# Applicants who DO NOT Require an Interview

The AmCham China Business Visa Program is for business travel only by direct employees of member companies who have been in their job for more than six months, not for personal travel.

Applicants who have never had their visa marked “Clearance received” and are applying for the same type of U.S. visa that has expired within the past 12 months.

If the spouse and children apply separately from the employee, they must have a copy of the employee’s current U.S. visa, Marriage Certificate, and children's Certificate of Birth.

Be sure to apply well in advance - apply at least 7 weeks before your planned travel dates to allow sufficient time for the processing of your visa. Applicants must allow time for special clearances, incomplete paperwork, and possible investigations. The earlier you can apply the better and please inform yourself of visa application requirements!

**L1 renewal applicants** (intra-company transferee): if you would like to use the drop-off service, only single-entry L visas, 3-month visas, will be issued through the service. If you would like multiple-entry visas, you should apply via appointment for an interview.

## **Application Materials**

**Step 1:** Business Visa Program member company applicants should submit only the following documents to the AmCham China office:

1. Online DS-160 form (EVAF): The EVAF can be found from the following website: <https://ceac.state.gov/genniv/>.

*Please note: print the entire application then the confirmation page. We recommend you read the instructions carefully before beginning your application, please click*[*here*](http://amchamchina.org/page/online-ds-160-form-evaf-instructions)*. If you need telecodes, please click*[*here*](http://dianma.org/)*.*

1. One photograph: Two inches square (51mm x 51mm) color photograph, less than 6 months old, against a white background, full frontal view. Click for more information on photo requirements. Please use scotch tape to stick your photo on the front cover of your passport. Please find attached the "[Photo Requirements"](https://www.amchamchina.org/uploads/media/default/0001/01/044a5b2d0a5229293f1d65ae5afe86b7fc7fc423.pdf) document.
2. An invitation letter with company letterhead summarizing the purpose for travel, the relationship between company and the applicant, sponsor of the trip, and traveling period. The invitation letter may be an original or fax copy or photocopy.
3. [Travel Itinerary Form](https://www.amchamchina.org/uploads/media/default/0001/01/5fe117c54c414f75307df390772938decfe9a76c.pdf)(one per applicant or each member of a group must have a copy of the group's itinerary).
4. Private Passport: Valid for at least 6 months after the applicant's planned return to China. If the applicant's previous visa on the previous passport, please provide the passport with the visa.
5. AmCham China "Official Permit Card": Your messenger will not be accepted without the "Official Permit Card".

**Step 2:** Send your messenger with the above completed forms and documents to the AmCham China office. Applications will only be accepted Monday through Friday 9:00 AM-11:00 AM.

1. AmCham China Visa Service Center will provide you the visa application “Payment Voucher Number” which is generated by the U.S. government new processing system. Then you could process payment for the Visa Application Fee.
2. Visa Application Fee: With the “Payment Voucher Number” you can pay the Visa Service Fee in any of the following ways:

- At any CITIC ATM through Union Pay
- In cash at CITIC Bank

**After processing the payment you will receive an email receipt for your payment. You will need to print it out and include with all visa applications.

Applicants for petition-based visas will pay an application fee:**

- B1/B2 & J application: 160 USD.

- H&L application: 190 USD. Certain L visas require additional fees.

See the [Directory of Visa Categories](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/all-visa-categories.html) on usvisas.state.gov to determine which visa category might be appropriate for your purpose of travel to the United States.

**Step 3:** The applicant's visa generally will be returned to the AmCham China office 2-4 working days (occasionally may take longer) after it is delivered to AmCham China. The applicant will then receive one of the following:

* Approved visas, passports, and application materials, or
* Call-in slip for personal interview at the US Embassy, or
* Notification that additional documents are required.

**Step 4:** AmCham China will notify you via e-mail when the passport is ready for pick-up from AmCham China. The applicants will pick up his/her passport from AmCham China or may have it returned by courier service.

If the applicant chooses to have the passport returned by courier. Applicants can track his/her passport’s delivery process by the tracking number provided by the courier service through their website.

*Please Note: There are certain risks during the courier delivery process, such as the risk that the passport may be lost or damaged. AmCham China will not bear any legal responsibility for any of these occurrences.*

*Our address: 3F, Gate 4, Pacific Century Place, 2A Workers' Stadium North Road, Beijing*