

Interview Waiver (Apply By Mail) Confirmation Letter

When applying by mail, the below coversheet MUST be completed, and all required documents MUST be submitted.

Mail the required documents (preferably using an Express Post satchel for tracking purposes) to:

U.S. Consulate General
Attn: Visas – Apply By Mail
Level 6 / 553 St. Kilda Road
Melbourne, VIC 3004

This is the office that will be processing your mail-in application. It is suggested that you take a photo of the tracking number on the satchel for your records. The documents can be posted at the nearest [Express Post Box](#).

Our standard processing time requires a minimum of fifteen (15) business days from receipt of all the required documentation. If you prefer to have an interview with the consular officer due to urgent travel, however you are unable to schedule an interview date earlier than what's available online you may qualify to submit a request for an [emergency appointment](#).

- **Interview Waiver Confirmation Letter/Coversheet.**
- **Intended travel date:** _____
- **Application fee receipt:** Also referred to as machine-readable visa (MRV) fee.
- **Current valid passport**
- **Old passport:** showing your previous U.S. visa if not in current passport.
- **Form DS-160:** Nonimmigrant Visa Application confirmation page.
 - Each individual applying for a visa must have their-own DS-160 form, detailing a unique barcode.
 - Previously submitted forms cannot be reused.
- **Photo:** U.S. passport sized photo. If incorrect, you will be directed to obtain a new photo.
- **Self-Addressed Express Post Satchel (Plastic Envelope) from Australia Post:** This is for the return of your passport(s) and visa(s). Paper envelopes from Australia Post, and envelopes/satchels from courier services/companies other than Australia Post will not be accepted. It is suggested that you take a photo of the tracking number on the satchel for your records.
- **Visa issuance fees:** (different from the application MRV fee). This fee will only be processed if the visa is approved by the Consular Officer.

NOT ACCEPTED - CASH, US Dollar checks, Personal or Company checks

 - **Acceptable forms of payment:** EXACT amount made payable to the "U.S. CONSULATE GENERAL"
 - **Australian passport holders:** Please determine if an issuance fee is applicable to you.
 - **Other nationalities:** Please determine if an issuance fee is applicable to you.
- **Optional:** Crew visa applicants may also apply for a [B1/B2](#) visa (MRV application fee not required). Note the B1/B2 visa may be subject to a visa issuance fee (different from the application fee MRV). If you did not previously have a B1/B2 visa issued it cannot be added to your mail in application. Please indicate below, *otherwise you will ONLY receive the C1/D visa by default*.
 - I have previously had a B1/B2 visa and would like this included with my C1/D application.
 - I do not want or do not qualify for the B1/B2 visa.
- **Other Documents Submitted:** **DO NOT submit original documents** unless indicated as they will NOT be returned.

<input type="checkbox"/> DS-2019 (original only)	<input type="checkbox"/> I-20	<input type="checkbox"/> I-797
<input type="checkbox"/> LCA	<input type="checkbox"/> Job Letter	<input type="checkbox"/> Letter of Employment
<input type="checkbox"/> Form I-129S (x 3 copies)	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Signature _____

Note: You must submit this cover sheet along with the required documents.