

us USA Study Visa – Step-by-Step Process (General Guide)

Step 1: Initial Consultation and Onboarding

1. Initial Discussion

Consultant and Client review the U.S. study visa pathway, eligibility, and process outline.

2. Service Agreement (Written agreement signed of terms, deliverables, and refund policy)

3. Initial Payment (Client pays **50% of the consultancy charges** to begin the process.)

Step 2: Document Compilation & Verification

Client Responsibilities:

1. Submit all **original, authentic academic and personal documents attested** by IBCC, HEC, and MOFA as applicable and Ensure **FBR tax compliance** if required.
2. Prepare and submit:
 - **Valid Passport, Educational Certificates (Front & Back), Transcripts, IELTS/TOEFL Score** (if required), **SAT/ACT/GMAT/GRE** (if required by university)

Consultant Responsibilities:

- Review documents for **completeness and authenticity**.
- Assist in preparing: **Statement of Purpose (SOP), Recommendation Letters, Resume (as per U.S. format), Financial documents** as per embassy standards.
- Provide **document templates and samples**.

Step 3: University & Course Selection

Consultant Responsibilities:

- Shortlist **10+ SEVP-approved U.S. universities** based on academic profile, budget, and field of interest, Clarify tuition, scholarships, and entry terms (Fall/Spring).
- Help choose **STEM or OPT-extension eligible programs**, if applicable.

Client Responsibilities:

- Approve the final list of **universities and courses**.

Step 4: Admission Application Process

1. Portal Setup & Applications

- Consultant completes applications for up to **3 paid universities** (application fees included).
- Additional universities at extra cost if required.

2. Offer Letter & I-20 Issuance

- Upon acceptance, universities issue an **Offer Letter** followed by **Form I-20** after initial tuition or financial proof.

3. Next Steps Based on Offer:

- **If I-20 is Issued:** Client pays the **remaining consultancy fee**.
- **If No Admission:** Partial refund issued **excluding admin and application fees**.

Step 5: Visa Preparation & SEVIS Fee

Client Responsibilities:

- Pay the **SEVIS I-901 fee (\$350)**, Pay **Visa Fee (\$185)**.
- Schedule the **F-1 Visa Interview** with the U.S. Embassy/Consulate.

Consultant Responsibilities:

- Assist in: DS-160 Visa Application Form, SEVIS Payment Process, Visa Appointment Booking
- **Mock Interview Preparation**, Organizing full **Visa File** (I-20, SOP, Finances, Ties to Country)

Step 6: F-1 Visa Interview & Outcome

- Client attends the interview in person.
- Consultant ensures they are well-prepared with a mock session and complete file.

! Refund Policy After Visa Filing:

- Once the visa is filed and interview scheduled, **no refund** will be given regardless of outcome.

Responsibilities Summary

Client Responsibilities:

1. Submit **genuine and attested academic/personal documents**.
2. Pay **SEVIS & Visa Fee** on time. Attend interview and provide accurate information.
3. Approve university choices and pay final fee after admission.

Consultant Responsibilities:

1. Shortlist suitable **SEVP-approved universities**.
2. Assist in university applications, SOPs, and resumes.
3. Guide in SEVIS, visa scheduling, and interview prep.
4. Ensure visa file complies with U.S. Embassy standards.

Payment Breakdown Example

Step	Amount Due
Initial Payment (Before Step 2)	50% of total fee
Final Payment (After I-20 Issuance)	Remaining 50%
SEVIS & Visa Fees	Paid by Client separately
Application Fees	Included or as agreed