

## United States Embassy, Visa Unit

No. 55 An Jia Lou Road, Beijing, China 100600

Fax: (86-10) 8531-3333

Visa Information Call Center: 4008-872-333

Website: <http://beijing.usembassy-china.org.cn>



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### INSTRUCTIONS FOR NONIMMIGRANT VISA INTERVIEW

Appointment is on \_\_\_\_\_ (mm/dd/yy) at \_\_\_\_:\_\_\_\_(time). Appointment number is : \_\_\_\_\_.

#### What to Expect on Interview Day:

1. Arrive at the Embassy no more than 30 minutes before the appointment time.
2. Pass through the security checkpoint - cell phones, electronics, weapons, liquids, powders, large packages, briefcases and strollers are not permitted in the waiting room.
3. Enter the waiting room.
4. Submit your application and materials at intake windows. Stay with your group, as instructed.
5. Wait to be called for fingerprint scanning at fingerprinting windows.
6. Wait to be called for interview with a visa officer at interview windows.
7. If your application is approved, the officer will give you a post office receipt. Take the receipt to the China Post Office located in the Chaoyang Government Visa Service Center across the street from the Visa Unit to arrange for passport return.
8. If your application is not approved, read the letter you are given carefully.
9. Check your visa carefully as soon as you receive it. Report any errors immediately by fax to the Embassy - (86-10) 8531-3333. Errors could delay or prevent your entrance to the United States.

#### Required Documents for Your Visa Interview:

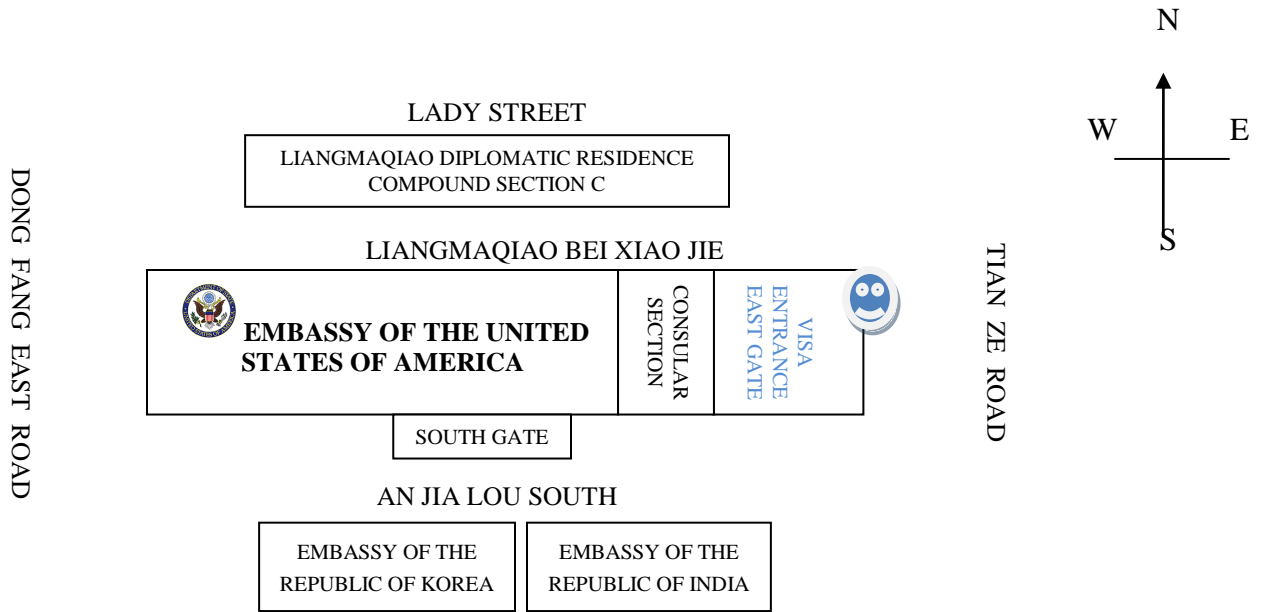
1. **Valid passport:** passports must be valid for six months beyond their intended period of stay in the United States, with an available page for a visa.
2. **Completed visa application forms:** DS-156 Electronic Visa Application Form & DS-157 Supplemental Nonimmigrant Visa Application Form. Students, exchange visitor and their dependents are also required to fill out DS-158 Contact Information and Work History for Nonimmigrant Visa Form. The DS-156 must be filled out on line. Visit <http://chinese.usembassy-china.org.cn/nivform.html> to download forms for free.
3. **One photograph:** a 2x2" photo taken within 6 months should be glued to the English DS-156 Nonimmigrant Visa Application Form. Requirements can be found at [http://beijing.usembassy-china.org.cn/photo\\_requirements2.html](http://beijing.usembassy-china.org.cn/photo_requirements2.html).
4. **Two copies of the original application fee bank receipt:** tape both the top and bottom sides of one copy of the application fee receipt on the barcode page of the completed and printed DS-156 Electronic Visa Application Form. Do NOT cover the barcode area or the applicants' names and do NOT staple your receipt.
5. **Other documents that applicants believe will help establish their eligibility for a nonimmigrant visa.** Check [http://beijing.usembassy-china.org.cn/niv\\_visatypes.html](http://beijing.usembassy-china.org.cn/niv_visatypes.html) for detailed information.

**Please note:** The only official partners of the Visa Unit of the U.S. Embassy are CITIC Bank, China Post, and the Visa Information Call Center. The Visa Unit is not affiliated with any other company that charges fees for providing visa information or services including the Chaoyang Government Visa Service Center. All of the forms and information needed to apply for a visa are available for free on our website.

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Additional information and forms for U.S. visas are available free of charge at <http://travel.state.gov>.

### U.S. EMBASSY LOCATION MAP



### CONSULAR SECTION/VISA WAITING ROOM MAP

