



Consulate General of the United States of America
Chennai, India

CASE NUMBER: _____

Dear Visa Applicant:

Your application for a nonimmigrant visa has been refused per Section 221(g) of the U.S. Immigration and Nationality Act. Further documentation is needed before a final determination in your case can be made. In one email, send all the information below using the subject line –Your Last Name, Your First Name - Passport number (example: Reddy, Raghu—A1234567). The processing of your application is pending until you submit the requested information to ChennaiAdmin@state.gov.

Scan and submit the following document as pdf/word format:

- **Invitation:** An invitation letter from the sponsoring organization in the U.S. For graduate students, and exchange visitors, this letter should include your supervisor or advisor and details about your work.

Submit the following information only as a word document:

- **Resume:** A detailed resume/CV, including your professional academic background.
- **Position:** Your current and past job titles and a **detailed** description of your work with timeline.
- **Funding:** Name of the person or organization who is funding your trip and your research.
- **Travel:** 1) Dates and locations of all international travel for the last ten years, except for U.S. travel; and 2) detailed itinerary.
- **Contact Information:** Email address or phone number that you prefer we use in order to get in touch with you regarding the status of your case.
- **Publications:** A list of any publications you have authored in the format: "Title, Date of Publication".

In addition to the above, F/J Academic applicants should also submit the following :

- **Resume of advisor :** A detailed resume/CV, including professional academic background.
- **Study plan:** A detailed description of projected course of study.
- **Research:** A detailed abstract of 1) any research you intend to conduct in the U.S.; and 2) all past and/or current research in all countries.
- **Future plan:** A detailed description of your plans after completing the program.
- **Others :** _____

If any header is not applicable to you please note "NOT APPLICABLE" under the respective headers. When administrative processing is required, the timing will vary based on the individual circumstances of each case.

Consular Officer