

EXHIBIT 9

Guidelines for Completing the DS 160 Non Immigrant Visa Application

General Information

- The DS-160 is an online form that must be completed prior to scheduling a visa interview.
- The application must be completed in English.
- A page-by-page summary of the DS-160 questions is provided below. Before you fill out the online form, make sure you have all the necessary information needed to complete the form. For IYLEP visa applications, there is specific information that needs to be included in the DS-160. This information is provided below (in BLUE text) next to the corresponding fields. **Please follow these directions when completing your DS-160.**
- Complete all fields. Except for those marked “optional”, all fields are required information. If there is a field that does not apply to you, you may check the box “Does Not Apply” when it is an option. You will not be able to move to the next page until you have completed the required fields.

Record Your Application ID!

If there is no activity for 20 minutes or more in the process of completing the online application, your session will expire. You will have the ability to retrieve your application if you encounter a time-out, system error, or if you wish to complete your application at a later time with your Application ID.

IMPORTANT! Record the Application ID displayed on the top right-hand corner (circled in yellow below) as soon as you begin the application process! You must have the Application ID and the answer to the security question that you select on the first page to retrieve your application. It is very common for applicants to encounter at least one time-out or system error while completing the DS-160.



Your application will be automatically saved each time you click the “Next” button. You will be able to retrieve your unsubmitted application for the next 30 days. To complete your application after 30 days, you can permanently save the application to a disk or to your hard drive. Click the “Save” button at the bottom of the last page you have completed and follow the instructions to save the application data to a file.

When you have finished and submitted your DS 160 form, save and print the confirmation page. You will need to submit it with the rest of the documents required for visa interview.


Getting Started


Access the DS-160 at <https://ceac.state.gov/genniv/>


- Step 1. Click “Start Application”
- Location where you will be submitting your application: Select BAGHDAD, IRAQ
- Click the button below to test your photo: This is optional—you can move directly to Step 2
- Step 2. Select “Start a New Application”

1. Personal Information

Note: Personal Information MUST match passport!

Personal Information Part 1	
Surnames	Include all names listed in passport
Given names	Include all names listed in passport
Full Name in Native Alphabet	Type your name in Arabic, if you are unable to type in your name in Arabic, check the "Does Not Apply" box.
Have you ever used other names (i.e., maiden, religious, professional, alias, etc.)?	
<i>If YES, provide other names used</i>	
Sex	
Marital Status	
Date of birth	
City of Birth	
State/ Province of Birth	
Country of Birth	
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ Back: Getting Started  Save Next: Personal 2 ▶ </div>	

Personal Information Part 2	
Nationality	
Do you hold or have you held a nationality other than the one you have indicated above?	
National Identification number:	Enter your Iraqi Jensiya number. If you do not have a Jensiya number, check "Does Not Apply."
U.S. Social Security Number	Check "Does Not Apply"
U.S. Taxpayer ID	Check "Does Not Apply"
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ Back: Personal 1  Save Next: Address and Phone ▶ </div>	

Address and Phone Information	
Street Address	
City	
State/Province	
Postal Zone/ZIP Code	
Country	
Is your Mailing Address the same as your Home Address?	
Home Phone Number	
Work Phone Number	
Work Fax Number	
Mobile Phone Number	
Email Address	
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ Back: Personal  Save Next: Passport ▶ </div>	

2. Passport and Travel Information

Passport Information	
Passport Number	Enter the passport number as it appears in your passport
Passport Book Number	Check "Does Not Apply"
Country/Authority that Issued Passport	
Where Was Passport Issued?	
<input type="radio"/> City	
<input type="radio"/> State/Province *If shown on passport	
<input type="radio"/> Country	
Issuance Date	
Expiration Date	
Have you ever lost a passport or had one stolen?	
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ Back: Address and Phone Save Next: Travel ▶ </div>	

Travel Information	
Are you principal applicant?	Select YES
Purpose of Trip to U.S.	Select: Exchange Visa (J)
Have you made specific travel plans?	Select NO
Intended date of Arrival	Enter the date three days before the start of the program
Intended length of stay in U.S.	
Address where you will stay in the U.S.	
<input type="radio"/> Street Address (line 1)	Enter the address reflecting the site of activity
<input type="radio"/> Street Address (line 2)	
<input type="radio"/> City:	
<input type="radio"/> State:	
<input type="radio"/> Zip Code:	
Person/Entity Paying for Your Trip	Select: "COMPANY/ORGANIZATION"
<input type="radio"/> Name of Company or Organization Paying for Trip	Enter: U.S. Embassy Baghdad, Iraq
<input type="radio"/> Telephone Number	Enter: 1-240-553-0581
<input type="radio"/> Relationship to You	Select "Other"
Is the Address of the party paying for you trip the same as your Home or Mailing Address?	Select NO
Address of Company or Organization Paying	
Street Address (line 1):	Enter: U.S. Embassy Baghdad
Street Address (Line 2):	Enter: Al-Kindi Street, International Zone
City:	Enter: Baghdad
State/ Province:	
Postal Zone/Zipcode:	Enter: 09870
Country	Select: Iraq
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ Back: Passport Save Next: Travel Companions ▶ </div>	

Travel Companions

Are there other persons traveling with you?

[Select NO](#)[◀ Back: Travel](#)[Save](#)[Next: Previous U.S. Travel ▶](#)**Previous U.S. Travel****Have you ever been in the U.S.?***If YES, answer questions A-B.**If NO, skip questions A-B.*

A. Provide date of arrival & length of stay for last five visits

B. Do you or did you ever hold a U.S. Driver's License? (provide license # and state of issue if applicable)

Have you ever been issued a U.S. Visa?*If YES, answer questions C-H.**If NO, skip questions C-H.*

C. Enter date last visa was issued and visa number (if known)

D. Are you applying for the same type of visa?

E. Are you applying in the same country where the visa above was issued and is this country your principal country of residence?

F. Have you been ten-printed (provided fingerprints for all ten of your fingers)?

G. Has your U.S. Visa ever been lost or stolen?

H. Has your U.S. Visa ever been cancelled or revoked?

Have you ever been refused a U.S. Visa, been refused admission to the U.S., or withdrawn your application for admission at the point of entry?*If YES, provide explanation*[◀ Back: Travel Companions](#)[Save](#)[Next: U.S. Contact ▶](#)**U.S. Point of Contact Information****Contact Person or Organization in the United States**Surnames: [Enter: Khalil](#)Given Names: [Enter: Hiba](#)Organization Name [Enter: World Learning](#)Relationship to you [Choose "OTHER"](#)**Address/Phone Number of Point of Contact:**Street Address (line 1): [Enter: World Learning](#)Street Address (Line 2): [Enter: 1015 15th Street, NW , 7th floor](#)City: [Enter: Washington](#)State/ Province: [Select: District of Columbia](#)Postal Zone/Zipcode: [Enter: 20005](#)Email Address: [check "Does Not Apply"](#)[◀ Back: Previous U.S. Travel](#)[Save](#)[Next: Family ▶](#)**3. Family Information****Family Information: Relatives**Father's Full Name and Date of Birth: [Enter full information even if father is deceased](#)

Surnames

Given Names


Date of Birth
Is your father in the U.S.?
Mother's Full Name and Date of Birth: Enter full information even if mother is deceased
Surnames
Given Names
Date of Birth
Is your mother in the U.S.?
Do you have any immediate relatives (fiancé/fiancée, spouse, children, or siblings) not including parents, in the United States?
If YES, provide name, relationship, city in U.S. for each relative
Do you have any other relatives in the United States?
◀ Back: U.S. Contact Save Next: Spouse ▶

Family Information: Spouse	
Spouse's Full Name	Enter current spouse information. If divorced, enter previous spouse information.
Spouse's Surnames	
Spouse's Given Names	
Spouse's Date of Birth	
Spouse's Nationality	
Spouse's Place of Birth:	
City	
Country	
Spouse's Address	Select: "Same as Applicant's Home Address"
◀ Back: Relatives Save Next: Work/Education/Training ▶	

4. Work/Education/Training Information

Present Work/Education/Training Information	
Primary Occupation	Provide the following information concerning your current employment or education.
Present Employer or School Name	
Present Employer or School Address	
Street Address	
City	
State/ Province	
Postal Zone/ Zip Code	
Country	
Monthly salary in local currency (if employed):	Enter your salary before deductions or an estimate of your average earnings for a month. If you are a business owner, you should enter an average amount of net income you receive from the business after expenses. If you receive a pension, enter the amount of the pension.
Briefly describe your duties	
◀ Back: Family Save Next: Work/Education: Previous ▶	

Previous Work/Education/Training Information	
Were you previously employed?	Provide employment information for the last five years, if applicable. Add more entries until a span of 5 years has been recorded
<i>If YES, enter Employer/ Employment Information</i>	
<input type="radio"/> Employer Name	
<input type="radio"/> Employer Street Address	
<input type="radio"/> City	
<input type="radio"/> State/ Province	
<input type="radio"/> Postal Zone/ Zip Code	
<input type="radio"/> Country	
<input type="radio"/> Telephone Number	
<input type="radio"/> Job Title	
<input type="radio"/> Supervisor's Surname	
<input type="radio"/> Supervisor's Given Names	
<input type="radio"/> Employment Date From	MUST include month and year
<input type="radio"/> Employment Date To	MUST include month and year
<input type="radio"/> Briefly describe your duties:	(Just a sentence or two)
Have you attended any educational institutions other than elementary schools?	
<i>If YES, provide the following information on all educational institutions you have attended, not including elementary schools.</i>	
<input type="radio"/> Name of Institution	
<input type="radio"/> Street Address	
<input type="radio"/> City	
<input type="radio"/> State/ Province	
<input type="radio"/> Postal Zone/ Zip Code	
<input type="radio"/> Country	
<input type="radio"/> Course of Study	
<input type="radio"/> Date of Attendance From:	
<input type="radio"/> Date of Attendance To:	

◀ Back: Work/Education: Present
 Save
Next: Work/Education: Additional ▶

Additional Work/Education/Training Information	
Do you belong to a clan or tribe?	
<i>If YES, provide clan or tribe name</i>	
Have you traveled to any countries within the last five years?	Include any travel outside of your home country, including travel to the U.S.
<i>If YES, provide a list of countries visited</i>	
Have you belonged to, contributed to, or worked for any professional, social, or charitable organization?	
<i>If YES, provide a list of organizations</i>	
Do you have any specialized skills or training, such as firearms, explosives, nuclear, biological, or chemical experience?	
Have you ever served in the military?	

<i>If YES, provide the following information:</i>
o Name of country (where you performed military service)
o Branch of service
o Rank/ Position
o Military Specialty
o Date of Service From
o Date of Service To
Have you ever served in, been a member of, or been involved with a paramilitary unit, vigilante unit, rebel group, guerrilla group, or insurgent organization?
<i>If YES, Explain</i>

[◀ Back: Work/Education: Previous](#)
 Save
[Next: Security and Background ▶](#)

5. Security and Background

Medical and Health Information
Do you have a communicable disease of public health significance such as tuberculosis (TB)?
<i>If YES, Explain</i>
Do you have a mental or physical disorder that poses or is likely to pose a threat to the safety or welfare of yourself or others?
<i>If YES, Explain</i>
Are you or have you ever been a drug abuser or addict?
<i>If YES, Explain</i>


[◀ Back: Work/Education/Training](#)
 Save
[Next: Criminal ▶](#)

Criminal Information	
Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other similar action?	Include all arrests or detentions, including those at the border and by Customs and Border Patrol.
<i>If YES, Explain</i>	
Have you ever violated, or engaged in a conspiracy to violate, any law relating to controlled substances?	
<i>If YES, Explain</i>	
Are you coming to the United States to engage in prostitution or unlawful commercialized vice or have you been engaged in prostitution or procuring prostitutes within the past 10 years?	
<i>If YES, Explain</i>	
Have you ever been involved in, or do you seek to engage in, money laundering?	
<i>If YES, Explain</i>	

[◀ Back: Medical and Health](#)
 Save
[Next: Security ▶](#)


Security Information
Do you seek to engage in espionage, sabotage, export control violations. Or any other illegal activity while in the United States?
Do you seek to engage in terrorist activities while in the U.S. or have you ever engaged in terrorist activities?

Have you ever or do you intend to provide financial assistance or other support to terrorists or terrorist organizations?
Are you a member or representative of a terrorist organization?
Have you ever ordered, incited, committed, assisted, or otherwise participated in genocide?
Have you ever committed, ordered, incited, assisted or otherwise participated in torture?
Have you committed, ordered, incited, assisted, or otherwise participated in extrajudicial killings, political killings, or other acts of violence?
Have you, while serving as a government official, been responsible for or directly carried out, at any time, particularly severe violations of religious freedom?

[◀ Back: Criminal](#)
 Save
[Next: Immigration Law Violations ▶](#)


Immigration Law Violations

Have you ever sought to obtain or assist others to obtain a visa, entry into the U.S., or any other United States Immigration benefit by fraud or willful misrepresentation or other unlawful means?
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[◀ Back: Security](#)
 Save
[Next: Miscellaneous ▶](#)

Miscellaneous Information

Have you ever withheld custody of a U.S. citizen child outside the U.S. from a person granted legal custody by a U.S. court?
Have you voted in the United States in violation of any law or regulation?
Have you ever renounced United States citizenship for the purpose of avoiding taxation?

[◀ Back: Immigration Law Violations](#)
 Save
[Next: Student/Exchange Visa ▶](#)

Additional Point of Contact Information

List at least two contacts (One Embassy contact, and one Iraqi contact) who can verify the information that you have provided on this application. For the Iraqi contact, do not list immediate family members or other relatives.

Contact #1	Enter Cultural Affairs Youth Exchanges Specialist for first contact information
○ Surnames	Enter: Chiriac
○ Given names	Enter: Natalia
○ Street Address	Enter: U.S. Embassy Baghdad, Al-Kindi Street, International Zone
○ City	Enter: Baghdad
○ State/Province	Leave it blank
○ Zip	09870
○ Country	Iraq
○ Telephone Number	0770 443 3171
○ Email Address	ChiriacNV@state.gov
Contact #2	Enter Iraqi contact for second contact information (do not list immediate family members or other relatives)
○ Surnames	
○ Given names	
○ Street Address	Postal office box numbers are unacceptable. MUST at least provide city, country, phone
○ City	
○ State/Province	
○ Zip	
○ Country	

<input type="radio"/> Telephone Number
<input type="radio"/> Email Address

[◀ Back: Security and Background](#) | [Save](#) | [Next: SEVIS ▶](#)

6. SEVIS Information

SEVIS	
Enter SEVIS ID	On DS 2019 form or given to you in an e-mail.
Do you intend to study in the U.S.?	Select NO

[◀ Back: Additional Contact](#) | [Save](#) | [Next: PHOTO ▶](#)

Note: Provide Program Code when asked by the application. You will be provided with the Program Code by e-mail.

7. Upload Photo

If you have a photo, go ahead and follow upload instructions;

If you don't have a digital photo that meets the requirements, you can bypass this step. You will still need to [browse](#) and [submit](#) an image (you can use any .jpg file), even though it is not the photo you will use. You will receive an error message, and that is okay. An acceptable photo will be taken at the time of the visa interview by Consular Section staff.

8. Verify Information

Make sure you verify all information and edit as necessary. In order for changes made from the review page to save, use the buttons at the bottom of each page to navigate, not the browser's back/forward buttons.

9. Sign and Submit

Sign and Submit	
Did anyone assist you in filling out this application?	
<i>If YES, provide the following information on the preparer:</i>	
<input type="radio"/> Surnames	
<input type="radio"/> Given names	
<input type="radio"/> Organization Names	
<input type="radio"/> Address	
<input type="radio"/> Street Address	
<input type="radio"/> City	
<input type="radio"/> State/Province	
<input type="radio"/> Zip	
<input type="radio"/> Country	
<input type="radio"/> Relationship to you	
E-Signature	Enter your passport number Enter the code you see on the screen
Click Sign and Submit Application	

9. Print Confirmation Page

- 1. Print confirmation page and bring to interview.** Bring only the confirmation page, not the whole document!
- 2. Send the electronic version of the confirmation page to your local coordinator.**