

The Ultimate Visa Application/Interview KIT



Your Ultimate Guide to Preparing Hard
to Deny Visitor Visa Applications and
Interviews

International Fellowship Of
Covenant Churches

I.F.O.C.C.

How To Prepare For Your Visa
Interview

Presiding Prelate

Chief Apostle Ernest O. Turner

We Are I.F.O.C.C.

How to Prepare **Hard to Deny** Visitor Visa Applications or Interviews

Your Ultimate Guide to Preparing Hard to deny Visitor Visa Applications and Interviews.

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HOW TO USE THIS REPORT

This report is designed for two types of interview

- 1) Document Interview - this is the interview where you simply send in your documents and the visa office examines your documents, then decides whether to issue a visa or not or to invite the applicant for an in-person interview
- 2) In-Person Interview - Here you package your application and you sit before a visa officer for an oral interview.

In this report I present tips for preparing your package and then tips for preparing for an in person interview. If the particular country you are planning to visit does not make provision for an in person interview all you will need is the first part of this report.

INTRODUCTION - THE VISA OFFICERS HAVE REASONS FOR DENYING VISAS

When I was preparing to go to Canada to study, I suddenly became aware of the nightmares that people go through to get visas to travel to Europe, Canada and United States of America from developing countries. I heard stories of people who had paid their school fees and were denied study permits or student visas, several people shared their stories of woe about how they went for their visa interviews only for their hopes to be dashed without even spending a minute with the visa officer. I decided to study all I could find on visa interviews and I continued to speak with other people who had been successful with their interviews and I found out that if you are able to prove to the visa officers that you would return to your country after your visit and that you are capable of funding your visit, your chances of getting the visa is greatly increased. With this information, I began to research and find ways to show and convince the visa officer that I would return to Canada after my studies. I also found out that the reasons why many people's applications were denied was not because they were not qualified or that they planned to stay back in Europe or USA after their visit but because **they did not know how to effectively convince the visa officer**. No one can guarantee that your visa application will be granted, but I can assure you that if you follow the tips discussed in this report, you will be sure that you have done all that you could have done to obtain a visa. Many of my friends and family members that have used these tips have received their visas except in a few cases where it is actually impossible to



show that they would return to their country. There are situations that you may be in, that may make it almost impossible to show that you will return to your country, such as a young single unemployed college graduate going to visit a male friend from a developing country. Although this situation may be difficult to prove, it does not mean that you should not apply for a visa, there are times when people with these kind of situations have had their applications approved.

WHAT THE VISA OFFICER WANTS

The visa officer or consular in any country is there to ensure that anyone who receives a visa is eligible to receive a non immigrant visa. In other words the visa officer assumes that your plan is to immigrate to the country she represents and expects you to convince her that you are going to return to your country. So if you apply for a visa to visit USA from Ghana, you need to convince the visa officer that there are enough reason that compel you to return to Ghana and not remain in USA as an immigrant. The visa officer cannot be convinced just because you say so, you will need to show that there is enough going on in Ghana that will make it unreasonable for you to stay over in the USA.

WHY VISAS ARE DENIED

Just so that you have a clear understanding of why visas are denied, I encourage you to visit the USA website about visa denials. Even if you are not applying to visit the USA, the reasons presented will help you to prepare better for your interview or application. The information can be found at:

http://travel.state.gov/visa/frvi/denials/denials_1361.html

In Summary, There are many reasons why visas are denied. Some of the once listed are: The visa applicant:

1. Did not fully complete the visa application and/or provide all required supporting documentation
2. Did not establish eligibility for the visa category being applied for or overcome the presumption of being an intending immigrant.
3. Did not demonstrate proof of adequate financial support in the United States; therefore denied under public charge.
4. Misrepresented a material fact or committed fraud to attempt to receive a visa
5. Previously remained longer than authorized in the United States

DOCUMENTATION / DOCUMENT INTERVIEW

WHAT DOCUMENTS DO YOU NEED?

Each visa office has different requirements when it comes to the documents that need to be submitted for a visa interview. Usually a checklist is part of the application kit. It is always a good idea to print out 2 copies of the checklist. One to use while gathering your documents and the one that will be included in your application package. The one to be included in the application package should be checked just before the application package is sealed and submitted. Here is a sample checklist from the visa application kit for Canada -

http://www.canadainternational.gc.ca/nigeria/assets/pdfs/visas/52_1_ENG_TRV_Checklist.pdf

MAKE SURE YOU ARE QUALIFIED TO APPLY

Before you spend lots of money and waste so much time on submitting a visa application, you should ensure that you are qualified to apply for the specific visa you are applying for. There are usually different classes of visas that apply to different people. The best way to find out which visa you should be applying for is to visit the immigration website of the country you plan on visiting.

You can find the immigration website of any country in Google. Simply type

Visitor Visa USA

This Kit is not designed to help you qualify for a visa, we have prepared it for those who are qualified to travel but keep getting refused because they are not properly prepared for the interview or their applications are not properly prepared

FILL OUT THE APPLICATION FORM PROPERLY

This is one of the most popular reasons for applications to be refused. When your application is not properly filled here is what you are saying to the visa officer

- I am not interested in coming enough to take the time to fill out the correct application form
- There is something on the correct form that I may not want to fill out
- I am careless and absent minded
- I really do not want to travel that is why I could not spend an extra 5 minutes to look over my application .

Here are my suggestions.

1. Select the correct form (if it's not an online form - some countries have forms that have to be filled online)
2. Gather your documents together (you will be required to enter dates and addresses) it's important that all your dates tally with one another. You don't want to make any mistakes so get your documents together before you start to fill your form online.
3. If you have a paper form, you should have 2 copies of the form. Use one as a draft copy and once you are satisfied with the content, you can transfer the information to the final form to be submitted.
4. Once you have filled out the form, ask a family member to review what you have filled. The fact that you have been staring at the form for several minutes

or hours depending on your speed and how detailed the form is, makes it difficult to notice errors. A fresh set of eyes is always a good idea.

5. Don't forget to sign the final copy. Once the final copy is filled (on paper or online) ensure that you have a copy of the application for your file before sending it off to the immigration office with your other documents.
6. Ensure that you have all the required documents and arrange them in a way that they are easy to access and assess.

DOCUMENT INTERVIEW - ORGANISING YOUR DOCUMENTS PROPERLY

I have called this type of application process Document Interview because I want you to realize that you are still attending an interview even though you have not been invited to the visa office. In other words, in packaging your application, you will be trying to answer the questions that the visa office would be asking.

When preparing your supporting documents for your application you should print out a checklist from the immigration website. If they do not have one, please create one. A generic checklist can be found at the end of this document. You may use that and add or remove any document that is not required for the particular country you are applying to. Once you have your check list, you can check all the documents you have and make plans to get those you don't have.

You should have a folder where you keep all your documents. If you will be taking the package into the visa office for an interview, make sure you get a file with very clear dividers that can help you arrange your documents properly. If you are mailing your

application to the consulate, then you will need to get light transparent dividers to divide your documents into their various categories.

USE A SUITABLE DOCUMENT ORGANIZER



- Your documents should be arranged in a way that the visa office finds it very easy to get any information he needs. Here are the categories you should have

APPLICATION FORMS - This is the folder that will contain

- Your application and other forms
- Payment Receipt if required or Payment,

PERSONAL/FAMILY IDENTIFICATION -

- Your Passport and Photocopy of your passport's bio-data page (the page with name, photo, date of birth etc).
- Your birth certificate and those of your spouse and children if any (it does not matter if they are traveling with you or not)
- Photocopies of Secondary identifications if required (National Identity cards, drivers license, Social Insurance; it is a good idea to have these with you when going for an interview anyway)

- Photo copy of marriage certificate (if applicable - even if this is not required, I suggest you add this to your package to strengthen your claim that you are married and your spouse is aware of your trip).
- For those attending an in-person interview, have all documents that show the termination of any marital relationships with you.

SUPPORTING LETTER -

- The Invitation letter from your contact abroad
- Letter from your spouse (if applicable) stating that she is aware of your trip and in support of your trip - this letter goes to help you overcome the assumption that you plan to immigrate permanently to your country of visit.
- Photocopies of your sponsors documents (if you are able to get photocopies of your sponsors immigration status such as, citizenship cards, birth certificate, passport bio-data page, bank statement (if they are sponsoring you), Home ownership documents, utility bills or Current income tax statements) - If your sponsor is willing to give you some of these documents, they also help to strengthen your application. They are not required and I have released these documents only to close family members. When I have invited friends, I give just my Passport Biodata page and it's usually been enough.
- Custody Documents (if applicable) - When traveling with a minor (a child below 18 years of age) you will need to present documents that show that you have custody of the child in the case of divorce

- Letter of authorization to travel with a minor (if applicable) - A letter from the non-accompanying spouse (the spouse that is not traveling) authorizing the other spouse to travel with the children (this can be combined with the letter from the spouse above). Even when the parents are divorced, you will still be required to present this letter.

FINANCIAL DOCUMENTS

- Bank Balance and Bank statements for the previous 3 months
- Statement of investments if you have any,
- Proof of landed property (if you have a house or a piece of land, it goes a long way to show that you are settled in your country and may not be interested in abandoning your home.
- Copies of your last 3 pay slips
- Savings Account Statement
- Evidence of Assets

PROOF OF EMPLOYMENT - The Documents here can be combined with the previous folder but I suggest that you have a separate folder -

- A recent letter from your employer stating that you are still employed, how long you have been employed, your position, your job description, and that you are on leave for specific duration.
- Photocopy of your company Identity Card (If applicable)
- A updated copy of your resume (ensure that the information on the resume are current - I suggest you write one up specifically for this purpose)

- If you are self employed,
 - provide a proof of business registration,
 - financial statements for the business,
 - a utility bill in the business name,
 - certificate of occupancy,
 - tax clearance certificates,
 - all documents that show that you are running a business are important and should be included in folder (Proof of recent concluded contracts, ongoing projects)
- **Students -**
 - Include a copy of your transcripts
 - proof of registration for the current session.
 - Student Identity Card
 - Any document that proves you are a currently a student is important and should be included.

PHOTOS AND OTHER DOCS

- If you have a few pictures that clearly show your relationship with your sponsor or host, you can add them to this folder.
- Newspaper clipping that shows who you are in the community (like something you did in the community) can all be added to this folder.
- Please don't put a usb or dvd into the package, the visa officer does not have the time to review such materials for temporary visa.

Reminder - Take note that having all these documents strengthens your application but organizing them in a way that makes it easy for the visa officer to examine them is very important. Invest some money in some document organizer.(these things are usually cheap and can be obtained from any stationery store). Don't choose something too bulky. Your aim is to simply divide the document into WELL LABELED folders or sections that makes things easy for the visa officer. A well organized application makes you look like a well organized individual that any country should not have problems with.

Summary

1. Fill your application completely and sign it. Don't leave any questions unanswered. Write N/A (not applicable) if the question does not apply to you.
2. Organize all your documents into categories
3. Use a good document organizer to do so (ask your local stationery store)
4. Label each category properly
5. Don't forget the return envelope
6. Ask a close friend or family to review your package before sending it.

IN PERSON VISA INTERVIEWS

If you are required to attend an interview before being issued a visitor's visa, it is always a great idea to be well prepared for the interview. You would not want to be denied a visa simply because you were not prepared for the interview. Not only is a visa denial hard on the pocket it is much more difficult because of all the emotions that are involved with the desire to travel to another country. Many times such visas are request to attend special occasions such as weddings, the birth of child, graduations or just to visit loved ones. This part of this kit is written to assist you in minimizing the chances of being denied a visitor visa after an interview. I present some tips on how to prepare for a visa interview by sharing some of the top mistakes that are made at visa interviews.

TOP MISTAKES AT VISA INTERVIEWS

1. ZERO OR INADEQUATE PREPARATION FOR THE INTERVIEW

It is always a good idea to be prepared for any interview. Reading a kit like this is always very useful especially when you consider some sample interview questions. Good preparation helps to boost your confidence level and many of the questions that will be asked would no longer be new. You would be ready to give the answers with confidence.

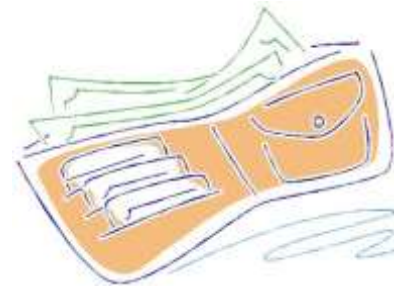
2. INCOMPLETE INFORMATION OR INCONSISTENCIES IN THE INFORMATION PROVIDED

Honesty is very important when it comes to the information you present on your application. Any incomplete/false information can lead to unnecessary delay. False

information will not only result in visa denial, it could have severe impact on your eligibility to apply for a visa in the future.

3. NOT CARRYING APPROPRIATE FEE

It is important that you review the appropriate information about the amount of money that need to be paid for the visa and other fees that may be involved. In addition to this, you should know the methods of payments that are acceptable. It is very disappointing to get to the interview only to find that your planned method of payment is not accepted. Even if you have used that method before, take time to review it again to ensure that your method of payment is still acceptable. Most visa offices do not accept cash.



4. LACK OF OR INCOMPLETE DOCUMENTATION

I always suggest that have more documents than necessary is always better. If you think the document will be necessary, take it along. However I also suggest that you keep all the "excess" document in a separate folder which will not be handed to the visa office until you are asked for it. Read all the instructions provided and prepare all the documents accordingly. Keeping your documentation well organized can also leave a positive impression on the consulate officer. I remember spending less than 5 minutes for a visa interview because the officer found my package well organized.



5. PROVISION OF UNREQUESTED AND UNNECESSARY INFORMATION

When you give unrequested or unnecessary documents, you open yourself to many questions that may become difficult to provide documentations for. It is always better to keep the interview flowing by answering questions simply and providing documents that are requested. An example of unrequested information would be to talk about your previous job when asked about where you work now.

6. DISRESPECT OF THE VISA OFFICER

It is never to your advantage to disrespect the visa or consulate officer even if you perceive that he is not being respectful. You don't gain anything by arguing with the officer or trying to show that he is not as influential as you.

7. POOR COMMUNICATION SKILLS

An interview is all about communication, both verbal and non-verbal. If you are not fluent in the language of the interview, make sure to request an interpreter or find out if you are allowed to bring one with you.

8. NERVOUS SPEAKING

When some people are nervous, they begin to speak almost uncontrollably. If you find that you have the tendency to do this, find a way to calm yourself down. At a visa interview you don't want to be saying all sorts of things that are not requested.

9. LACK OF CONFIDENCE

Lack of confidence sends a signal that you may have something to hide. Remind yourself that your life does not depend on the visa. Be confident because the

visa/consulate officer has to rely on limited information provided by you to make his decision. Her judgment is usually influenced by the way you react to questions, your body language, and the authenticity of you answers.

10. LATENESS

Try to arrive at the interview at least 30mins before the time you are expected to be there. It is always a good habit to be at your appointment 30mins before time so you can take some time to compose yourself and in the case of an unforeseen delay like car problem you still have time to get to your interview.



SAMPLE QUESTIONS

Here are some questions that you can expect at a visa interview. I have used different countries just to remind us that this can be used to prepare for a visa interview to any country. These questions are just for preparation, it does not mean that you will be asked so many questions, however it is always good to be prepared to answer many questions only to be asked 5 questions and your visa is approved.

1. Why are you going to the UK/US/Canada?
2. Have you ever been to the UK/US/Canada? - [The consulate can check to confirm this answer.](#)
3. Do you have relatives in the UK/US/Canada? If yes, who? - [Do not give details of other relatives unless you are asked.](#)
4. Who is sponsoring this visit?

5. Where will you stay in the UK/US/Canada? - It's a good idea to memorize the address. It should correspond to the one on your visa application.
6. What does your son/daughter do for a living? - Memorize the designation and name of company. Show proof of employment and other employment-related papers at this point, ONLY if asked.
7. Where does your son work?
8. What does his wife do?- Note: Mention that they study only if they are on student visa.
9. Who is paying for her studies?
10. How long has your son been in the UK, US or other country?
11. Did your son study in the UK? Where? - Be prepared with details about university, what degree they studied etc.
12. What visa did your son/daughter enter the U.S., UK, Canada on?
13. Is your son married?
14. Does your son/daughter have any children?
15. Is your daughter/daughter-in-law pregnant?
16. Will your wife/husband accompany you on your trip?
17. Why are you traveling alone? OR Why isn't your husband/wife accompanying you?
18. When do you plan to travel?
19. Why do you want to travel at that time? - Make sure you are aware of what is good to see at the time of your visit.
20. What are you going to do in the US?
21. Have you booked your tickets?

22. Do you have return air tickets, medical insurance etc. - **You are not expected to buy tickets until your visa is approved**

23. How much expense do you expect from this trip?

24. Have you been outside your country before?

Note: If you have been outside India before, be prepared to answer questions about your previous visits.

25. How long will you stay in the UK, US, Canada?

26. What is the guarantee that you will come back?- Be prepared for this question. Have papers (property; financial) to prove it.

27. When did you last see your son?

28. Where do you stay in Nairobi?

29. What work do you do and where?

30. What is your job profile?

31. If you are working, you may be asked: Did you take leave?

32. Your income is not enough to support international travel. What are your financial plans

33. If you run a business, you may be asked: Who will look after your business in your absence?

34. When did you retire?

35. What assets/property do you have in Kenya?

36. Will you work in the US?

37. How many children do u have ? And where are they? What do they do? Are they married?

38. What is your son/daughter's birth date?

39. Can you tell me your son/daughter's contact details? - Memorize these.

Make sure your answers correspond with details given on visa documents.

PREPARING YOURSELF FOR THE INTERVIEW

If you have to attend a visa interview, it is very important to be properly prepared because your performance at the interview can affect the decision of the visa officer. However, remember that this interview is not the end of the world. As much as you want to visit your loved ones, there is no need to be dishonest or resort to any dishonorable device to get the visa. Remind yourself that you are proud citizen of your nation and are always welcomed in your country of residence. In previous sections we looked at what to prepare for the interview, In this section, I would present ways to prepare yourself emotionally for the interview as well as some tips on what to do at the interview. Some of the material in this section may be repetitions of the material in the previous sections but these tips bare repeating.

YOUR APPERANCE



Remember that the Visa Officer is human, she does not know you and can only form an impression about you from the information you present to her. It is said that "A picture is worth a thousand words" so you want the picture that you present to say a thousand words about you. You want your dressing, your attitude, you carriage to all say to the visa officer "this is a responsible person, he is respectable, he is what he says he is and he will surely return to his home country because he has a good live here already".

WHAT TO WEAR

I suggest that you dress like who you say you are. If you are a business person, please dress as formally as possible. Dress like you would, if going for a business meeting with a prospective client. If you are a student, dress like you would dress if going to an interview but still look like a student. Children

should dress simply but neatly - There will not be a need to dress them up as little business men or women, but they should be neatly dressed with their clothes ironed, shoes cleaned and colors matching.

MEN - It is always advisable to put on at least a tie and if possible a suit. For older people, you can wear your traditional clothing if that is what you accustomed to wearing. Make sure you are as comfortable as possible in whatever clothes you choose to wear. Please make sure your clothes are ironed, if you are travelling to the location of the interview make sure you find a way to smoothen your clothes before going for the interview. Remember you will not have an opportunity to explain to anyone about why your clothes are rumpled.



No matter what you choose to wear, you do not want to be outlandish, you want to "blend in" one way or the other. That means try not to wear a bright yellow or red suit, stay with neutral colours like black, dark blue, gray etc.

Shoes should be well polished. Although many times the visa officer would not see your shoes but for your own confidence, make sure your shoes are well polished and are comfortable. I will suggest that you minimize the amount of jewelry you use. Like I said earlier, you do not want to be the focus of the entire interview room.

WOMEN - It's sometimes quite difficult to know what to wear as woman because unlike men, there are many combinations that a lady can wear to make her look really fashionable and at the same time non-provocative. You should dress in a way that makes you feel beautiful and responsible. This is not the place to try to prove that you should not be evaluated by your looks. Remember, the visa officer has a right to deny your visa as his or her discretion. Although you may be tempted to dress in a provocative manner, It has been discovered that this only hurts your chances in most

cases. So try to keep the "huggy" clothes or plugging V-neck or micro-minis in the closet for this occasion.

If you are a gown kind of girl, you can go for it. Just make sure it is not too provocative. It's true that the term provocative is relative, just think of what you would wear to a job interview or to work if you were the visa officer yourself.

Shoes should be appropriate for the clothes you chose and comfortable. Remember that the shoes you wear has a way of changing your posture. Choose a pair of shoes that makes you feel on top of the world. After all, you want to remember that you are a proud citizen of your country.



GROOMING

For both men and women you should try to appear as neat and tidy as you can. A good hair cut and shave for men. Women remember that sometimes for makeup "less is more". Fix your hair ladies as you like and keep it as simple as you can. Remember, the more beautiful you look the more confident you will feel, so choose that hairdo that most of your friends and family like. I am not suggesting that you go all out to spend money to prepare for your visa interview (except if you actually have never attended any formal occasions). What I am saying is this - Enjoy making yourself look clean, tidy, handsome/beautiful and go to the interview with great confidence.

PUT ON A SMILE

After you have dressed up and you feel like one million dollars, you can take it to the next level by putting on a genuine smile. When you smile, you look more beautiful, more confident, you are more at ease, you put the other person at ease, you even

feel better. I find that when I smile at people, they usually smile back at me and even if the visa officer does not smile back at you, he feels more relaxed with you. Look at yourself in the mirror, tell yourself that you are beautiful and smile genuinely. When you get to the interview all you have to do remember what you did before the mirror and it will trigger a winning smile. You need it.

HAVE A POSITIVE MINDSET

Your attitude always shows in whatever you do. You can't hide a stinking attitude with good clothes. So work on your attitude. Think positive thoughts. Regardless of what the visa officer says or does, determine that you are going to have a good day. Tell yourself long before the day of your interview that it would be unlikely that you should be denied the visa. Remind yourself that if after working so hard to get all the documents, and being so well prepared mentally you are denied, it is because there is better blessing for you in your country of residence. Determine that the outcome of the interview would not affect your long term goal of success and greatness. It should be obvious to you that visiting your loved ones (although quite important and emotionally invaluable) is not your ultimate goal in life. Tell yourself until you are convinced that the consular or visa officer is there to officially enable you to visit the country of choice. You should not view him/her as your enemy that is out to prevent you from your goal. Whether you know it or not, these attitude comes through to the visa officer. You always want the visa officer to sense "good vibes" from you.

I learnt a trick from my dad many years ago. Whenever he went to any interviews he prayed blessings on the interviewer. I have been using this tip since then. I find that as I pray for the interview or whoever, I begin to feel good about them. Take note that you may not know which of the officers you will be meeting, you bless whoever you will meet. If you do not believe in prayer, just wish them well. Bless them with joy, peace, happiness and health and you will be amazed at how this will quickly change your attitude.

OTHER TIPS FOR THE DAY OF THE INTERVIEW

1. Arrive Early
2. Offer Appropriate Greetings (Good Morning or Good Afternoon)
3. If going as a couple, please prepare together and be ready with answers for different question scenarios. This helps you both to be on the same page
4. Look at the visa officer in the eyes (even if this is not acceptable in your culture, try to look at the officer in the face and keep eye contact). Avoiding eye contact can be viewed as if you are have something to hide
5. Be polite and try to give simple answers to questions. There is no need to elaborate unless asked.
6. If you do not understand what the Visa Officer is asking, do not be afraid or ashamed to ask him/her to repeat the question. You must not answer a question that you have not heard or understood properly. The visa officer knows that you may have difficulties with her accent, so just say "could you please repeat the last question, I did not quite get what you asked?"
7. Be convinced that you are coming back to your country of residence and answer all questions with this assurance in your heart.
8. Even if you feel that your respectful attitude is not being reciprocated, continue to be polite and determine to keep having a good day.

SAMPLE LETTER FROM EMPLOYER

This is to give you a sample content of the letter from your employer for visa interview purpose

(Letter Head of the Company)
The Best Widget Manufacturers
123 Broad Street, Nairobi, Kenya.
www. Manufacturingbest.com, Tel: 245-234-5677

The Visa Officer
whatever country,
Nairobi, Kenya,

Dear Sir/Madam,

CONFIRMATION OF EMPLOYMENT TO JOHN J. JOHNSON

This is to confirm that Mr John J. Johnson has been an employee of this company since Jan 2001. He is the Chief Purchasing Officer. He earns \$40,000 per annum. He has been granted his annual leave from June 14 2012 to July 14th 2012.

Should you have any further questions please do not hesitate to call me or send me an email at - markw@manufacturingbest.com.

Yours faithfully
Mark Wamuya
Vice President

COMMENTS

Please take note that with the letter above, you need to have your original employment letter that contains all your benefits and job description. This is simply to confirm that you are still with the company. Remember that this new letter should be as recent as possible, not more than a few weeks from the submission of your application or interview. If you do not have an employment letter, All you need to do is add another paragraph that highlights your responsibilities and your allowances if any.