

## **New Application Process for H2 Temporary Work Visas**

We hereby inform you that starting on Saturday, April 18, 2020, the U.S. Embassy in Guatemala has changed the application process for Temporary Work (H-2) visas. The new procedure makes use of the waiver of the interview requirement recently approved by the U.S. Secretary of State. If you wish to schedule an appointment for a group of people who will work for the company you represent, the process is as follows:

### **1. Request a group appointment.**

#### **a. How do I make a group appointment?**

##### **i. Go to the following website:**

<https://cgifederal.secure.force.com/?language=English&country=Guatemala>; if you already have a username, enter the name and password. If you do not already have one, you must create a new one using the group representative's information. This representative must be registered with the Consular Section of the United States Embassy. Due to the COVID-19 situation, we do not have the capacity to register new representatives at this time. If you do not have a registered representative, the Ministry of Labor can offer you its own recruiting services. For more information, contact

[movilidadlaboral@mintrabajo.gob.gt](mailto:movilidadlaboral@mintrabajo.gob.gt).

##### **ii. Request a group appointment at:**

<https://www.ustraveldocs.com/gt/gt-svc-groupappointment.asp>

##### **iii. Attach the supporting documents requested by the Embassy (see point 2)**

### **2. What documents must be attached to the group visa application?**

- a. List with the full name, date of birth, and passport number of each applicant.
- b. Copy of approved I-797 form. Please check that the corresponding petition is valid.

### **3. How will I know if my application has been approved and what should I do next?**

a. If the United States Embassy approves your appointment request, the group coordinator will receive an approval email from [no-reply@ustraveldocs.com](mailto:no-reply@ustraveldocs.com). This email will indicate that the group coordinator can access the system again and confirm the appointment that embassy has assigned on which only the coordinator must appear at any of the authorized Cargo Expreso branches to deliver the application documents of each of the applicants. In this link you can find a list of authorized Cargo Expreso branches nationwide: <https://www.ustraveldocs.com/gt/gt-loc-passportcollection.asp#locations>.

b. The day designated to drop off the documents at Cargo Expresso will be within the following five business days to ensure enough time to fill out the forms, make the corresponding payment, and collect and organize each applicant's documents.

c. If the group coordinator does not drop off the documents at Cargo Expresso on the assigned day, they must submit a new request.

d. If the representative of the group does not bring the documentation of all the applicants to the appointment at the Cargo Expresso location, Cargo Expresso will receive the documentation available at that time, and the representative must request a new appointment for the missing documents.

e. The documents that must be presented for each of the applicants in Cargo Expresso are the following:

i. Valid passport. (If you previously had visa(s), please attach corresponding passports).

ii. A recent photograph that meets the specifications stipulated at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/digital-image-requirements.html>. Photographs will not be received Digitally modified and cannot reuse the photo from the previous visa application.

iii. DS-160 confirmation sheet. When filling out this form (<https://ceac.state.gov/genniv/>) it is very important to answer all questions truthfully. You should mention any arrests, lengths of stay, whether you have attempted to cross the border illegally, as well as any problems you have had with immigration or police authorities in any country.

iv. Copy of Form I-797 (one copy for the group).

v. Copy of the employment contract between the employer and the prospective employee.

#### **4. How will I receive the passports back?**

When the process is complete, the group coordinator will receive an email indicating that you can go to the Cargo Expresso location that you selected in your profile to collect the applicants' passports.

*If you have additional questions, please visit the website*

<https://www.ustraveldocs.com/gt/gt-svc-groupappointment.asp>.

*If you still have questions, you can write to the following email address:*

[guatemalaniv@state.gov](mailto:guatemalaniv@state.gov).

*Unfortunately we cannot provide additional information about denied visas.*