

TTS Visas Appointment Procedure

For Visa Appointment to New Delhi, Chennai and Calcutta use the following links:

New Delhi: www.ttsvisas.com

Chennai: www.ttsvisas.com

Calcutta: www.ttsvisas.com

Note: at 'ttsvisas' home page, on left side under **Services** menu use the very **first link** of **US Embassy/Consulate Appointment** for filling the form.

Lets see the procedure in detail here.

Understand carefully the details given here; as **once** you **taken** visa interview appointment, **you cannot change any details given**. You can only pre-pone or post-pone the slot, other than this you can't perform any other action, except canceling the appointment. So very careful while filling the data.

Note: Keep your passport with you while filling the details.

Once you click on US Embassy/Consulate Link

You will be taken to a page

Note: * **Required Entries**

Page 1

You will be asked to select the consular district that covers your residence, one from the 3 options given as below.

US Consulate -Chennai, US Embassy - New Delhi, US Consulate - Calcutta

Once you select any one of this you'll go to next page.

Page 2

You will be asked for What Visa you'll be applying for (from a list of nearly 46 varieties of Visas to USA.

Choose F1, or M1 or J1, or any other visa you intend to apply.

Page 3

In this page you'll be entering your **shipping address** to receive your Passport with Visa Stamp.

1st Field is [Company Name](#) (If you are working and don't mind to receive the passport to your Company address, then fill this column, otherwise just ignore it as this is not a *required entry, unlike all other entries in this page.) Following are the fields.

Company Name

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

State *

ZIP/Pin Code *

Phone *

TTS is saying, "We may use the contact information to confirm the authenticity of appointments. Please ensure the contact details entered are genuine to avoid cancellation of appointments." (Many a times in certain cases TTS guys check with this phone number to confirm the appointment and ask for the details you entered to confirm your appointment even after you got confirmation from site and through mail. Their confirmation is final in this. If they find out any discrepancy with you or details entered by you, they will cancel the appointment, which may further mar your chances of visa also)

Email *

This email address will be required incase you Modify like pre-pone, post-pone or cancel your appointment.

Page 4

In this page you need to enter your passport details.

Passport Number *

The passport number field will not accept hyphen '-' or space between characters. A correct example is **A1234567**.

Passport Issuance Date *

Passport Expiration Date *

Passport Issuance City and Country

Please use the drop down list to input the information. If your passport was not issued in India, please use the 'Not Listed' option. (If you have chosen the 'Not Listed' option, please enter the City and countries of Passport issuance as - e.g. New York India (**Please do not use comma or slash but use a blank space between the city and country.**) Indian passport holders

should indicate country of issuance as India even though the Indian passport may have been renewed/ extended at Indian embassy abroad.

Surname / Family Name *

Enter your Surname/Family name exactly as it appears in your passport. E.g.: Reddy (SURNAME/FAMILY NAME). If you do not have a surname enter "none."

Given Name / First Name *

You must enter your First/Given name exactly as it appears in your passport. E.g.: Rajashekar (GIVEN NAME/FIRST NAME).

Nationality *

Sex *

Date of Birth *

Place (Country) of Birth *

City of Birth *

Present Residential Address Line 1 *

Enter your Present Residential Address in India. **Kindly use hyphen in place of slash and blank space in place of comma** while entering the address.

Present Residential Address Line 2

Enter your Present Residential Address in India. **Kindly use hyphen in place of slash and blank space in place of comma** while entering the address.

City of Present Residence *

State / Province of Present Residence *

Country of Present Residence *

ZIP/Postal Code *

(Please enter the correct pincode using only numbers. This field will not accept space or other characters. For example: **100001**, not **100 001**.)

Visa Type * (Please choose the visa type you are applying for)

Retype the Passport Number *

Click to [Next page](#) or you can view the data entered by you by clicking on the button "[View Consignee Details](#)"

Page 5

Local and US Contact details:

Please complete all these fields, **If you do not have the information then please complete it using the words NIL or NONE.** Do not leave the fields blank

Enter your Local contact details in India

Phone - Home *

(Please enter Phone number including STD code. This field **accepts only numbers and hyphens**. For example: 044-28112000.)

Phone - Work *

(Please enter Phone number including STD code. This field **accepts only numbers and hyphens**. For example: 044-28112000.)

Phone - Other (fax/cell/etc) *

(Please enter Phone number including STD code. This field **accepts only numbers and hyphens**. For example: 044-28112000.)

E-mail *

Occupation *

(This field only **accepts letters, numbers, and hyphens**. If retired, enter "retired" and your former occupation. If **unemployed enter "unemployed"**. Current **students should enter "student"**. Housewives should enter "housewife." Farmers should enter "farmer." Businesspersons, self-employed people, and consultants should indicate the type of business they do.)

Name of Employer (company) or current school (if student) *

(This field only **accepts letters, numbers, and hyphens**. Businesspersons should enter the name of their company.)

Enter your US contact information

US Contact Name (company, school, or person) *

(This field only accepts letters, numbers, and hyphens.) **Fill University name here. (If you are not sure of any university put NONE or NIL)**

Phone - Home (US) *

(Phone number fields accepts only numbers and hyphens. For example: 202-555-1212.) **Fill University Phone here. From admission letter or website (If you are not sure put NONE or NIL)**

Phone - Work (US) * (Phone number field accepts only numbers and hyphens. For example: 202-555-1212.) **Fill University Phone here. From admission letter or website. (If you are not sure put NONE or NIL)**

Phone - Other (US, fax/cell/etc) * (Phone number fields accepts only numbers and hyphens. For example: 202-555-1212) **Fill University Fax here. From admission letter or website (If you are not sure put NONE or NIL)**

Go to next page.

Page 7

In this page, if you have any other applicants to be added. For example suppose if you want to take an appointment for any dependents of yours like spouse or children, who also can attend for the interview at the same time with you. You can select the option **YES**. Otherwise select **NO** to go to next page.

Page 8

Next page will be confirmation for the details so far entered.

If you find any discrepancies, you can still change them by using buttons

Change your shipping details or

Change your Passport details.

(Remember, this step is your final chance to change any details.)

And then you can confirm the details entered so far by pressing **"Confirm"**

Page 9

This page shows the calendar of Appointments availability status.
Select a convenient date on which you would like to appear for an interview.

Tip: Move mouse pointer to particular column of date to know weekday

Note:

1. **A - Available**, **F - Full**, **H - Holiday**, **C - Closed**, **N - Not Opened**, (-) - Date doesn't exist in that month.
2. Appointments are accepted **up to two days prior to the interview date**. For e.g. appointments for Friday will be accepted only up to 2:00 pm on Wednesday.
3. **The appointment time will be assigned by the system.**
4. After choosing the Appointment date, please **wait for the appointment receipt to be displayed**. The appointment receipt needs to be **printed** and **carried to the consular office as proof of your appointment**.

Page 10 (Final)

On web appointment page you can view all the necessary instructions.
But for any other reason, if you want to Cancel / Modify the appointment
You need to press

CANCEL button.

Note - Clicking on this link will cancel your reservation.

MODIFY Button

Note - Clicking on this link will lead you to the Appointment calendar page, where date change is allowed.

If you have more than one passport in an appointment, then date changes made by you will affect all the passports. No need to ask for any change in date again for each passport.

If you wish to change any other details please cancel and make another reservation.

Dear students hope this helps one and all.

Don't go for any dummy slots, or purchase of slots etc. Everyone will get dates this time. There's an emergency quota available with consulates.

Good luck and all the best.

- **K.Ganapathi Raju**