

**- New Guidelines -**  
**Travel Agency and Courier Submissions for U.S. Visas**

*Effective July 15, 2003*

In order to submit through an agency, all applicants must be South African citizens in possession of a valid South African passport with at least two empty pages. They must submit all the necessary supporting documentation as described in the NIV Information Sheet and must also meet one or more of the following guidelines:

- 16 years old or younger.\*
- 60 years old or older.
- Persons who have had a valid B1/B2, I, J-1, visa within the last year (i.e. a visa that expired no more than 12 months ago) and are now applying for the same type of visa. Must provide passport with the previous visa. Photocopies of that visa are not acceptable.
- C1/D visa renewals for South African citizens working for major air and cruise lines. Must submit an original, valid employment contract and proof of previous C1/D visa. Photocopies of the C1/D visa will not be accepted and all original contracts will be returned to the applicant.

\*All children under the age of 18 not travelling with both parents will need a notarized letter of consent and notarized copy of ID from the parent(s) not travelling. Unabridged birth certificates, divorce settlements, and or death certificates may also be required in order to verify parentage and custody. Large groups of adults and/or children should have their group leader contact the consulate for submission instructions.

**NOTES: All applicants are still subject to interviews at the consular officer's discretion. Violations will result first in suspension from the program, followed by**

## Applicants Not Allowed

Travel agents may *not* submit cases for the following applicants:

- Applicants traveling on other than South African passports.
- Applicants between the ages of 17 and 59 that have never had a U.S. visa before.
- Applicants with prior refusals.
- Applicants with any type of immigrant petition on file.
- Applicants who need to pay the reciprocity fee.