

US NON-IMMIGRANT VISA APPLICATION MATERIALS

美国非移民签证申请材料

The following pages have all the instructions needed for completing the application for a US Non-Immigrant visa. In order to make the process as easy and fast as possible for our applicants, we suggest that you follow the instructions as listed.
以下是完成美国非移民签证申请的指导。为了使流程尽可能的容易，方便我们的申请人，我们建议您按照下列要求做。

WHAT DO I NEED TO APPLY FOR A US NON-IMMIGRANT VISA? 我需要什么才能申请美国非移民签证？

<input type="checkbox"/>	在中信银行支付的美签费收据	Paid MRV Receipt from CITIC BANK
<input type="checkbox"/>	填写完整的 DS-156 “非移民签证申请表”。请按下页的具体要求填写此表。DS-156 表必须在线填写。如果您曾经申请美国签证被拒绝过，请正确回答第 31 栏问题。如果有人为您申请过移民签证，或是您的移民签证申请在等待过程中，请正确回答第 36 栏问题。	Completed DS-156 “NONIMMIGRANT VISA APPLICATION”. Please follow the detailed instructions on the following pages in order to complete this application. It MUST be completed online. All Applicants MUST have this form completed correctly. If you have been previously refused a visa by the US, please answer question 31 correctly. If anyone has filed an Immigrant visa for you, or you have an Immigrant visa pending, please answer question 36 correctly.
<input type="checkbox"/>	必须在 DS-156 表上附上一张正确的近照。详见下面的 DS-156 表填写指导。	A proper, recent photo MUST be attached to the DS-156. See details on the DS-156 Instructions pages that follow.
<input type="checkbox"/>	填写完整的 DS-157 “非移民签证补充信息表”。在这里有空白的 DS-157 表。您可以手工填写此表。所有申请人必须完整填写，否则您的申请将无法受理。	Completed DS-157 “SUPPLEMENTAL NONIMMIGRANT VISA APPLICATION”. Attached to this document is a blank DS-157 form. You may complete this form in handwriting. All Applicants MUST have this form completed, or your application will not be processed.
<input type="checkbox"/>	学生(F / M)和交流学者(J)的非移民签证申请人必须填写 DS-158 “联系信息和工作经历表”。您可以手工填写此表。	Applicants for Student (F & M) and J (Exchange) Non-Immigrant Visas MUST also complete a DS-158 “CONTACT INFORMATION AND WORK HISTORY” form. You may complete this form in handwriting.
<input type="checkbox"/>	一本有效的旅行护照。中国公民的护照有效期必须比拟抵美时间至少多 6 个月。如果您曾经有过美国非移民签证，请在面谈的时候带上旧护照或是之前的签证复印件，这对您的申请有帮助。	A valid passport for travel. Citizens of the People’s Republic of China MUST have a passport valid for at least 6 months beyond their arrival in the United States. If you have previously had a US non-immigrant visa, it is helpful to have your previous passport(s) available at the time of interview, or copies of your previous US visas.
<input type="checkbox"/>	学生(F / M)签证申请人必须提供由美国学校签发的“I-20”表原件。同时还需提供一份近期的成绩单，学生证复印件，录取信和在美学习的资金证明。	Applicants for Student (F & M) visas MUST provide the original “I-20” Certificate of Eligibility issued by their school in the US. They should also provide a recent transcript, a copy of their student ID, admission letter(s), and proof of sufficient funds for study in the US.
<input type="checkbox"/>	交流学者(J)签证申请人必须提供由美国资助机构或教育机构签发的“DS-2019”表的原件和一些项目的基本信息（项目描述或邀请信）。	Applicants for Exchange (J) visas MUST provide the original “DS-2019” Certificate of Eligibility for Exchange Visitor Status issued by the sponsoring US organization or educational institution, and basic program information (program description, or invitation letter).
<input type="checkbox"/>	H, L, O, P 签证申请人必须提供由美国国土安全局签发的“I-797”表原件或复印件。同时最好能提供一些材料以证明其在美的身份，以免签证官员对您的申请产生疑问。	Applicants for H, L, O, P visas MUST provide their original or a copy of their “I-797” receipt document issued by the US Department of Homeland security. It is best to also have a copies of the documents submitted to obtain this status in case the Consular Officers have questions about your application.
<input type="checkbox"/>	如果您是一位在科学、技术方面有着教育或工作经历的签证申请人，或者您之前的签证上有“CLEARANCE RECEIVED”的字样，您可能需要提供：(a)一份包含您所有教育、工作经历和论文列表的最新的简历；(b)一份旅行行程表包含会议、地点和美国邀请方的联系信息，或者美国学校、雇主或机构的邀请函；(c)对商务旅行者而言，请提供您公司在中国的产品和服务的信息；(d)您的研究计划或您赴美学习或了解的技术信息；(e)如果您是学生或研究人员，请同时提供您导师的信息，包含论文列表（打印的网页也可以）。	If you are an applicant for any type of visa, and you have scientific or technical education or working experience, OR if your previous visa has the words “CLEARANCE RECEIVED” written on it, you will need to provide: (a) an updated resume with all educational and work experience, as well as a publication list; (b) a trip itinerary including meetings, locations, and contact information for US hosts OR an invitation letter from your US school, employer, or institution; (c) For business travelers, information about your company’s products and services in China; (d) Your research plan or information about the technology you will be learning about or acquiring in the US; (e) If you are a student or researcher, please also provide information about your advisor including a list of publications (web page printouts are suitable).
<input type="checkbox"/>	F, H, I, J, L, M, O, P 签证的陪同人（配偶或小孩）必须提供与主申请人的关系证明。	Dependents (Spouse, Child) of F, H, I, J, L, M, O, and P visa holders must be able to provide proof of their relationship to the Principal applicant.
<input type="checkbox"/>	如果您曾经去过美国，并在美逗留时间超过规定的停留期，我们需要看到您的“延期批准证明”的原件或复印件。	If you have previously traveled to the United States, and stayed beyond the authorized length of stay, we will need to see your original, or a copy, of your receipt for “Extension of Stay”
<input type="checkbox"/>	如果您看望您在美的子女和/或亲属，您必须提供清楚的美签、绿卡、护照或美国护照的复印件。	If you are visiting your children and/or relatives in the US, you MUST be able to provide a CLEAR LEGIBLE copy of that persons US visa, Green Card, Passport or US Passport.

PLEASE CONTINUE ON THE NEXT PAGE

请继续看下一页

□	如果您曾经在美被捕，我们需要看到相应的警局记录，法院记录和/或法定材料。	If you have been previously arrested in the US, we might need to see appropriate police reports, court reports and/or legal documents.
	<p>在面试当天，或是您将材料交到中信银行，美国商会或您的外事办公室时，请按以下顺序整理资料：</p> <ol style="list-style-type: none"> 1. 您的有效护照和身份证明和居住证 2. 按下页要求准备好的共 3 页的 DS-156 表（请单页打印） 3. DS-157 表 4. F, M 和 J 类申请人，需 DS-158 表 5. 按要求准备的补充材料和所需的资料 6. 一份填写完整的中国邮政 EMS 详情单。对外办申请人而言，您的护照请前往您所属的外事办公室领取。 	<p>On the day of your interview, or on submission of your documents to CITIC BANK, AMCHAM, or your FAO office, please arrange the documents in the following order:</p> <ol style="list-style-type: none"> 1. Your Valid Passport, ID Card, and Residence Permit. 2. The 3 page DS-156 application (please print on only 1 side of the paper) prepared according to the instructions on the following pages. 3. The DS-157 Application 4. For F, M, & J Applicants, your DS-158 5. Additional supporting/requested materials as indicated 6. For FAO applicants, you will only receive your passports through your local FAO office.
	如果您的美国非移民签证获签，请注意我们只能通过中国邮政将护照邮递给您。对大多数人而言，我们可以自受理您签证申请之日起的 3 天内将您的签证和护照通过中国邮政还给您，但是，根据您申请的实际情况，您的护照邮递时间可能会延长。	If you are issued a US non-immigrant visa, please note that we will only return it via China Post. For most people, we are able to pass your passport and visa to China Post within 3 days of your application; however, it may take longer depending on the specifics of your application.
	手机、食物、饮料、包、手提箱等不允许带入等候室。为了加快您的安全检查，我们建议您在面谈当日不要配戴任何金属物品。	Cell Phones, food, drinks, bags, suitcases, etc...are NOT ALLOWED in our waiting room. For faster security check, we suggest that you do not wear any metal items when coming for an interview.

PLEASE CONTINUE ON THE NEXT PAGE
请继续看下一页

DS-156 Online Application Form

Step-by-Step Instruction

DS-156 申请表网上填写步骤

You can visit http://beijing.usembassy-china.org.cn/visa_forms.html, to fill out the DS-156, DS-157, and DS-158 forms online. Please complete the forms based on your situation.

请输入以下网址：http://beijing.usembassy-china.org.cn/visa_forms.html 您将会看到 DS-156, 的在线表格，对表格中的部分栏作了如下说明，其余栏请根据您的实际情况将表格填写完整。

<p>Item 1 第 1 栏</p> <p>Please type your passport number. If the passport starting with "G, S, D or P", please input as well if you are Chinese passport holder. 请在第 1 栏中输入您的护照号码。如果是中国护照持有人，护照号码中包含字母 "G, S, D 或 P"，也请输入字母。</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>1. Passport Number 护照号码</p> <div style="border: 1px solid gray; padding: 2px; width: 100%;">G12345678</div> </div>			
<p>Item 2 - 3 第 2 - 3 栏</p> <p>Please type your passport issue place. Please choose "CHINA-MAINLAND" if you are Chinese passport holder. 请根据您护照签发的地点填写。如果是中国护照持有人，请在 "Country 国家" 字段中选择 "CHINA-MAINLAND"。</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>2. Place of Issuance 发证地点:</p> <p>City 城市 <input type="text" value="HANGZHOU"/></p> <p>Country 国家 <input type="text" value="CHINA - MAINLAND"/></p> <p>State/Province 州/省 <input type="text" value="ZHEJIANG"/></p> <p>3. Issuing Country 发证国家 <input type="text" value="CHINA - MAINLAND"/></p> </div>			
<p>Item 4 - 5 第 4 - 5 栏</p> <p>Please type your passport issuance date and expiration date. 请根据您护照的签发日期和过期日期填写。</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid gray; padding: 5px;"> <p>4. Issuance Date (dd-month-yyyy) 发证日期 (日-月-年)</p> <p>day 日 month 月 year 年</p> <div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="01"/> <input type="text" value="January"/> <input type="text" value="2007"/> </div> </td> <td style="width: 50%; padding: 5px;"> <p>5. Expiration Date (dd-month-yyyy) 失效日期 (日-月-年)</p> <p>day 日 month 月 year 年</p> <div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="01"/> <input type="text" value="January"/> <input type="text" value="2017"/> </div> </td> </tr> </table>	<p>4. Issuance Date (dd-month-yyyy) 发证日期 (日-月-年)</p> <p>day 日 month 月 year 年</p> <div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="01"/> <input type="text" value="January"/> <input type="text" value="2007"/> </div>	<p>5. Expiration Date (dd-month-yyyy) 失效日期 (日-月-年)</p> <p>day 日 month 月 year 年</p> <div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="01"/> <input type="text" value="January"/> <input type="text" value="2017"/> </div>	
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<p>Item 6 - 9 第 6 - 9 栏</p> <p>Please type your Surname and Given names in Item 6 and Item 7 in the accordance with your passport. In items 8-9, For Chinese citizens, If there are more than 2 characters in the Surname or Given name, please leave one space between the pinyin of the characters of your given name. 如果您的姓或名中有两个以上的中文字，请在第 6 和第 7 栏中参照护照拼写输入，第 8 和第 9 栏中在每个中文字之间加一个空格。</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>6. Surnames (As in Passport)</p> <div style="border: 1px solid gray; padding: 2px;">ZHANG</div> <p>7. First and Middle Names (As in Passport)</p> <div style="border: 1px solid gray; padding: 2px;">SANSAN</div> <p>8. Other Surnames Used (Maiden, Religious, Professional, Aliases)</p> <div style="border: 1px solid gray; padding: 2px;">ZHANG</div> <p>9. Other First and Middle Names Used</p> <div style="border: 1px solid gray; padding: 2px;">SAN SAN</div> </div>			
<p>Item 16 - Pager Number 第 16 栏 - 传呼机号码</p> <p>Please type "1111" in this column if you don't have pager number. 如果您没有传呼机，请在此栏中输入 "1111"。</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid gray; padding: 5px;"> <p>16. Home Telephone Number 住宅电话</p> <div style="border: 1px solid gray; padding: 2px;">12345678</div> <p>Fax Number 传真号码</p> <div style="border: 1px solid gray; padding: 2px; height: 20px;"></div> </td> <td style="width: 33%; border-right: 1px solid gray; padding: 5px;"> <p>Business Phone Number 工作单位电话</p> <div style="border: 1px solid gray; padding: 2px;">23456789</div> <p>Business Fax Number 工作单位传真</p> <div style="border: 1px solid gray; padding: 2px;">23456788</div> </td> <td style="width: 33%; padding: 5px;"> <p>Mobile/Cell Number 手机号码</p> <div style="border: 1px solid gray; padding: 2px;">13912345678</div> <p>Pager Number 传呼机号码</p> <div style="border: 1px solid gray; padding: 2px;">1111</div> </td> </tr> </table>	<p>16. Home Telephone Number 住宅电话</p> <div style="border: 1px solid gray; padding: 2px;">12345678</div> <p>Fax Number 传真号码</p> <div style="border: 1px solid gray; padding: 2px; height: 20px;"></div>	<p>Business Phone Number 工作单位电话</p> <div style="border: 1px solid gray; padding: 2px;">23456789</div> <p>Business Fax Number 工作单位传真</p> <div style="border: 1px solid gray; padding: 2px;">23456788</div>	<p>Mobile/Cell Number 手机号码</p> <div style="border: 1px solid gray; padding: 2px;">13912345678</div> <p>Pager Number 传呼机号码</p> <div style="border: 1px solid gray; padding: 2px;">1111</div>
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**Item 39 - 40
第 39 - 40 栏**

If your application was prepared by another person, please select "Yes" in Item 39 and complete Item 40.

如果您的申请表由人代填，请在第 39 栏选择 "Yes"，并在第 40 栏输入代填人信息。

39. Was this Application Prepared by Another Person on Your Behalf? 本申请表是否由他人代为填写? Yes 是 No 否
(If answer is YES, then have that person complete item 40. 如由他人代为填写, 则请代笔人填写第40栏)

40. Application Prepared By: 本申请表填写人

NAME姓名: Li Si Relationship to Applicant与申请人的关系: Spouse

ADDRESS住址: Room 101 No 4 Lane 123 Shanghai Road

Signature of Person Preparing Form 申请表代填人签字 _____ DATE (dd-month-yyyy)日期(日-月-年) _____

When the form is completed, please click "Continue", and then print the new PDF File.

After printing, please continue to follow the instruction below.

填完后，请按 "Continue" 键，然后即可打印。打印完表格后，请您完成以下内容：

**Handwrite Chinese Information (if Chinese Passport Holders)
加注中文（如果持有中国护照）**

Please handwritten your name in Chinese, and add the Telecode to each character. Please visit the link below for the STC.

请在第 6 和第 7 栏中手写中文名字，并为每一个中文字加注中文电码。中文电码可以一下网站查询：

<http://www.bioinfo.tsinghua.edu.cn/~zhengjsh/cgi-bin/getCode.cgi>

Please handwritten your home address, present company/school name and address and present occupation in Item 15, 20 and 21.

请在第 15、20 和 21 栏中手写中文的家庭地址、公司/学校名字及地址和现任职业。

6. Surnames (As in Passport)
ZHANG 张 1728

7. First and Middle Names (As in Passport)
SAN SAN 三 0005 三 0005

15. Home Address (include apartment number, street, city, state or province, postal zone and country)
ROOM 101 NO 4 LANE 123 SHANGHAI ROAD
SHANGHAI, 200000 上海市上海路123弄4号101室

20. Name and Address of Present Employer or School
Name: Shanghai ABC Corp 上海ABC公司 Address: 234 Shanghai Road 上海路234号

21. Present Occupation (If retired, write "retired". If student, write "student".)
General Manager 总经理

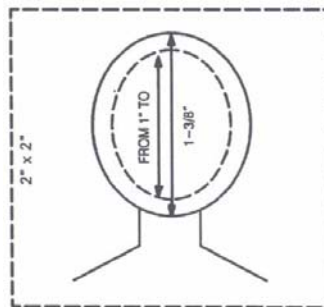
**Photo Requirements
照片要求**

Recent photo within 6 months with white background color

六个月内的近照（白色背景）

50mm*50mm

50 毫米*50 毫米



第一页



E1K71S9W07

第三页

Barcode Number: E1K71S9W07

Please make sure the 1-D barcode matches the number listed on the third page of DS-156 form.

请确认第一页的一维条形码与第三页的条形码编号一致。

Applicant must sign on Item 41, if your application form is prepared by other, please sign on Item 40.

务必在表格的第 41 栏处签名。如果有代填人，请代填人在表格的第 40 栏处签名。

40. Application Prepared By:
NAME: Li Si Relationship to Applicant: Spouse
ADDRESS: ROOM 101 NO 4 LANE 123 SHANGHAI ROAD
Signature of Person Preparing Form: Li Si DATE (dd-mm-yyyy) Jul. 28 2008

41. I certify that I have read and understood all the questions set forth in this application and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into the United States. I understand that possession of a visa does not automatically entitle the bearer to enter the United States of America upon arrival at a port of entry if he or she is found inadmissible.

APPLICANT'S SIGNATURE Zhang Sansan DATE (dd-mm-yyyy) Jul. 28 2008

Please make sure that the 2-D barcode is completed and readable. Also handwrite additional Alias Name or English name beneath the barcode if applicable.

确认第三页的二维条形码是完整的。如果您有别名、曾用名或英文名字，请手写在二维条形码下面。



英文名: Vicky Zhang
曾用名: 张三

EVAF 01.03.00

PLEASE CONTINUE ON THE NEXT PAGE

请继续看下一页



U.S. Department of State
CONTACT INFORMATION AND WORK HISTORY
FOR NON IMMIGRANT VISA APPLICANT

OMB APPROVAL NO. 1405-0144
 Expires: 08/31/09
 Estimated Burden: 1 hour

非移民签证申请人联络方式和工作经历调查表

PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED BELOW EACH ITEM
 PLEASE ATTACH AN ADDITIONAL SHEET IF YOU NEED MORE SPACE TO CONTINUE YOUR ANSWERS
 请用中文正楷填写或打印, 若有需要请另附纸填写

1. Last Name(s) 姓 First Name(s) 名 Middle Name 名		
2 Date of Birth (mm-dd-yyyy) 生日 (月-日-年)	3. Place of Birth 出生地点 <div style="display: flex; justify-content: space-between;"> Country 国家 City/Town 城市/镇 State/Province 省 </div>	
4. Permanent Home Address and Telephone Number (include apartment number, street, city, state or province, postal zone, and country) 家庭永久地址、电话号码 (包括国家名、邮政编码、省、市、街道和门牌号码)		
5. Full Name and Address of Spouse (if applicable) (postal box number unacceptable) 配偶姓名及地址 (如已婚) (地址请勿只写邮箱号) <div style="display: flex; justify-content: space-between;"> <u>Name (Last, First, Middle) 姓名</u> <u>Address 地址</u> <u>Telephone Number 电话</u> </div>		
6. Full Names and Addresses of Children, Parents, and Siblings (postal box number unacceptable) 子女、父母和兄弟姐妹的姓名及地址 (地址请勿只写邮箱号) <div style="display: flex; justify-content: space-between;"> <u>Name (Last, First, Middle) 姓名</u> <u>Address 地址</u> <u>Relationship 关系</u> <u>Telephone Number 电话</u> </div>		
7. List at Least Two Contacts in Applicant's Country of Residence Who Can Verify Information About Applicant (do not list immediate family members or other relatives) (postal box number unacceptable) 请至少列出两位在您所居住国家内能证明您情况的联系人 (不包括直系及旁系亲属, 地址请勿只写邮箱号) <div style="display: flex; justify-content: space-between;"> <u>Name (Last, First, Middle) 姓名</u> <u>Address 地址</u> <u>Telephone Number 电话</u> </div>		

Paperwork Reduction Act Statement 《减少文书档案法》

*Public reporting burden for this collection of information is estimated to average 1 hour per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520. 本类索取信息的表格对填表公众的负担预计平均为每份表格一小时, 这包括查阅现有资料、收录必要资料、提供表格所需资料以及审核表格最后填报情况的时间。您不必提供没有标明 OMB 号码的表格信息。您对此填表预估有任何疑问和在减轻填表负担上有任何建议都请联系 U.S. Department of State (A/RPS/DIR) Washington, DC 20520

WORK EXPERIENCE – PRESENT 工作经历 - 目前职业		
Job Title 职务:	Date (mm-dd-yyyy) From 起止时间 (月-日-年)	To
Employer's Name and Address: 工作单位名称及地址		
Telephone Number 电话		
Describe Your Duties 职务概述		
WORK EXPERIENCE – PREVIOUS 工作经历 - 历年工作经历		
Job Title 职务:	Date (mm-dd-yyyy) From 起止时间 (月-日-年)	To
Employer's Name and Address: 工作单位名称及地址		
Telephone Number 电话		
Describe Your Duties 职务概述		
WORK EXPERIENCE – PREVIOUS 工作经历 - 历年工作经历		
Job Title 职务:	Date (mm-dd-yyyy) From 起止时间 (月-日-年)	To
Employer's Name and Address: 工作单位名称及地址		
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Job Title 职务:	Date (mm-dd-yyyy) From 起止时间 (月-日-年)	To
Employer's Name and Address: 工作单位名称及地址		
Telephone Number 电话		
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WORK EXPERIENCE – PREVIOUS 工作经历 - 历年工作经历		
Job Title 职务:	Date (mm-dd-yyyy) From 起止时间 (月-日-年)	To
Employer's Name and Address: 工作单位名称及地址		
Telephone Number 电话		
Describe Your Duties 职务概述		
<p>I certify that I have read and understood all the questions set forth in this form and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into the United States.</p> <p>我证明我阅读了并理解在这个表格中的所有问题，我表格中所提供的回答在我的理解和信念中是真实的和正确的。我理解任何错误或是我误解性的陈述将导致签证的永久性拒绝或入境美国被拒绝。</p>		
APPLICANTS' SIGNATURE 您的签名		DATE (mm-dd-yyyy) 日期 (月-日-年)