The New DS-160 U.S. Application Form

Visa Service Center

August 6, 2012
Completing the DS

Accessing the Application
Go to https://ceac.state.gov/genniv

Part 1: Getting Started

- Step 1: Choose the Embassy: AmCham-China applicants should choose “CHINA, BEIJING”.
- After choose location the language will be auto generation.
- Read the instructions and press “Start Application”.

Welcome!
Get Started

On this website, you can apply for a U.S. nonimmigrant visa. Filling out the application is the first step in the process. After you submit your application, you can move on to the next steps, such as signing up for an interview.

Important: Before You Start

1. Learn about Types of Visas
2. List of Documents and Information you will need
3. Browser Requirements
4. How to complete the application

Other people can assist you with your visa application. Note that under U.S. law (22 C.F.R. 41.103) you must electronically sign and submit your own application unless you qualify for an exemption. Even if someone else helped you complete the application, you (the applicant) must click the “Sign Application” button, or your application may not be accepted.

**Please be patient as you use this form. Download times may vary depending on your internet connection speed.**
Completing the DS-160

The entire form has to be filled out in English, except for one field where it asks for your name in your native language, in which case, you can use Hanzi to enter your name.
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Step 2: Upload Photo

- Browse to your photo & press “Upload Selected Photo”. Further details on photo standards can be found at http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html

- If your photo meets the quality standards, you can press “Continue Using This Photo”.

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Please record your Application ID in a safe and secure place. If there are technical issues with the system, or you want to complete your application some other time, you can save your work and later, start where you left off. In order to access your application later, however, you will need: (1) your Application ID, and (2) the answer to the security question that you will choose on this page.

To choose a security question, pick the one you like the best from the dropdown list, type your answer to that question in the box below, and click “Continue.” Remember: In order to access your application later, you will need to know the answer exactly as you wrote it on this page. You can also use your Application ID and security question to retrieve your Confirmation Page after you have submitted your application, or to use your previously provided application information to complete a new application at a later date.
Tips for the DS-160

Saving an Application

- If you can’t finish in one sitting, you can save the application to your hard drive and continue later.
- Press “Save” at the bottom of any data entry page.
- Press “Save Application to File”.
- Press “Save” and navigate to the place you want to save your application.
Complete all questions carefully.

Inserting wrong information or leaving required items blank will only delay your application.

All application questions must be answered in English, using English characters only.
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Part 2: Personal

- If you have difficulty understanding a question, place your computer mouse on the question, and a yellow window with Chinese translation will appear.

- If a question doesn’t apply to you, you must check the “Does Not Apply” box.
Part 2: Personal Information 1

- Telecode: For Chinese citizens all have a telecode that represents your name.

Telecode can be found at: http://dianma.org/
Part 2: Personal Information 2

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Part 3: Address and Phone

- Fill out your current detailed home address. Not your home provincial address.
Part 4: Passport

- Please select the passport type: If you have private passport please select “Regular”.

- Chinese passports do not have a passport book number so please select “Does Not Apply” box.
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Part 5: Travel

Please select purpose of Trip to the U.S.

Please select specify: If you traveling to the U.S. only have business purpose please select “B1”; if you are traveling to the U.S. for three reasons (to attend a conference in Connecticut, visit a friend in New York, and then take a vacation in Hawaii), please select”B1/B2”
Part 5: Travel

- Make sure you fill out the detailed address where you will be staying in the U.S. for each place you will visit.
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Part 6: Travel Companions

- If you have travel companions, please fill in their names
Part 7: Previous U.S. Travel

- If you were issued a U.S. Visa in the past, you need to fill out the column “Visa Number”. Please enter the 8-digit number that is displayed in red on the lower right-hand side of the most recently issued prior Visa.
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Please enter the 8 number that is displayed in red on the lower right-hand side of the most recently issued prior Visa.
Part 8: U.S. Contact

- Make sure you fill in contact person’s detailed address.
Part 9: Family

Be especially careful with the yes/no questions – misrepresenting the facts can make you ineligible to ever receive a visa.
## Part 10: Work (Education) Training/Previous

- Answer fully and include as much detail as you can.

**Employer/Training Information:**

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>DCA BUSINESS CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Street Address</td>
<td>385 000 CHINA BUILDING CENTER</td>
</tr>
<tr>
<td>City</td>
<td>BEIJING</td>
</tr>
<tr>
<td>State/Province</td>
<td>CHINA</td>
</tr>
<tr>
<td>Postal Zone/ZIP Code</td>
<td>100010</td>
</tr>
<tr>
<td>Country</td>
<td>CHINA</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>861090365214</td>
</tr>
</tbody>
</table>

**Job Title**

- Sales Manager

**Supervisor's Surname**

- LIU

**Supervisor's Given Names**

- JOHN

**Employment Dates**

- From: 20 APR 2008
- To: 18 JUL 2008

**Briefly describe your duties:**

- Follow through with new clients and cooperate with experienced brokers on the team for completion of leasing transactions.
Part 10: Work (Education) Training/ Previous

- Provide a List of Languages You Speak: if more than one you can select “Add Another”
Part 11: Security and Background

- Be especially careful with the yes/no questions – misrepresenting the facts can make you ineligible to ever receive a visa.
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Step 3: Reviewing Your Application

- You have an opportunity to review and edit all your answers before submitting your application.
- Check carefully that everything is correct – it’s impossible to make changes after you submitted.
- Don’t forget to save your application to your hard drive so that you can easily retrieve it to complete or change later.
Step 4: Sign and Submit

- Once you submit your application, you can’t change it.
- Pressing “Sign and Submit Application” constitutes your electronic signature, certifying that all the answers on the application are true.
Step 5: Printing

- Print the entire application then the confirmation page.
- You can e-mail the confirmation to someone else (e.g., if you are completing the application for another person).
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• After printing out your confirmation page, please **handwrite following in Hanzi:**

1. Telecodes for your full name.
2. Your full name
3. Home address
4. Work unit and work address
5. Spouse name
6. Mobile number

• As indicated, please attach the 1st page of your application fee receipt here.
How can I get the visa receipt?

1. Bring passport to CITIC Bank
2. Pay visa fee
   - B1/B2: RMB 1,024
   - H/L: RMB 1,216
3. Get Visa receipt