

Steps for Applicants Who Require a US Visa Interview

The AmCham China Business Visa Program is exclusively intended for business travel by direct employees of member companies who have completed more than six months in their current position and is not applicable for personal travel.

Please ensure to apply well in advance—at least 7 weeks before your planned travel dates—to allow sufficient time for visa processing. Applicants should factor in time for special clearances, incomplete paperwork, and possible investigations. The earlier you apply, the better.

Familiarize yourself with the visa application requirements before submitting your application through the AmCham China Business Visa Program using the following process:

Step 1: Pay Visa Application Fee

- a. Email visaservice@amchamchina.org to make an appointment. Please indicate the full **Chinese company name/applicant's name/on-site processing time** in the email.
- b. If the time is confirmed, the applicant will receive a CGI number and a link to an online form, applicants those who have not paid please use CGI number to pay at China CITIC Bank. Please complete the form after payment.

Step 2: Submit Application to AmCham China

Kindly dispatch a messenger with the completed documents outlined above to the AmCham China Beijing office. Please note that applications will be received exclusively from Monday through Thursday, between 9:30 AM and 11:30 AM.

The required materials are as follows:

- a. Original private passport—valid for at least 6 months beyond the planned return to China.
- b. Confirmation page of DS-16 (<https://ceac.state.gov/genniv/>).
- c. English version of the Invitation letter with the company name on letterhead, and a signature or seal at the bottom (a photocopy is acceptable).
- d. Detailed (day by day) travel schedule (no fixed template required).
- e. One 2x2 inches (51x51mm) photo taken within the last 6 months with a white background—this should match the photo on the DS-160. Please do not wear eyeglasses.
- f. Original certificate of employment with an official seal, along with one photocopy (the applicant's company must be a member of AmCham China).
- g. BVP Certificate (This is the only proof to open AmCham China visa service, and it needs to be replaced if lost. If you bring the copy, you need to stamp the official seal.)

Relatives should meet the following conditions:

- a. The relative must be an immediate family member of the applicant, and children must be 21 years old or below and unmarried.

- b. The applicant's invitation letter should explicitly state that relatives are invited to participate in the activity.
- c. Applicants are required to attend the interview with their immediate family members. In cases where the spouse and children apply separately from the employee, they must provide **a copy of the employee's current US visa**.

Supplementary materials required for relatives include:

Spouse:

- 1) Copy of marriage certificate

Children:

- 1) Copy of marriage certificate
- 2) Copy of birth certificate

Notice:

- a. The materials should be submitted to the AmCham China Beijing office for on-site processing. The agent can be assigned, and the agent does not need to supplement the materials.
- b. The application process cannot be accelerated, please make travel arrangements in advance.
- c. Evus is required to register at the website displayed on the visa page 2-3 days prior to departure, otherwise they will not be able to enter the country.
- d. For more information on visa please check:
<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html#documentation>

Step 3: Attend the Interview

Kindly attend the interview promptly as per the details provided in the 'appointment confirmation.' Please be aware that the appointment will be canceled if you arrive more than half an hour late. Dress in formal attire and refrain from bringing any items other than your application materials to the interview.

Please submit your documents as requested by the visa officer. The following documents are provided for reference only. Additionally, here are suggestions for supplementary materials:

- a. Dispatch letter.
- b. Business cards, company cards, ID cards.
- c. Detailed English resume.
- d. Details of the form DS-160.
- e. Copy of labor contract and employment certificate.
- f. Salary statement for the past three months.
- g. A copy of your house or car purchase contract.
- h. If the applicant is to purchase equipment/products in the United States, the US Embassy requires the applicant to prepare additional English materials for the interview

of purchasing equipment/products in the United States, such as the purchase contract, equipment/product description, company profile, detailed English resume, etc. This will allow the visa officer to better understand the purpose of your visit to the United States.

- i. Marriage certificate, household register, family photo.
- j. Previous overseas photos.
- k. If you have an old passport, you need to bring it, especially if the old passport has a US visa record.

Step 4: Passport Pick Up

AmCham China will send an email to the applicant to collect the passport from the AmCham China Beijing office. The applicant needs to carry the **ID card** to obtain their passport, and the proxy must carry the "**official permit**" to obtain the passport of others.

Please note: AmCham China does not support passport delivery.

If the applicant has other travel arrangements shortly after the interview, please ask the visa officer to return the passport immediately after the interview. Please make travel arrangements in advance.

- Pick-up Time:** Monday through Thursday, 9:30-11:30 am
- Pick-up Location:** 3F, Gate 4, Pacific Century Place, 2A Workers' Stadium North Road, Beijing, PRC, 100027
- Contact Number:** (8610) 8519-0890