



# HOW TO REQUEST AN EXPEDITED INTERVIEW

## Step 1:

If you haven't already, please complete and submit your [visa application \(DS-160 form\)](#). If you have already paid a visa application (DS-160 form), please proceed to Step 5.

## Step 2:

Create a profile <http://cdn.ustraveldocs.com/gt>

¡Atención! No hay una tarifa por cambio de cita y las tarifas de solicitud de visa son válidas por un año en el país donde se pagó la tarifa. Si tiene pendiente la re-programación de una cita consular pendiente, por favor contactenos a través de [https://ustraveldocs.com/gt\\_es/gt-main-contactus.asp](https://ustraveldocs.com/gt_es/gt-main-contactus.asp) para especificar.

MOUNT RUSHMORE, SOUTH DAKOTA

SOLICITAR UNA VISA PARA LOS EE.UU.

Iniciar Sesión ▶

Usuario Nuevo ▶

Servicio de Información de Visas para los Estados Unidos en Guatemala. En este sitio web encontrará información acerca de visas de inmigrantes y no inmigrantes para los Estados Unidos y los países de la región. Informese acá de cómo pagar la solicitud de visa requerida, y cómo programar una cita para la Misión Diplomática de los Estados Unidos en Guatemala.

Tasa de Cambio Consular Vigente : 7.80 GTQ = 1 USD

Tasa de Cambio Vigente válida hasta : 02/11/2020

Je Visa de No Inmigrante e Visa de Turismo

Casos Especiales de Visa

- ▶ Coordinador/Agente de Viaje
- ▶ Programa de Visas de Negocios

## Step 3

Pay the visa application [fee](#)

## Step 4

Schedule the first available appointment in your profile

Home Logged in as: hgg@gmail.com (89151487)

New Application / Schedule Appointment

Group Scheduling Request

Provide Feedback

Update Profile

Logout

Visa Type

Step 1 Select whether you are applying for a Nonimmigrant Visa or an Immigrant Visa. After you select your trip purpose the pages that follow contain visa application information, Visa Application (MRV) Fee payment procedures and availability to schedule an appointment.

Immigrant Visa

Nonimmigrant Visa

Back Continue

Home Logged in as: hgg@gmail.com (138975769)

Cancel Appointment

Reschedule Appointment

Emergency Request

Group Scheduling Request

Appointment History

Provide Feedback

Update Profile

Logout

My Dashboard

My Dashboard lets you track the progress of your visa application from start to finish.

Please select an option.

Family Details

Members: 0

Visa Information

NEW DELHI

Business/Tourism

81

Fee Payment

\$160

Appointment Confirmation

April 19, 2016

10:00

Change Document Delivery Information

5 - 1 American Plaza

International Trade Tower

Redux Plaza NewDelhi

110019



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### Step 5

**Go back to your profile.** After the appointment has been successfully scheduled, there will be an “Emergency Request” menu item shown on the left of your screen, submit the expedite request form.

The screenshot shows the 'Emergency Request' form. On the left is a navigation menu with 'Emergency Request' highlighted. The form includes a 'Tentative Travel Date' field, a 'Reason for Emergency' dropdown menu, and a 'Brief Explanation of Emergency' text area. Below these is an 'Upload Attachment(s)' section with five 'Choose File' buttons. Annotations include a red arrow pointing to the dropdown menu and a blue oval containing the text: 'Reasons for Emergency can be selected from the Drop down'. Another blue oval contains the text: '1 Upload documents by selecting the Choose option. 2 These documents are available to review before approving the request.' A red arrow points from this oval to the 'Choose File' buttons.

### STEP 6

**Wait for the decision.**

After you submit the request, please wait for a response from the U.S. Embassy or Consulate, which will arrive via email generally within 1-2 business days.

### Step 7

**Login back to your profile.**

When your expedited appointment request is approved, it does not mean that your appointment has been rescheduled. You will receive an email notifying you to log in again and reschedule your new appointment to an earlier date. You will notice that your interview appointment is still the same. Select the “Reschedule Appointment” menu item on the left.

The screenshot shows the user dashboard. At the top, there is a red header with 'Home' and 'Logged in as'. Below the header, a blue notification bar states 'Your Emergency Request has been approved'. On the left is a navigation menu with 'Reschedule Appointment' highlighted. The main content area includes a 'My Dashboard' section with a message: 'My Dashboard lets you track the progress of your visa application from start to finish. Please select an option.' To the right, there are two boxes: 'Visa Information' showing 'NEW DELHI', 'Business/Tourism', and '01/02', and 'Fee Payment' showing '\$160'.



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Note: The email confirming or denying your request will be sent from the address [no-reply@ustraveldocs.com](mailto:no-reply@ustraveldocs.com) Some email apps have regulations that filter out unknown senders by sending them to a spam or junk folder. If you have not received the notification, look for the message in your spam folder.

### Step 8

#### Schedule the expedited interview.

After the old appointment has been properly cancelled, you will be able to schedule the new appointment on the approved expedited date. Select the “New Appointment” menu item on the left side. Then select your visa type and review your application information again. When you reach the visa payment page, click “Continue” (the system will recognize that you have already paid the visa application fee).

The screenshot shows a web interface for visa payment. On the left is a navigation menu with options: New Application / Schedule Appointment, Group Scheduling Request, Appointment History, Provide Feedback, Update Profile, and Logout. The main content area is titled 'Payment' and shows a summary of charges for one applicant. The charges include a fee per applicant of USD 190.0 and a total fee of THB 5890.0. There is a 'Click Here For All Payment Options' link and an important notice about browser compatibility and payment confirmation. At the bottom, there are 'Back' and 'Continue' buttons.

Item	Amount
Number of Applicants	1
Fee Per Applicant	USD 190.0
Current Exchange Rate	31.00 THB to 1 USD
Total Fee (1 x 190.0 x 31.00)	THB 5890.0

You will be able to see available appointment times that correspond with your approved expedited date. Select the date and time that the Embassy or Consulate approved for the interview then click “Schedule Appointment”.

The screenshot shows the 'Schedule Consular Appointment' page. It includes a navigation menu on the left and a main content area with the following details: 'Select interview location: BANGKOK', a calendar for June, July, and August 2014, and appointment details for Thursday, June 12, 2014, at 07:00. The 'Available' status is shown as '16'. There are 'Back' and 'Schedule Appointment' buttons at the bottom.

Select	Time	Date	Available
<input checked="" type="checkbox"/>	07:00	Thursday June 12, 2014	16



## HOW TO REQUEST AN EXPEDITED INTERVIEW

### Step 9

Attend the [Embassy of the United States](#) on the day and time of your interview.

You will need to bring a printed copy of your appointment, your DS-160 confirmation sheet, a photograph taken within the last six months, your current passport and all previous passports, and the original receipt for payment of the visa fee. Applications will not be accepted without all of these elements.

The screenshot displays the 'APPOINTMENT CONFIRMATION' page. At the top, a green checkmark indicates 'Your appointment has been scheduled'. Below this, there is a section for 'APPOINTMENT CONFIRMATION' with instructions to email the confirmation page as a PDF attachment. A text box for email address is present, along with buttons for 'Email Appointment Confirmation', 'Download Appointment Calendar', and 'Printable Version'. The 'APPLICANT DETAILS' section lists fields for Applicant Name, Passport Number, DS-160 Confirmation Number, Number of Applicants, Visa Class, Visa Category, and Visa Priority. Below this is a 'GROUP APPLICANT'S DETAIL' section with similar fields. At the bottom, instructions state: 'Once your appointment has been confirmed you must print your appointment confirmation letter which is required to enter the Embassy/Consulate by doing the following: 1. Email it to yourself or someone else for it to be printed. 2. Download and save it onto your computer for future reference.'

- If you need help with your visa application please contact the call center from Guatemala: 2376 1978, from the United States: (703) 745-5477 or send an email to [passportstatus@ustraveldocs.com](mailto:passportstatus@ustraveldocs.com)

