

DAN E. KORENBERG
PHILIP D. ABRAMOWITZ

OF COUNSEL :
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RAJI GOVINDARAJ
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BALA K.CHANDRASEKHARAN
VIGNESH GOVINDARAJ
MICHAEL MARIE ANTONY

CHECKLIST FOR BUSINESS VISITOR (B-1)

- Duly filled visa application form DS-156 and DS-157.
- Indian Passport valid for at least six months longer than your intended business visit to the United States.
- Two recent photographs 2 by 2 inches square (50mm x 50mm) of each applicant, with the entire face visible. The picture should be taken before a white background and without head covering.
- **Letter of Invitation:** (a) A formal letter of invitation from your business partner in the US explaining the nature of business, purpose and duration of the business trip and a confirmation of guarantee for the costs of the stay. The invitation letter can be sent through fax or courier. or
(b) Registration from the organizers for attending a conference, seminar, meetings, business promotions, etc.
- **Evidence of Business Visit:** Letter from the business organization in India on the company letterhead signed by an authorized company officer. The letter must explain the name & designation of the employee, the duration and purpose of the trip, name and address of the company to be visited and guarantee of financial support for the applicant's expenses and evidence of return.
- **Documents from Employee:** Employment Contract or Letter of Employment, Pay slips, Bank Statements, Income tax Statement etc.
- **Information about the Company's Business Activities:** Company brochure, pamphlets, catalog or any other relevant document elucidating the nature of business activities undertaken by the company.
- **Proof of Income of the Organization:** Bank Statements, proof of liquid funds, Chartered Engineer's valuation for immovable properties, Income Tax returns, Auditor's statement, etc. of the company in India.

KORENBERG ABRAMOWITZ RAJ & MATHI (P) LTD
(An Immigration Services Company)

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- **Demonstration of Non-Immigrant Intent:** Round-trip air tickets, Letter from the company expressing the importance of applicant's return to the company.
- Rs. 4,600/- in respect of the American Consulate to be deposited in one of the designated branches of HDFC Bank or DD favouring "US Embassy – Visa Fees" for the same amount.
- Rs. 276/- in respect of VFS to be deposited in one of the designated branches of HDFC Bank or DD favouring "HDFC Bank a/c VFS" for the same amount.
- DD for Rs. 2,300/- in favour of "American Consulate General, Chennai".