# Steps for Applicants Who Do 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.

Spouse and children (unmarried children age 21 and under) accompanying an AmCham member company’s employee on a business trip can use the Business Visa Program, however, they must interview at the same times as the employee (children under 14 may not need to go to the U.S. Embassy for an interview). If the spouse and children apply separately from the employee, they must have a copy of the employee’s current U.S. visa, Married 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!

## Application Materials

Applicants may submit your applications through the AmCham China Business Visa Program by the following process:

**Step 1:** Applicants who have not previously obtained a US visa or have a US visa that expired over 12 months ago must gather and complete the following documents:

1. Non-immigrant Visa Application Form Online DS-160 form (EVAF): The EVAF can be found from the following website: <https://ceac.state.gov/genniv/>.
2. Please note: After completing the form, print 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/)
3. 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, fax copy or photocopy.
4. [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).
5. Private passport(s) valid for at least 6 months after the applicant's planned return to China.
6. 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/f4cffea21edc54038d50df1437e29ec70e89f780.pdf)" document.
7. AmCham China "Official Permit Card": Your messenger will not be accepted without the “Official Permit Card”.

**Step 2:** Send your messenger with above completed documents to the AmCham China office. Applications will only be accepted Monday through Friday 9:00 AM -11:00 AM AmCham China associates will provide an interview sheet for all applications received.

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 two 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 need to print it out and included with all visa applicants.**

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**](usvisas.state.gov) **to determine which visa category might be appropriate for your purpose of travel to the United States.**

**Step 3:** Applicants should visit the US Embassy before the scheduled appointment time.

**Address:** The US Embassy

No 55 Anjia Lou Lu Beijing

 - Applicants must also bring following documents to the US Embassy at the time of their interview:

\* Company Working Card, Salary Certification, Business Card, I.D. Card and Resume ([click here](https://www.amchamchina.org/uploads/media/default/0001/01/2ea6981b7c1c9ca0dbe5b01f005e0946a5229068.pdf) for a sample resume)

- Applicants should also bring as many of the following documents as possible to the US Embassy for their interview:

\* Bankbook, Car Purchase Contract, Real Estate Contract, Marriage Certificate, Registered Permanent Residence, Family Photo.

Interview applicants who visit the US for purchasing equipment/product: Applicants visiting the U.S. to purchase equipment/product will be asked to prepare additional documentation, in English, such as a contract, product/equipment description, export license number (if required) company description, etc. along with applicants’ detailed resumes. In this case, the Visa Officers have a better idea of the purpose of applicants’ travel.

**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.**

If you would like to check the status of your visa application, you can visit the Consular Electronic Application Center (CEAC) website at <https://ceac.state.gov/CEACStatTracker/Status.aspx>. You will need to input the barcode number (application ID) from your DS-160 application to access your case.