

How-To Guide for Electronically Completing Visa Forms

Once you have located the visa form(s) required for your trip on the [Visa Requirements Webpage](#), use the following instructions to complete and submit your visa forms electronically.

1. If the visa form is in the **Microsoft Word format**, make sure that when you are completing the form, the formatting of the document does **NOT** change. Fill out all fields, following the directions in the form and print when ready. Refer to the [Visa Form Do's and Don'ts Guide](#) for information that will help you accurately complete your visa forms.

2. If the visa form is in the **Adobe Acrobat (PDF) fill-able format**, you can type in your information using your computer and print when you have completed filling out the form. With Adobe Acrobat Reader (PDF) you will not have the capability to save information that you've typed. Make sure that you print the form after you've typed your information as you cannot save the text on the form. Refer to the [Visa Form Do's and Don'ts Guide](#) for information that will help you accurately complete your visa forms. If you have Adobe Acrobat Standard or Professional, you may complete the visa form *and save* it to your computer.

For All USDA International Travelers, Except FAS:

Since you have the capability of saving a completed form, you may email the following visa forms directly to your Agency Travel Coordinator or the International Travel Section (ITS) as these forms do **not** require the traveler's signature or photos. Ask your Agency Travel Coordinator if you should email directly to ITS or not.

Chile	Iran	Nauru	Uruguay
Cyprus	Lithuania	Netherlands Antilles	
Ecuador	Macedonia	Peru	
Fiji	Malta	Suriname	
Haiti	Mauritania	Turkey	

For All Foreign Agricultural Service Agency International Travelers ONLY:

Since you have the capability of saving a completed form, you may email the following visa forms directly to ITS at international-travel@usda.gov as these forms do **not** require the traveler's signature and FAS photos are on file*:

Afghanistan	Albania	Angola	Antigua & Barbuda
Argentina	Bahrain	Bangladesh	Benin
Bulgaria	Burundi	Cambodia	Cape Verde
Central African Republic	Congo (Dem)	Congo (Rep)	Cote d'Ivoire

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Croatia	Cyprus	Czech Republic	Djibouti
Egypt	Estonia	Ethiopia	Equatorial Guinea
Ethiopia	Finland	Gabon	Gambia
Ghana	Greece	Guinea	Guinea-Bissau
Hungary	Indonesia	Iraq	Israel
Italy	Jordan	Kazakhstan	Kenya
Kiribati	Korea	Kyrgyzstan	Laos
Latvia	Lebanon	Lithuania	Macedonia
Madagascar	Malawi	Malaysia	Mali
Malta	Mauritania	Mexico	Mongolia
Nepal	New Zealand	Niger	Nigeria
Oman	Pakistan	Papua New Guinea	Romania
Samoa	Sao Tome & Principe	Sierra Leone	Switzerland
Syria	Tajikistan	Thailand	Togo
Trinidad and Tobago	Turkey	Turkmenistan	Uganda
Uzbekistan	Vietnam	Yemen	Zambia
Zimbabwe			

***NOTE:** This list is contingent upon ITS Staff having RECENT photos of you stored in their office. If you have not submitted recent photos or are a new traveler you must make an appointment with ITS to take photos.

3. Make sure you include the following in the subject line of the email: “[Name of Country] Visa Form for [Name of Traveler], [Agency].” Example “China Visa Form for John Smith, APHIS.”
4. Check the Visa Requirements Webpage to see if you need to submit any supporting documentation (itinerary, medical record, hotel reservation, etc). You may either send these documents electronically or in hardcopy to your Agency Travel Coordinator or ITS with your visa form. If sending electronically, verify that an original copy is not needed. Again, ask your Agency Travel Coordinator if you should email directly to ITS or to the Agency Travel Coordinator.
5. If the Visa form **cannot** be submitted electronically (i.e. an original copy is required or the form is not available for electronic completion), then send your completed visa form(s) and required supporting documentation to you Agency Travel Coordinator or Travel Arranger (FAS). Your Agency Travel Coordinator or Travel Arranger may instruct you to send it directly to the International Travel Office (Room 1069 South Building, Washington, DC).

Note: For European Union Countries use the Schengen Visa Form. For more information about the Schengen Agreement visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_4361.html.