# 美簽B1/B2申請SOP

#### 線上填寫申請表格

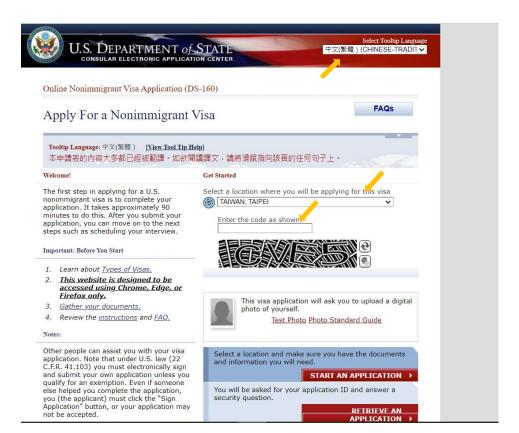
#### 網址: Nonimmigrant Visa - Instructions Page (state.gov)

- 先找出護照、將通訊地址及公司地址英譯(中華郵政地址英譯)。
- DS-160整合了之前所使用的申請表 (DS-156, DS-157, 及DS-158) 成為一份能機動提問的線上表格。
  - 準備美簽相片電子檔及相關待填寫的資料(見P4-24)。
  - 網頁右上角選擇中文,這樣在內文的(!)圖案可以顯示中文協助作答。
  - 閱讀完注意事項後,請按[Start Application]開始申請。
  - 網頁中 Location點選Taiwan, Taipei。
  - 新申請/或上載之前的申請表。填表每一頁最下面中間都會有[Save]鍵,建議每一頁都給他save一次。因為這個網頁只要閒置20分鐘就會失效,所以資料都要重新填,有時候連線有問題,就算沒閑置20分,也跟你顯示資料無效。存檔是檔名像亂數的dat檔,只要不關掉網頁,同一個人每一次存檔都會是相同檔名(可以覆蓋),如果關掉網頁之後,重新上載繼續填的話,下次存檔的檔名就會改變。
  - 部份填表内容是針對特定情況的申請人,如果不是這情況的申請人下面會有一個[Does Not Apply]選項可以勾選。
  - 填好再上載相片就可以了。
- 在線上完成DS-160申請表,請列印一份含有條碼的確認單。
- 申請表格如需修改,請重新進入線上申請系統,選擇"RETRIEVE AN APPLICATION"進入修改。
- 繳費資訊: https://www.ustraveldocs.com/tw\_zh/tw-niv-paymentinfo.asp

#### 預約面談時間及準備文件

- 繳費收據被確認生效後,即可<u>登入您的檔案預約面談時間</u>。更多 有關付費選項及收據確認生效所需時間,按這裏。
- 申請人應該帶些什麼去面談?
  - 預約單、DS-160 確認頁、有效護照 、郵局劃撥收據。
  - 提供所有的舊護照,因遺失或其他原因而無法提出過去的護照,需提出一份歷年入出境記錄,若曾申報遺失,也請提出報案警察證明。
  - 白色底彩色之5cmX5cm六個月內近照一張(不可佩戴眼鏡)。
  - 面談時您應帶備輔助文件。請帶文件正本而並非副本,您必須於面談時帶齊所有文件。不要透過傳真、電郵或郵遞任何補充文件到美國在台協會。輔助文件不一定都會用到,但都有可能被要求提供,請參考預約單上B1/B2簽證輔助文件。

#### 開始申請



202-647-6575

☑ I AGREE

#### **Application Information**

#### 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.

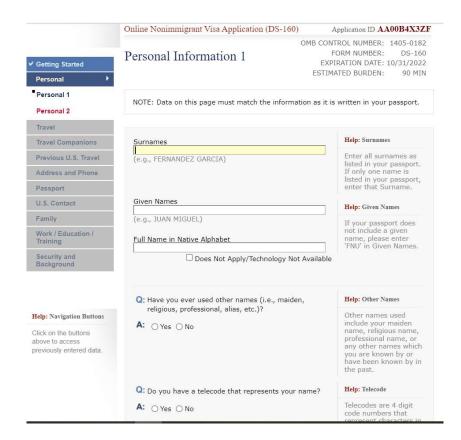
You can also use your Application ID and security question to retrieve your Confirmation Page after you have submitted your application, or to use your previously provided application information to complete a new application at a later date.

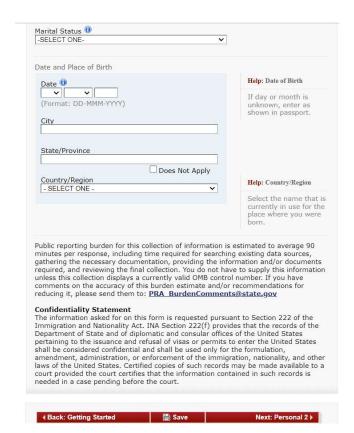
Note: Electronically submitting your DS-160 online application is the FIRST STEP in the visa application process. The next step is to review the internet page of the <a href="mailto:embassy or consulate">embassy or consulate</a> where you plan to apply for your visa. Most visa applicants will need to schedule a visa interview, though some applicants may qualify for visa renewal. The <a href="mailto:embassy or consulate">embassy or consulate</a> information may include specific local instructions about scheduling interviews, submitting your visa application, and other frequently asked questions.

Please complete your DS-160 in a timely manner, applications which have not been updated for sixty (60) days or submitted will be removed from the systems and users will be required to start a new application.

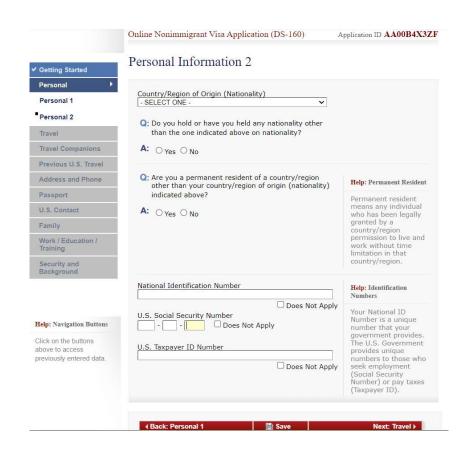
Security Question 0	
WHAT WAS YOUR HOME PHONE NUMBER WHEN YOU WERE A CHILD?	~
Answer	
Continue	ncel

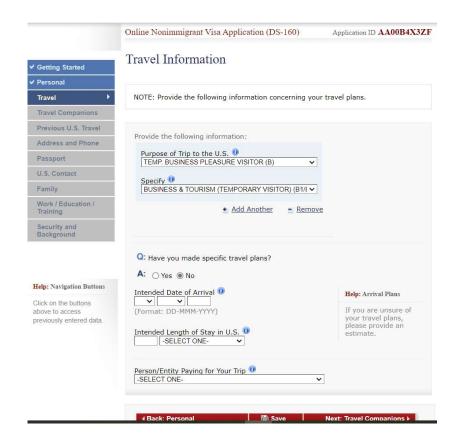
#### 資料輸入-Personal 1



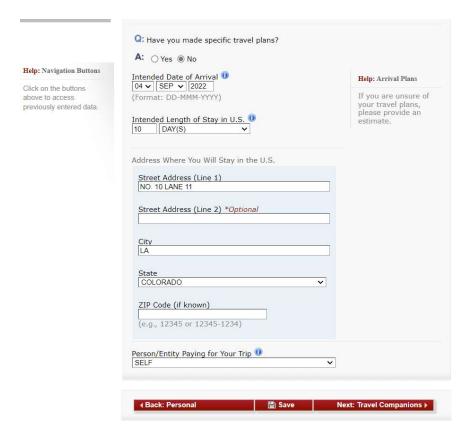


#### 資料輸入- Personal 2 & Travel Info



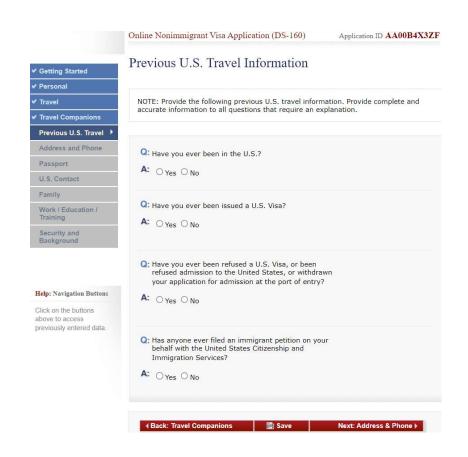


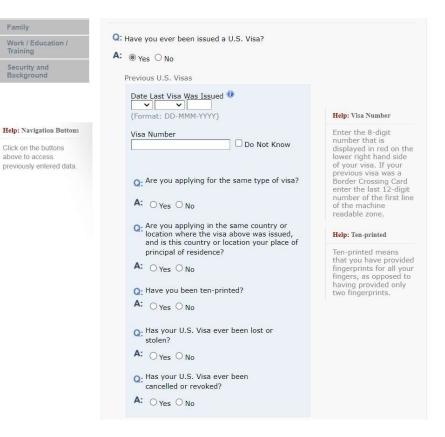
#### 資料輸入- Travel Companions Info



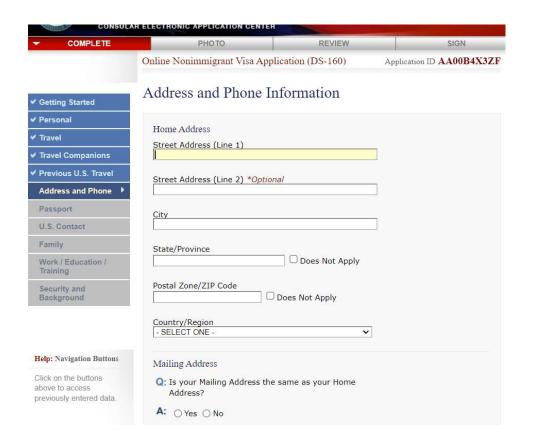


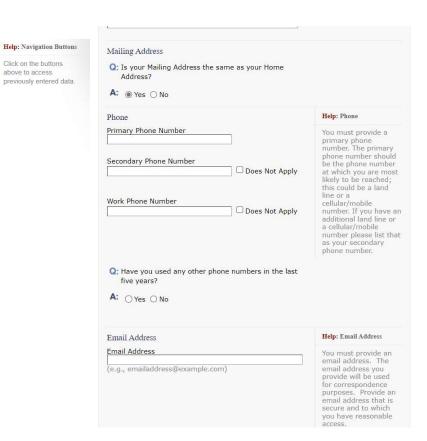
#### 資料輸入- Previous US Travel Info





#### 資料輸入- Address and Phone

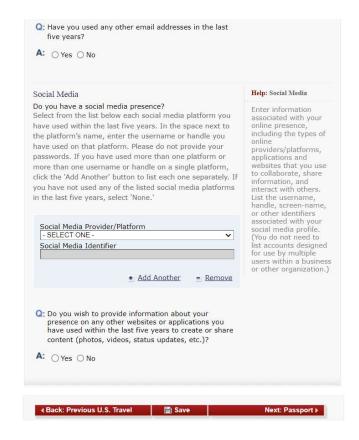


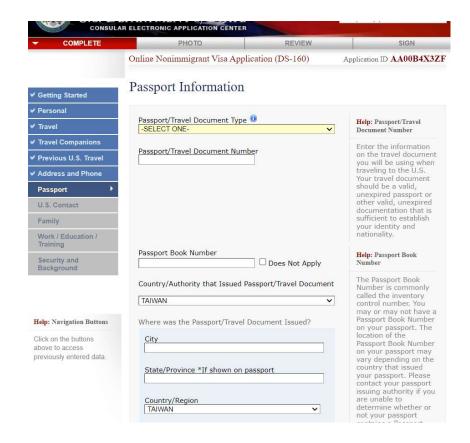


Click on the buttons

above to access

## 資料輸入- Passport Info



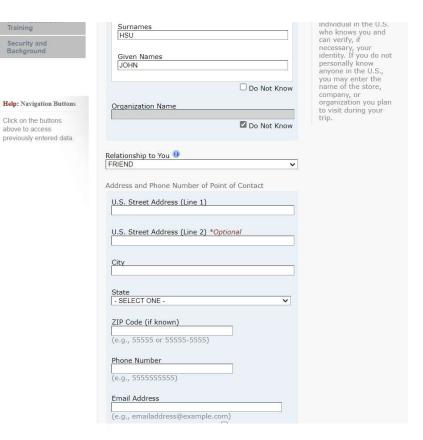


# 資料輸入- Passport Info

	Country/Authority that Issued Passport/Travel Document	The Passport Book Number is commonly		
	TAIWAN	called the inventory control number. You		
Help: Navigation Buttons Click on the buttons above to access previously entered data.	Where was the Passport/Travel Document Issued?	may or may not have a Passport Book Number on your passport. The location of the		
	City	Passport Book Number on your passport may		
	State/Province *If shown on passport	vary depending on the country that issued your passport. Please contact your passport		
	Country/Region TAIWAN	issuing authority if you are unable to determine whether or not your passport contains a Passport		
		Book Number.		
	Issuance Date (Format: DD-MMM-YYYY)			
	Expiration Date 10	Help: Expiration Date		
		15 CO		
	(Format: DD-MMM-YYYY)	In most cases your passport/Travel Document must have at least six months of validity beyond the date of your visa application and/or you arrival in the United States.		
		passport/Travel Document must have at least six months of validity beyond the date of your visa application and/or you arrival in the United		
	(Format: DD-MMM-YYYY)	passport/Travel Document must have at least six months of validity beyond the date of your visa application and/or you arrival in the United		
	(Format: DD-MMM-YYYY)  Q: Have you ever lost a passport or had one stolen?	passport/Travel Document must have at least six months of validity beyond the date of your visa application and/or you arrival in the United		

#### 資料輸入- US Contact Info





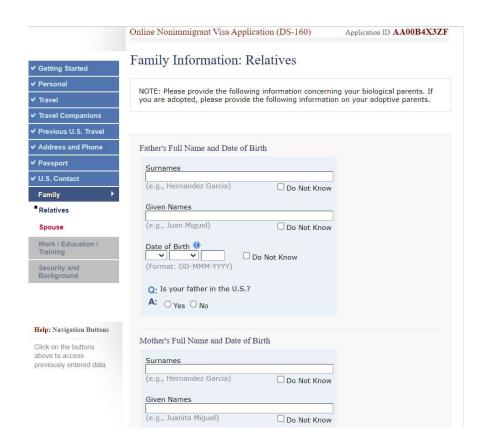
Training

Security and

Background

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## 資料輸入- Family Info

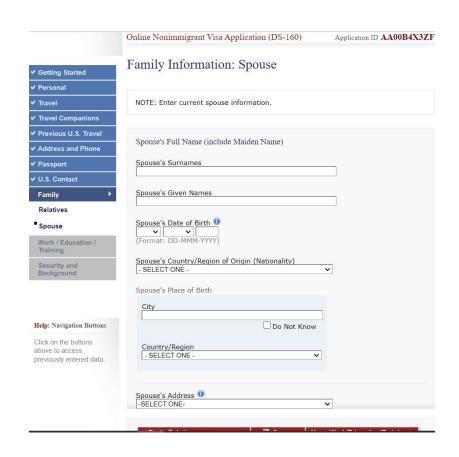


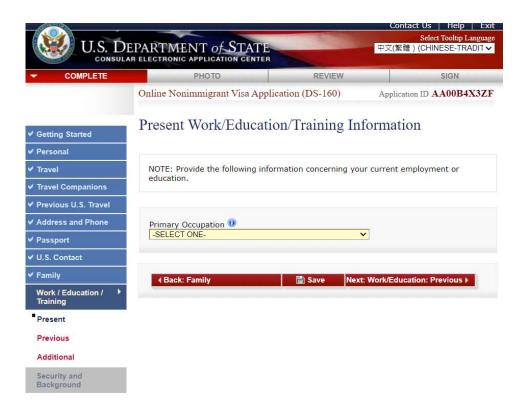


Click on the buttons

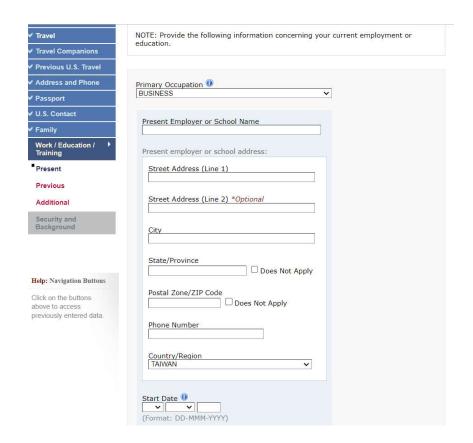
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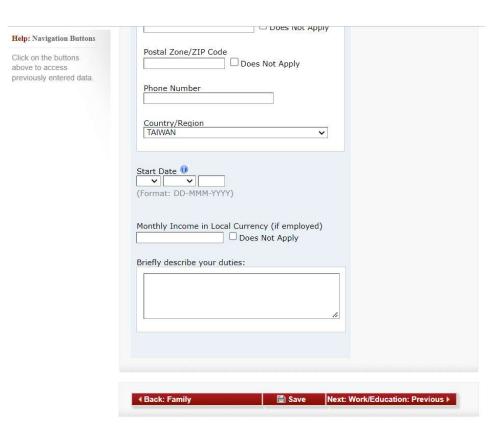
#### 資料輸入- Family Info & Work/Education Info



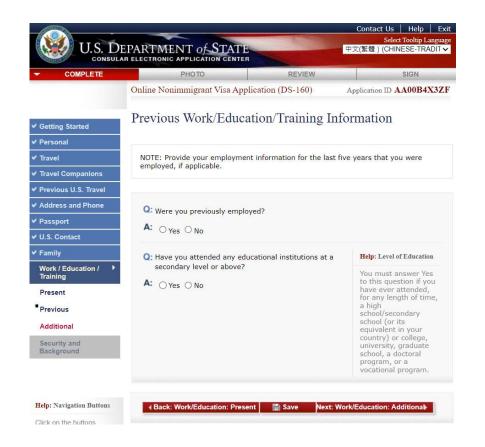


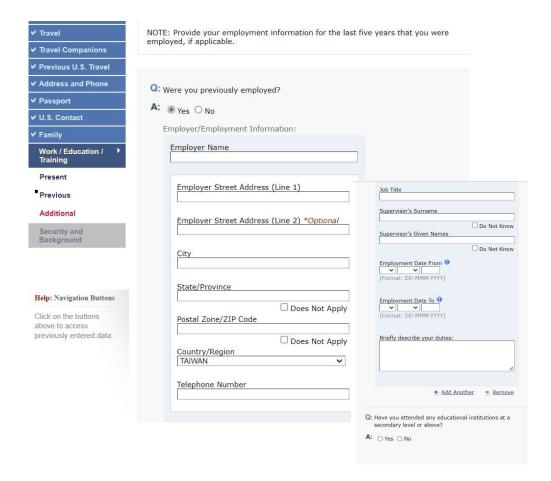
#### 資料輸入- Work/Education info



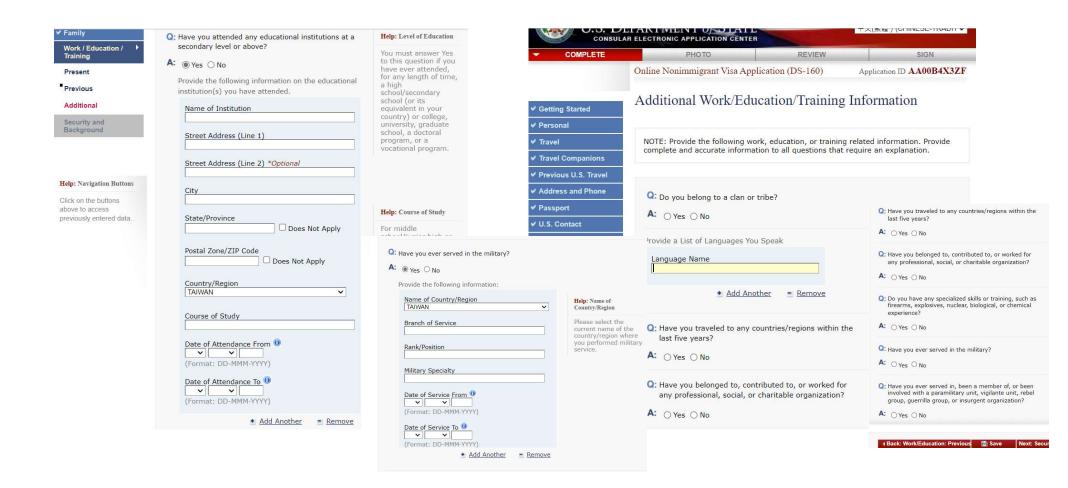


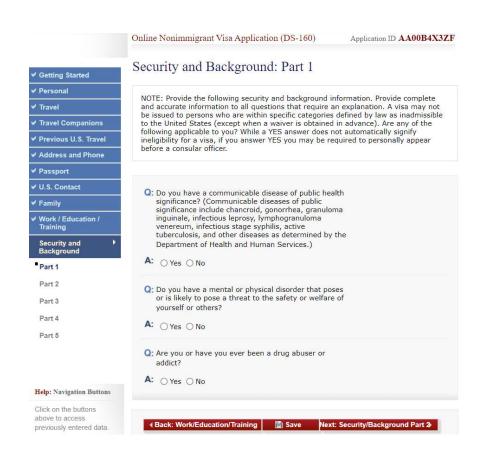
#### 資料輸入- Previous Work/Education Info

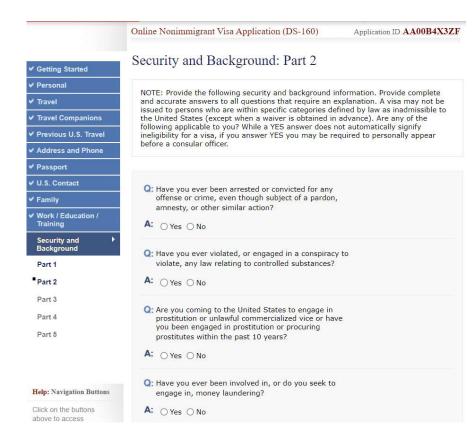


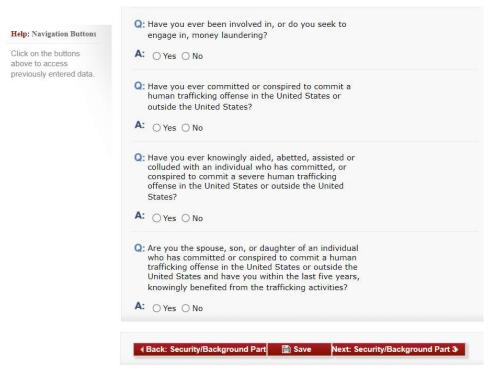


#### 資料輸入- Additional Work/Education Info





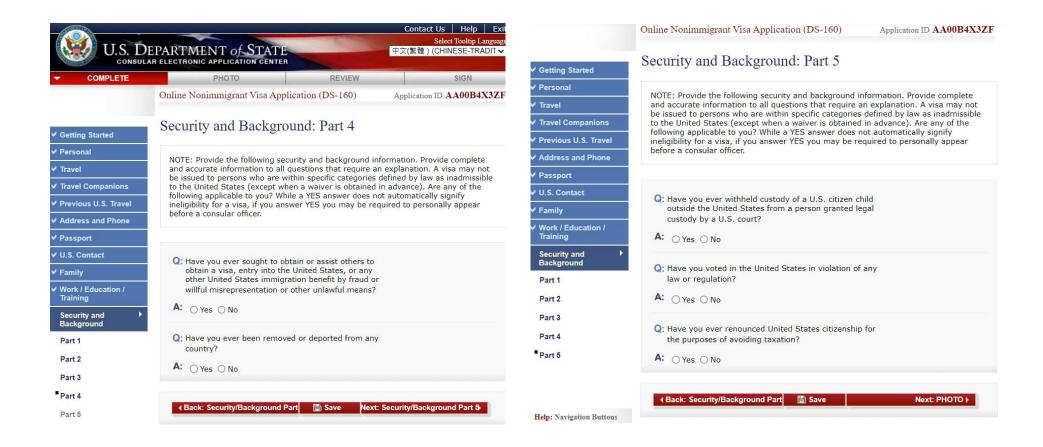




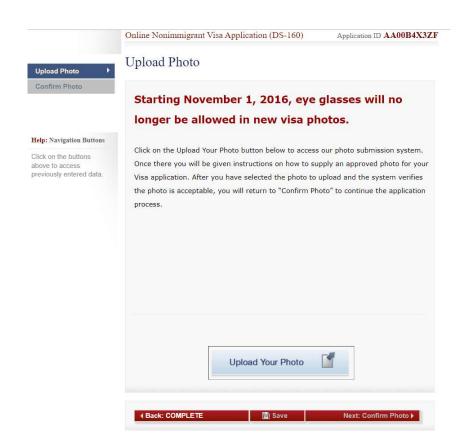


Part 4 Q: Have you ever or do you intend to provide financial assistance or other support to terrorists or terrorist Part 5 A: O Yes O No Q: Are you a member or representative of a terrorist Help: Navigation Buttons organization? Click on the buttons A: O Yes O No above to access previously entered data. Q: Are you the spouse, son, or daughter of an individual who has engaged in terrorist activity, including providing financial assistance or other support to terrorists or terrorist organizations, in the last five A: O Yes O No Q: Have you ever ordered, incited, committed, assisted, or otherwise participated in genocide? A: O Yes O No Q: Have you ever committed, ordered, incited, assisted, or otherwise participated in torture? A: O Yes O No Q: Have you committed, ordered, incited, assisted, or otherwise participated in extrajudicial killings, political killings, or other acts of violence? A: O Yes O No

A:	○ Yes ○ No
0	lave you committed, ordered, incited, assisted, or therwise participated in extrajudicial killings, political illings, or other acts of violence?
A:	○ Yes ○ No
	lave you ever engaged in the recruitment or the use f child soldiers?
۸:	○ Yes ○ No
p	lave you, while serving as a government official, been esponsible for or directly carried out, at any time, articularly severe violations of religious freedom?
e fo	lave you ever been directly involved in the stablishment or enforcement of population controls procing a woman to undergo an abortion against her ree choice or a man or a woman to undergo terilization against his or her free will?
A:	○ Yes ○ No
	lave you ever been directly involved in the coercive ransplantation of human organs or bodily tissue?
Α:	○ Yes ○ No



### 資料輸入- Upload Photo



#### Upload Photo

#### Prepare Photo for Submission

Please refer to the Department of State's image requirements.

To assist in preparing your image, you may click on the icon to the right to use a Department of State photo cropping tool. You may use this tool to resize, rotate, and/or crop a photo on your computer to meet the Department of State's head-size and digital image submission requirements.



#### Photo Cropping Too

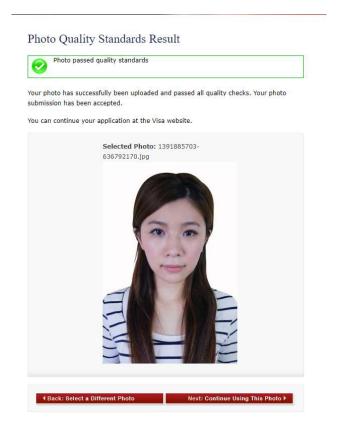
#### Select Your Photo

Click the "Browse" button and choose a JPEG format image (i.e., .jpg file type) that is 240 Kb or less in file size.

#### Photo Quality Standards



## 資料輸入- Upload Photo





#### 資料輸入- Review and Submit



