timeframe expires, the group coordinator must submit a new request.
- If applicant data is entered incorrectly, do not remove the group member from the appointment request. Instead, click on "Feedback/Requests" in the menu bar to send an email through the system with uploaded screenshots of errors and corrected information as a PDF or JPG file. Click on "Continue" when you receive a response confirming that the correction has been made on your behalf.
- If a group member has already scheduled an appointment separately, they are no longer eligible to join the group. The applicant must attend the visa interview on the date and time they scheduled, not with the group.
- Approval of group appointment does not guarantee visa issuance.



HOW TO REQUEST A GROUP APPOINTMENT

1 COMPLETE AND SUBMIT YOUR FORM DS-160

Each group member must complete the Nonimmigrant Visa Electronic Application (DS-160) form.

2 CREATE A PROFILE FOR THE GROUP COORDINATOR

The group coordinator must create an account on www.usvisascheduling.com.

Apply for a U.S. Visa

Terms and Conditions:

- All fees paid are non-refundable.
- A visa does not guarantee entry into the U.S.
- A visa allows a foreign citizen coming from abroad, to travel to the United States port-of-entry and request permission to enter the U.S.
- Permission to enter can only be given by a Department of Homeland Security (DHS), Customs and Border Protection (CBP) official.
- You may not enter the U.S. with an expired visa. The visa must be valid at the time you enter the U.S.

New Users on this portal:

If you are logging in here for the first time to schedule a visa interview or enter your visa delivery address, you will need to register and create a profile online. In order to register, please click on **Sign up Now** Link at the bottom and follow the instruction.

Registered Users on this portal:

If you are logging in here for the first time to schedule a visa interview or enter your visa delivery address, you will need to register and create a profile online. If you already have a profile created on this page, please do not create a new one. You

User Details

Username*

Password*

 Enable Audio 

Captcha Text*

OR

Don't have an account? [Sign up now](#)

Forgot your password? [Reset Password](#)

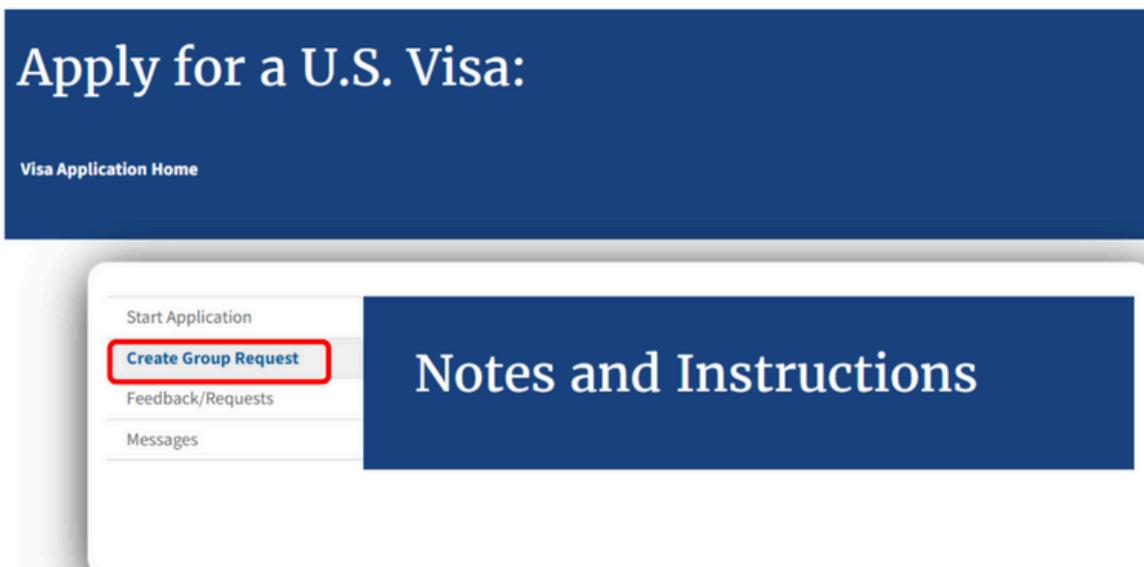
Internet Explorer 11 is being fully retired by Microsoft, and is no longer a fully supported internet browser. Applicants currently using Internet Explorer 11 may have a degraded experience or be unable to complete the application process, and should transition to Microsoft Edge.



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3 SUBMIT THE GROUP APPOINTMENT REQUEST

A designated group coordinator needs to log in to their profile at www.usvisascheduling.com and request a group appointment by selecting “Create Group Request” from the left menu.



The group coordinator must submit the following information **as files attached** with their request:

1. A list of visa applicant's names in English (as per the passport biodata page), including **the DS-160 barcode number and passport number**
2. Itinerary
3. Invitation letter (if any)

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

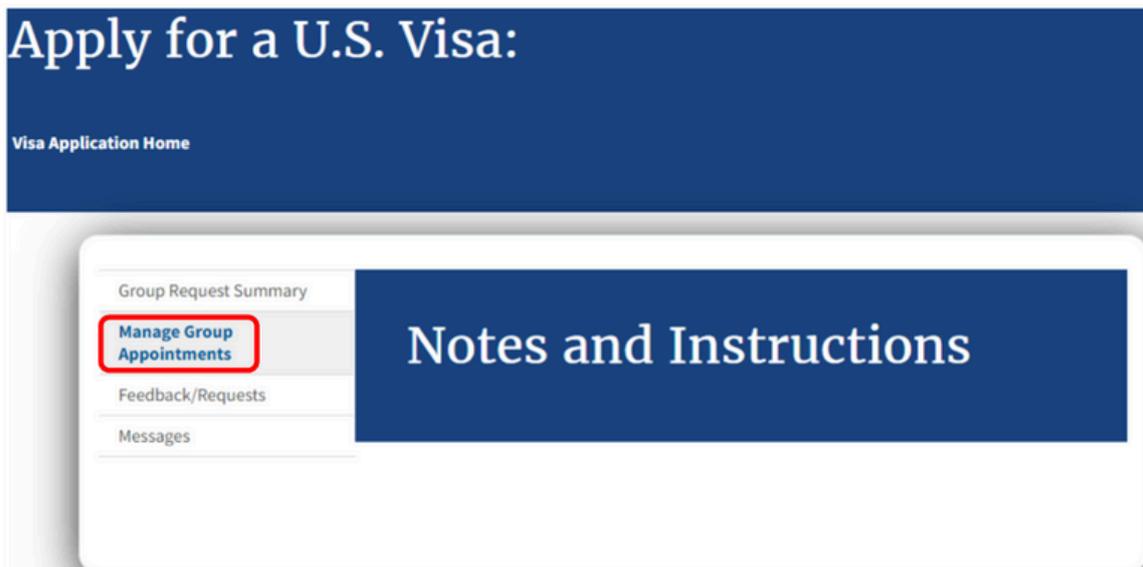


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4 WAIT FOR A RESPONSE FROM THE U.S. EMBASSY OR CONSULATE

If the U.S. Embassy or Consulate approves the request, the group coordinator will receive an email inviting them to return to their 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 email. In this case, each group member must schedule an individual appointment. The most common reason for a denial is requesting a group appointment without the minimum of 10 applicants with the same purpose of travel or including family members.

- Log in to your profile and select “**Manage Group Appointments**” from the left menu.



Note: The email confirming or denying your request comes from do-not-reply@usvisascheduling.com. Some email applications may filter messages from unknown senders into the spam or junk mail folder. If you do not see the email notification, please check your junk and spam folders.

Please visit the [Tutorial for Scheduling Group Appointments](#) for more detailed instructions.



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5 LOG IN TO YOUR PROFILE AND ADD A GROUP MEMBER

The group coordinator adds each group member to the group coordinator's profile.

Note: The group coordinator should have the following information readily available to ensure accurate completion of the group members' details:

- Biodata information (e.g., names, passport numbers, dates of birth) as shown in the passport
- The 10-digit barcode number from the DS-160 confirmation page of each group member
- The email of each group member

5.1) If the group coordinator applies for a visa together with the group, check the box **"Include Coordinator in Group"**.

Group Members:

Visa Application Home > Group Members

Group Members 0/10

#	Name	Email	Visa Class	Edit
No Members Found				

Include Coordinator In Group

Add By UID Add By Name Save Continue



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5.2) The group coordinator can add each group member by clicking either **“Add by UID”** or **“Add by Name”**.

Group Members:

Visa Application Home > Group Members

Group Members 0/10

#	Name	Email	Visa Class	Edit
No Members Found				

Include Coordinator In Group

Add By UID **Add By Name** Save Continue

Click **“Add by UID”** if your group members have already created their profiles.

Add By UID

Search By UID

Unique Identification (UID)

Passport Number

Date of Birth (MM/DD/YYYY)

Search

Results

Name	E-mail	
Aelio Zamg	poc-data-migration+aelioyznh-n-oescpm-cpm@ustraveldocs.com	Add



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Click **"Add by Name"** if they have not created a profile yet, then click **"Submit"** to add the applicants individually.

Add By Name

Contact Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>	Preferred Language *	<input type="text" value="Select"/>

[Return to Group Members](#) [Submit](#)



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5.3) After adding all applicants to the group, click **“Save”** and then click **“Continue”**.

Group Members 10/10					
#		Name	Email	Visa Class	Edit
1	Drop	TestGroup Thailand	TestGroup@gmail.com	B1/B2	
2	Drop	one one	one@gmail.com	B1/B2	
3	Drop	two two	two@gmail.com	B1/B2	
4	Drop	three three	three@gmail.com	B1/B2	
5	Drop	four four	four@gmail.com	B1/B2	
6	Drop	five five	five@gmail.com	B1/B2	
7	Drop	six six	six@gmail.com	B1/B2	
8	Drop	seven seven	seven@gmail.com	B1/B2	
9	Drop	eight eight	eight@gmail.com	B1/B2	
10	Drop	nine nine	nine@gmail.com	B1/B2	

Include Coordinator In Group

Add By UID

Add By Name

Save

Continue



HOW TO REQUEST A GROUP APPOINTMENT

6 PAY VISA FEES

Each group member must pay the visa application fee. You will receive only one receipt number per transaction, which should be used for each valid MRV fee paid. Payments can be made via credit card (additional charges may apply), cash, or EFT. Click [here](#) for more information on bank and payment options.

Payment Type: credit card

Payment Options

Summary of Charges

Number of Applicants	10
Total Fee	66600.00 THB (1850.00 USD)
(10 @ 185.00 USD) x 36.00 THB/USD = 66600.00 (1850.00 USD)	66600.00 THB (1850.00 USD)
1.00 USD = 36.00 THB	

Disclaimer
Visa Fees are not refundable. If you have encountered an error with your payment or you believe your payment was not successful, DO NOT PAY THE FEE A SECOND TIME AS IT WILL NOT BE REFUNDED. Please use the "Feedback/Requests" link on the Visa Application Home to log your concern and we will investigate. Be aware that if you request a chargeback that reverses the charge or payment, your case will be promptly investigated which may lead to fines and/or other legal action.

Before you enter the receipt number ensure that the passport bio data and DS-160 information matches the ustraveldocs profile for all applicants scheduled during this session. Discrepancies between the profile, passport information, and DS-160 information may require completion of a new profile and purchase of a new MRV fee receipt. MRV fees are not refundable nor transferrable after they are assigned to a particular applicant.

Reference Number
THAL2H8F5GS

Payment Type *
Credit/Debit Card (USD, fees may apply)

[Submit](#)

Payment Details

Your MRV fee payment has not yet been processed. Please allow 24 hours from the time payment was made for system processing.

Summary of Charges

Reference Number	THAV3K7Z0R3
Number of Applicants	10
Total Fee	64750.00 THB (1850.00 USD)
Total Collected	0.00 THB (0.00 USD)
Remaining Balance	64750.00 THB (1850.00 USD)
Pay Slip Created On	Nov 20, 2024
Pay Slip Expires On	Nov 23, 2024

[Applicant Details](#)

[Click here to pay with your credit/debit card](#)

[Instructions](#)



HOW TO REQUEST A GROUP APPOINTMENT

Payment Type: Cash

Payment Options

Summary of Charges

Number of Applicants	10
Total Fee	66600.00 THB (1850.00 USD)
(10 @ 185.00 USD) x 36.00 THB/USD = 66600.00 (1850.00 USD) 1.00 USD = 36.00 THB	66600.00 THB (1850.00 USD)

Disclaimer
Visa Fees are not refundable. If you have encountered an error with your payment or you believe your payment was not successful, DO NOT PAY THE FEE A SECOND TIME AS IT WILL NOT BE REFUNDED. Please use the "Feedback/Requests" link on the Visa Application Home to log your concern and we will investigate. Be aware that if you request a chargeback that reverses the charge or payment, your case will be promptly investigated which may lead to fines and/or other legal action.

Before you enter the receipt number ensure that the passport bio data and DS-160 information matches the ustraveldocs profile for all applicants scheduled during this session. Discrepancies between the profile, passport information, and DS-160 information may require completion of a new profile and purchase of a new MRV fee receipt. MRV fees are not refundable nor transferrable after they are assigned to a particular applicant.

Reference Number
THAL2H8F5G5

Payment Type *
Bank of America - Thailand - Cash

[Submit](#)

Payment Details

Your MRV fee payment has not yet been processed. Please allow 24 hours from the time payment was made for system processing.

Summary of Charges

Reference Number	THAL2H8F5G5
Number of Applicants	10
Total Fee	66600.00 THB (1850.00 USD)
Total Collected	0.00 THB (0.00 USD)
Remaining Balance	66600.00 THB (1850.00 USD)
Pay Slip Created On	Mar 13, 2025
Pay Slip Expires On	Mar 16, 2025

[Applicant Details](#)

[Click Here for BOA Deposit Slip](#)

[Instructions](#)



HOW TO REQUEST A GROUP APPOINTMENT

7 SCHEDULE AN INTERVIEW APPOINTMENT

Choose an agreed-upon interview date and time.

Group Members

TestGroup Thailand

one one

two two

three three

four four

five five

six six

seven seven

eight eight

nine nine

Calendar

Date (MM/DD/YYYY)

Oct 2024 | November 2024

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	5					1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Date (MM/DD/YYYY)	Time	Availability
<input type="radio"/> 11/29/2024	10:00	10

[Manage Dependents](#) [Submit](#)

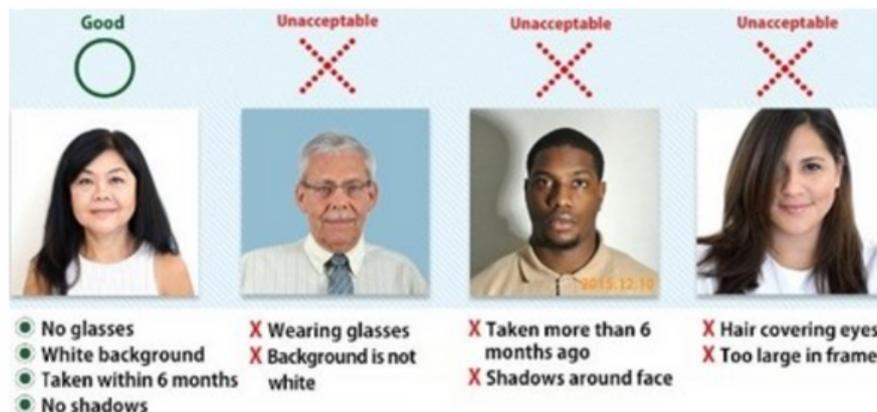
Note: The appointment calendar will be greyed out, and you will only see the available appointment for the date approved by the U.S. Embassy or Consulate for your group.



HOW TO REQUEST A GROUP APPOINTMENT

Attention

- **Please bring the following items on your interview date:**
 - A **Nonimmigrant Visa Electronic Application (DS-160) Form**. Visit the [DS-160 web page](#) for more information about the DS-160.
 - A **passport** valid for travel to the United States, with a validity date at least six months beyond your intended period of stay in the United States (unless [country-specific agreements](#) provide exemptions). If multiple people are included in your passport, each individual applying for a visa must submit a separate application.
 - **Two photos** (5x5 cm or 2x2 in, in color with a white background, taken within the last six months, with no digital enhancement or alteration, no glasses, no color contact lenses, and no hats). Visit this [web page](#) for more information about the required photo format.



- If a visa is issued, there may be an additional **visa issuance reciprocity fee**, depending on your nationality. Visit the [Department of State's website](#) to determine if you need to pay this fee and to find the specific amount.
- In addition to these items, you **must** present an appointment confirmation page, which verifies that you scheduled an appointment. You may also bring any **supporting documents** you believe will help substantiate the information provided to the consular officer.

HAVE ANY QUESTIONS ABOUT U.S. NONIMMIGRANT VISA?

Contact the U.S. Visa Service Desk at support-thailand@usvisascheduling.com or call **02-026-8791** (Monday–Friday during 7:00 A.M. to 4:00 P.M.) for information in both Thai and English. The call center is closed on weekends and on Thai and U.S. national holidays observed by the U.S. Embassy.