



## Consulate General of the United States of America Chennai

**Dear Applicant: Your visa application is pending administrative processing.**

**Case Number (Batch ID):** \_\_\_\_\_.

This office is unable to issue your visa at this time, as we require additional information. **Further action in your case has been suspended** under Section 221(g) of the United States Immigration and Nationality Act pending the receipt and review of the information and documents requested below.

Please provide the following information. When we receive your responses, we can begin processing your application. **Detailed and complete answers** will enable us to process your case quickly, but incomplete or vague answers may result in further delays.

- Name of applicant, passport number, and date and place of birth.
- Names of all **accompanying travelers**. If you are traveling to the U.S. as a member of a team, please list the names and passport numbers of all team members.
- **Trip itinerary** and contact information for the place you will stay.
- Description of your current or most recent **research/professional projects** in detail, and description of practical applications of your most recent research or study. Assume that you are describing your work to a technical expert, scientist, or professional in your field.
- Description of your planned subjects of research, study, or project **in the U.S.**, and the practical applications of your planned research or study.
- Scanned **letter of invitation** from your U.S. sponsor (**DO NOT SEND** any other scanned or PDF documents). The letter should include details about your visit and technical activities.
- Your organization's **goals and objectives as relating to** your visit to the U.S.
- **Plans** after completion of study/work (i.e., where will you live/study/work?).
- Description of your professional and academic **background**. Please attach a complete CV/resume and a complete list of publications and professional/research references.
- Details of previous U.S. **visa(s)**, including date of issuance, expiry, and classification.
- Dates and countries for all previous **travel abroad**.
- **Sponsoring institutions** (U.S. and/or Indian) funding your travel, research, or education.
- **Advisor or contact person** in the U.S., and his/her address, phone number, and e-mail address.
- **Export License number**, if applicable (or, if pending, the Export License Application number).

Send the above information via e-mail to: [ChennaiSAO@state.gov](mailto:ChennaiSAO@state.gov)

Send attached documents in the **Text Only (\*.txt)** format.

Title the e-mail subject line: "Passport # -- Full Name" (example: A1234567 -- Reddy, Raghu).

**BE ADVISED:** We cannot process applications that are not in the format stipulated above. You can use the case number given above to check the status of your case on the Chennai Consulate website at <http://chennai.usconsulate.gov>. In most cases, additional processing takes approximately 4-8 weeks after the receipt of your e-mail response. If more than 10 weeks have elapsed, you may send an e-mail to [ChennaiSAO@state.gov](mailto:ChennaiSAO@state.gov) with your Batch ID and "(10 weeks elapsed)" included in the subject line.

**\*WARNING: IF YOU FAIL TO TAKE THE ACTION REQUESTED WITHIN ONE YEAR OF THE 221(g) INELIGIBILITY, YOUR APPLICATION WILL EXPIRE.**