支持性文件仅是签证官在面谈时需要考虑的众多因素之一。签证官将综合职业、社会、文化和其他因素，根据每位申请人的具体情况进行相应的分析和判断。签证官需要权衡申请人的赴美意图、家庭背景、在原居住国的长期规划等各方面信息。每一个签证申请都将视为独立个案处理，并依据法律给予充分的考虑。

Supporting documents are just one of many factors that visa officers need to consider when interviewing. The visa officer will make an analysis and judgment based on the specific situation of each applicant based on occupational, social, cultural and other factors. Visa officers weigh information about an applicant's intention to travel to the United States, family background, and long-term plans in the country of origin. Each visa application will be treated as a separate case and given due consideration in accordance with the law.

**注意：请勿**使用虚假材料。欺骗或歪曲事实可能导致永久拒签。为保护个人隐私，申请人应将材料密封带入使/领事馆。使/领事馆秉承信息保密原则，不会向任何人公开申请人的材料内容。

Note: do not use false materials. Fraud or distortion of facts may result in permanent refusal. To protect personal privacy, applicants should bring sealed materials into the embassy/consulate. The consulate will keep the information confidential and will not disclose the contents of the applicant's materials to anyone.

请在面谈时携带下列材料。如有可能，最好使用原件而不是影印件。请勿通过传真、电子邮件或邮寄方式向使/领事馆递交任何支持性文件。

Please bring the following materials to the interview. If possible, use the original rather than a photocopy. Do not submit any supporting documents to the embassy/consulate by fax, email or post.

外籍人士在选择领区面试时除了考虑便捷性，更应该考虑哪个领事馆辖区能更好地证明自己具有牢固约束力。

Foreigners in the selection of district interview in addition to consider convenience, should consider which consulate jurisdiction can better prove their strong binding.

### 旅游tourism

**在职人员（包含企业家和公司高管 ）**

**Incumbents (including entrepreneurs and corporate executives)**

● 护照原件（如有旧护照，一起带上）

Original passport (if you have old passport, bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 结婚证原件（如有）

● original marriage certificate (if any)

● 单位开具的在职证明：[在职证明模板](http://pages.ctrip.com/tour/visa/word06/100.docx%22%20%5Co%20%22%E5%9C%A8%E8%81%8C%E8%AF%81%E6%98%8E%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank) [在职证明样本](http://vacations.ctrip.com/notes/1359.html%22%20%5Co%20%22%E5%9C%A8%E8%81%8C%E8%AF%81%E6%98%8E%E6%A0%B7%E6%9C%AC%22%20%5Ct%20%22_blank)

Employment certificate issued by the company: employment certificate template employment certificate sample
● 最近六个月的工资单

 last six months 'payroll

● 房产证或购房合同

House ownership certificate or purchase contract
● 营业执照/事业代码证/外商企业登记证/律师事务所执业许可证/医疗机构执业许可证的复印件

Copy of business license/business code certificate/foreign enterprise registration certificate/law firm practice license/medical institution practice license
● 其他资产证明，如固定存款单等

proof of other assets, such as fixed certificates of deposit, etc
● 行程表、参团证明(产品确认单或旅游合同）和/或其他有关旅行计划的说明；[行程表参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Co%20%22%E8%A1%8C%E7%A8%8B%E8%A1%A8%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

Itinerary, participation certificate (product confirmation form or travel contract) and/or other description of the travel plan; Schedule reference template
● 犯罪/法庭记录（针对有犯罪记录申请人，无论在何地被捕或定罪，即使已服完刑期或被赦免也不例外）

● criminal/court record (for applicants with criminal record, no matter where they are arrested or convicted, even after serving their sentence or being pardoned)

● 个人简历：[个人简历参考模板](http://pages.ctrip.com/tour/visa/ingroup1311/09.htm%22%20%5Co%20%22%E4%B8%AA%E4%BA%BA%E7%AE%80%E5%8E%86%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)，客人可以根据自己的实际情况酌情修改

● personal resume: personal resume reference template, guests can modify according to their own actual conditions

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas travel photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 如有工程师证、会计师证、医师证、教授资格证、学历证明可一并准备

● if have engineer certificate, accountant certificate, doctor certificate, professor certificate, academic certificate can be prepared together

**自由职业者freelancer**

● 护照原件（如有旧护照，请一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 结婚证原件（如有）

● original marriage certificate (if any)

● 最近六个月银行借记卡对账单

● bank debit card statements for the last six months
● 个体工商户营业执照

● individual business license
● 房产证或购房合同

● real estate license or purchase contract
● 其他资产证明，如固定存款单等

● proof of other assets, such as fixed certificates of deposit, etc
● 行程表、参团证明(产品确认单或旅游合同）和/或其他有关旅行计划的说明；[行程表参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Co%20%22%E8%A1%8C%E7%A8%8B%E8%A1%A8%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● itinerary, participation certificate (product confirmation form or travel contract) and/or other description of the travel plan; Schedule reference template
● 犯罪/法庭记录（针对之前有犯罪记录申请人，无论在何地被捕或定罪，即使已服完刑期或被赦免也不例外）

● criminal/court record (for applicants with a previous criminal record, no matter where they are arrested or convicted, even if they have served their sentence or been pardoned)

● 个人简历：[个人简历参考模板](http://pages.ctrip.com/tour/visa/ingroup1311/09.htm%22%20%5Co%20%22%E4%B8%AA%E4%BA%BA%E7%AE%80%E5%8E%86%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)，您可以根据自己的实际情况酌情修改；

● personal resume: personal resume reference template, you can modify according to your own actual situation;

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas travel photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 如有工程师证、会计师证、医师证、教授资格证、学历证明可一并准备

● if have engineer certificate, accountant certificate, doctor certificate, professor certificate, academic certificate can be prepared together

**退休人员retirees**

● 护照原件（如有旧护照，请一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 结婚证原件（如有）

● original marriage certificate (if any)

● 退休证

retirement certificate
● 最近六个月养老金对账单/存折

● last six months pension statement/passbook
● 房产证或购房合同

● real estate license or purchase contract
● 其他资产证明，如固定存款单等

● proof of other assets, such as fixed certificates of deposit, etc
● 行程表、参团证明(产品确认单或旅游合同）和/或其他有关旅行计划的说明；[行程表参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Co%20%22%E8%A1%8C%E7%A8%8B%E8%A1%A8%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

 itinerary, participation certificate (product confirmation form or travel contract) and/or other description of the travel plan; Schedule reference template
● 犯罪/法庭记录（针对之前有犯罪记录申请人，无论在何地被捕或定罪，即使已服完刑期或被赦免也不例外）

Criminal/court record (for applicants with a previous criminal record, no matter where they were arrested or convicted, even after serving their sentence or being pardoned)

● 个人简历：个人简历模版：[个人简历模板](http://pages.ctrip.com/tour/visa/ingroup1311/09.htm%22%20%5Co%20%22%E4%B8%AA%E4%BA%BA%E7%AE%80%E5%8E%86%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)，您可以根据自己的实际情况酌情修改

● personal resume: personal resume template: personal resume template, you can modify according to your actual situation

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas travel photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

●  如有工程师证、会计师证、医师证、教授资格证、学历证明可一并准备

● if have engineer certificate, accountant certificate, doctor certificate, professor certificate, academic certificate can be prepared together

**学生（14周岁及以上者）Students (aged 14 and above)**

● 护照原件（如有旧护照，请一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 成绩单和学位证明/文凭/在校证明；[在校证明模板](http://pages.ctrip.com/tour/visa/word/377.doc%22%20%5Co%20%22%E5%9C%A8%E6%A0%A1%E8%AF%81%E6%98%8E%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank) [在校证明样本](http://vacations.ctrip.com/notes/1921.html%22%20%5Co%20%22%E5%9C%A8%E6%A0%A1%E8%AF%81%E6%98%8E%E6%A0%B7%E6%9C%AC%22%20%5Ct%20%22_blank)

Transcript and degree/diploma/certificate; Proof template proof sample
● 银行月结单、固定存款单等资金证明（如个人名下无资产证明，可提供父母名下，并同时提供关系证明，如户口簿原件，出生证明原件等；另外如提供父母名下的资产证明，亦可让父母写一份情况说明，说明此次赴美费用是由他们承担并签名）

Bank statement, fixed deposit slip and other proof of funds (such as personal name no assets certificate, can provide the name of the parents, and at the same time provide the relationship certificate, such as the original household register, original birth certificate, etc.; In addition, if you provide proof of assets in your parents' name, you can also ask your parents to write a fact sheet stating that they will bear and sign the travel fee.)
● 行程表、参团证明(产品确认单或旅游合同）和/或其他有关旅行计划的说明；[行程表参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Co%20%22%E8%A1%8C%E7%A8%8B%E8%A1%A8%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● itinerary, participation certificate (product confirmation form or travel contract) and/or other description of the travel plan; Schedule reference template

● 犯罪/法庭记录（针对有犯罪记录的申请人，无论在何地被捕或定罪，即使已服完刑期或被赦免也不例外）

● criminal/court record (for an applicant with a criminal record, no matter where he/she is arrested or convicted, even after serving his/her sentence or being pardoned)

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

If there is a pedestrian, the pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas travel photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 18周岁以下的申请人如不随父母双方一起出行或只随父母一方出行，建议提供不随行父/母的不随行同意函；[父/母不随行同意函模板](http://pages.ctrip.com/tour/visa/nanmei/approveletterAmerica.doc%22%20%5Co%20%22%E7%88%B6/%E6%AF%8D%E4%B8%8D%E9%9A%8F%E8%A1%8C%E5%90%8C%E6%84%8F%E5%87%BD%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● for applicants under the age of 18 who do not travel with both parents or only with one parent, it is suggested to provide a non-accompanying consent letter; Parent does not accompany letter template

**学生（14周岁以下）&学龄前儿童Students (under 14 years old) & preschoolers**

● 护照原件

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 出生证明原件

● original birth certificate
● 父母护照首页复印件

● copy of the first page of parents' passport

● 成绩单和学位证明/文凭/在校证明（学生提供）；[在校证明模板](http://pages.ctrip.com/tour/visa/word/377.doc%22%20%5Co%20%22%E5%9C%A8%E6%A0%A1%E8%AF%81%E6%98%8E%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank) [在校证明样本](http://vacations.ctrip.com/notes/1921.html%22%20%5Co%20%22%E5%9C%A8%E6%A0%A1%E8%AF%81%E6%98%8E%E6%A0%B7%E6%9C%AC%22%20%5Ct%20%22_blank)

● transcripts and degree certificates/diplomas/school certificates (provided by students); Proof template proof sample

● 银行月结单、固定存款单等资金证明（如个人名下无资产证明，可提供父母名下，并同时提供关系证明，如户口簿原件，出生证明原件等；另外如提供父母名下资产证明，亦可让父母写一份情况说明，说明此次赴美费用是由他们承担并签名）

● bank statement, fixed deposit slip and other proof of funds (such as personal name no asset proof, can provide the name of the parents, and at the same time provide relationship proof, such as original household register, original birth certificate, etc.; In addition, if you provide proof of assets under your parents' name, you can also ask your parents to write a fact sheet stating that they will bear and sign the travel fee.)

● 行程表、参团证明(产品确认单或旅游合同）和/或其他有关旅行计划的说明；[行程表参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Co%20%22%E8%A1%8C%E7%A8%8B%E8%A1%A8%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● itinerary, participation certificate (product confirmation form or travel contract) and/or other description of the travel plan; Schedule reference template

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

If there is a pedestrian, the pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas travel photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 18周岁以下的申请人如不随父母双方一起出行或只随父母一方出行，建议提供不随行父/母的不随行同意函；[父/母不随行同意函模板](http://pages.ctrip.com/tour/visa/nanmei/approveletterAmerica.doc%22%20%5Co%20%22%E7%88%B6/%E6%AF%8D%E4%B8%8D%E9%9A%8F%E8%A1%8C%E5%90%8C%E6%84%8F%E5%87%BD%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● for applicants under the age of 18 who do not travel with both parents or only with one parent, it is suggested to provide a non-accompanying consent letter; Parent does not accompany letter template

**※如果申请人以前去过美国，请携带相应身份或签证状态的证明文件，特别是以前使用的所有美国签证（包括过期签证）。**

**※ if you have been to the United States before, please bring proof of your identity or visa status, especially all previous U.S. visas (including expired ones).**

**商务**

支持性文件仅是签证官在面谈时需要考虑的众多因素之一。签证官将综合职业、社会、文化和其他因素，根据每位申请人的具体情况进行相应的分析和判断。签证官需要权衡申请人的赴美意图、家庭背景、在原居住国的长期规划等各方面信息。每一个签证申请都将视为独立个案处理，并依据法律给予充分的考虑。

Supporting documents are just one of many factors that visa officers need to consider when interviewing. The visa officer will make an analysis and judgment based on the specific situation of each applicant based on occupational, social, cultural and other factors. Visa officers weigh information about an applicant's intention to travel to the United States, family background, and long-term plans in the country of origin. Each visa application will be treated as a separate case and given due consideration in accordance with the law.

**注意：请勿**使用虚假材料。欺骗或歪曲事实可能导致永久拒签。为保护个人隐私，申请人应将材料密封带入使/领事馆。使/领事馆秉承信息保密原则，不会向任何人公开申请人的材料内容。

Note: do not use false materials. Fraud or distortion of facts may result in permanent refusal. To protect personal privacy, applicants should bring sealed materials into the embassy/consulate. The consulate will keep the information confidential and will not disclose the contents of the applicant's materials to anyone.

请在面谈时携带下列材料。如有可能，最好使用原件而不是影印件。请勿通过传真、电子邮件或邮寄方式向使/领事馆递交任何支持性文件。

Please bring the following materials to the interview. If possible, use the original rather than a photocopy. Do not submit any supporting documents to the embassy/consulate by fax, email or post.

外籍人士在选择领区面试时除了考虑便捷性，更应该考虑哪个领事馆辖区能更好地证明自己具有牢固约束力。

Foreigners in the selection of district interview in addition to consider convenience, should consider which consulate jurisdiction can better prove their strong binding.

**商务访问者Business visitor**

● 护照原件（如有旧护照，请一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 结婚证原件（如有）

● original marriage certificate (if any)

● 名片1张、单位开具的在职证明：[在职证明模板](http://pages.ctrip.com/tour/visa/word06/101.docx%22%20%5Co%20%22%E5%9C%A8%E8%81%8C%E8%AF%81%E6%98%8E%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)，[在职证明样本](http://vacations.ctrip.com/notes/1886.html%22%20%5Co%20%22%E5%9C%A8%E8%81%8C%E8%AF%81%E6%98%8E%E6%A0%B7%E6%9C%AC%22%20%5Ct%20%22_blank)

● one business card, on-the-job certificate issued by the unit: template of on-the-job certificate, sample of on-the-job certificate
● 最近六个月的工资单

● last six months 'payroll
● 最近一年纳税单，可以税务局网上打印

● the latest year tax returns, can be printed online tax bureau
● 房产证或购房合同

● real estate license or purchase contract
● 营业执照/事业代码证/外商企业登记证/律师事务所执业许可证/医疗机构执业许可证的复印件

● copy of business license/business code certificate/foreign enterprise registration certificate/law firm practice license/medical institution practice license
● 其他资产证明，如固定存款单等

● proof of other assets, such as fixed certificates of deposit, etc
● 行程表和/或其他有关旅行计划的说明；[行程表参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Co%20%22%E8%A1%8C%E7%A8%8B%E8%A1%A8%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● schedules and/or other descriptions of travel plans; Schedule reference template
● 犯罪/法庭记录（针对之前有犯罪记录的申请人，无论在何地被捕或定罪，即使已服完刑期或被赦免也不例外）

● criminal/court record (for applicants with a previous criminal record, no matter where they are arrested or convicted, even if they have served their sentence or been pardoned)
● 个人简历：[个人简历模板](http://pages.ctrip.com/tour/visa/ingroup1311/09.htm%22%20%5Ct%20%22_blank)，您可以根据自己的实际情况酌情修改

● personal resume: personal resume template, you can modify according to your actual situation

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外访问的照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas visit photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 商务邀请材料：

● business invitation materials:

1. 在美公司（或会务公司）出具的邀请信（英文），内容包含： (1)被邀请人的姓名、性别、出生年月日、出生地址、护照号码、职位; (2)邀请目的。比如： 商贸考察、参加国际会议、经贸洽谈、展览等; (3)行程安排、访问地点; (4)在国外的费用由谁负担; (5)邀请信函签发时间、地点; (6)邀请人身份、工作单     位名称、职务、邀请公司地址、邮编和电话。

(1) name, gender, date of birth, birth address, passport number and position of the invitee; (2) purpose of invitation. For example: business investigation, participation in international conferences, economic and trade negotiations, exhibitions, etc. (3) itinerary arrangement and place of visit; (4) who shall bear the expenses abroad; (5) issuing time and place of invitation letter; (6) inviter's identity, work unit name, position, company address, zip code and telephone number.

   2.双方公司的往来合作证明（如合作合同等），公司资质证明。

 Cooperation certificate (such as cooperation contract, etc.) and company qualification certificate.

1. 如参加展会，请提供会务公司确认的付款证明

 If attending the exhibition, please provide the payment certificate confirmed by the conference company

**※如果申请人以前去过美国，请携带相应身份或签证状态的证明文件，特别是以前使用的所有美国签证（包括过期签证）。**

**※ if you have been to the United States before, please bring proof of your identity or visa status, especially all previous U.S. visas (including expired ones).**

### 探亲访友To visit friends and relatives

支持性文件仅是签证官在面谈时需要考虑的众多因素之一。签证官将综合职业、社会、文化和其他因素，根据每位申请人的具体情况进行相应的分析和判断。签证官需要权衡申请人的赴美意图、家庭背景、在原居住国的长期规划等各方面信息。每一个签证申请都将视为独立个案处理，并依据法律给予充分的考虑。

Supporting documents are just one of many factors that visa officers need to consider when interviewing. The visa officer will make an analysis and judgment based on the specific situation of each applicant based on occupational, social, cultural and other factors. Visa officers weigh information about an applicant's intention to travel to the United States, family background, and long-term plans in the country of origin. Each visa application will be treated as a separate case and given due consideration in accordance with the law.

**注意：请勿**使用虚假材料。欺骗或歪曲事实可能导致永久拒签。为保护个人隐私，申请人应将材料密封带入使/领事馆。使/领事馆秉承信息保密原则，不会向任何人公开申请人的材料内容。

Note: do not use false materials. Fraud or distortion of facts may result in permanent refusal. To protect personal privacy, applicants should bring sealed materials into the embassy/consulate. The consulate will keep the information confidential and will not disclose the contents of the applicant's materials to anyone.

请在面谈时携带下列材料。如有可能，最好使用原件而不是影印件。请勿通过传真、电子邮件或邮寄方式向使/领事馆递交任何支持性文件。

Please bring the following materials to the interview. If possible, use the original rather than a photocopy. Do not submit any supporting documents to the embassy/consulate by fax, email or post.

**探亲访友访问者** Visitors to visit relatives and friends

**●邀请函，提供证据来证明自己与邀请人之间具有真实、未间断的亲属关系，并且提供邀请人在美国的移民身份信息。下列文件可能对申请签证有一定帮助：
户口本或其他能够证明真实亲属关系的文件、近年来与美国亲属的合影、亲属的美国护照或绿卡复印件（如亲属在美属于短期停留，则应提供其护照及美国签证复印件）等。如果申请人上次在美国停留的时间超过入境美国时批准其停留的期限，请在面谈时出示美国国土安全部批准的延期证明书原件。**

**● invitation letter, provide evidence to prove that there is a real and uninterrupted kinship relationship between oneself and the inviter, and provide the information of the inviter's immigration status in the United States. The following documents may be helpful in applying for a visa:**

**Household register or other documents that can prove the true kinship relationship, photos taken with relatives in the United States in recent years, copies of their American passports or green CARDS (if the relatives stay in the United States for a short period of time, copies of their passports and American visas should be provided), etc. If the applicant's last stay in the United States exceeds the time limit approved upon entry to the United States, please present the original extension certificate approved by the department of homeland security during the interview.**

**在职人员（包含企业家和公司高管 ）**

**Incumbents (including entrepreneurs and corporate executives)**

● 护照原件（如有旧护照，请一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 结婚证原件（如有）

● original marriage certificate (if any)

● 单位开具的在职证明：[在职证明模板](http://pages.ctrip.com/tour/visa/word06/101.docx%22%20%5Co%20%22%E5%9C%A8%E8%81%8C%E8%AF%81%E6%98%8E%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)，[在职证明样本](http://vacations.ctrip.com/notes/1886.html%22%20%5Co%20%22%E5%9C%A8%E8%81%8C%E8%AF%81%E6%98%8E%E6%A0%B7%E6%9C%AC%22%20%5Ct%20%22_blank)

● on-the-job certificate issued by the unit: template of on-the-job certificate, sample of on-the-job certificate
● 最近六个月的工资单

● last six months 'payroll
● 最近一年纳税单，可以税务局网上打印

● the latest year tax returns, can be printed online tax bureau
● 房产证或购房合同

● real estate license or purchase contract
● 营业执照/事业代码证/外商企业登记证/律师事务所执业许可证/医疗机构执业许可证的复印件

● copy of business license/business code certificate/foreign enterprise registration certificate/law firm practice license/medical institution practice license
● 其他资产证明，如固定存款单等

Proof of other assets, such as fixed certificates of deposit, etc

● 行程表和/或其他有关旅行计划的说明；[行程表参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Co%20%22%E8%A1%8C%E7%A8%8B%E8%A1%A8%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● schedules and/or other descriptions of travel plans; Schedule reference template
● 犯罪/法庭记录（针对之前有犯罪记录的申请人，无论在何地被捕或定罪，即使已服完刑期或被赦免也不例外）

● criminal/court record (for applicants with a previous criminal record, no matter where they are arrested or convicted, even if they have served their sentence or been pardoned)
● 个人简历：[个人简历模板](http://pages.ctrip.com/tour/visa/ingroup1311/09.htm%22%20%5Ct%20%22_blank)，您可以根据自己的实际情况酌情修改

● personal resume: personal resume template, you can modify according to your actual situation

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外访问的照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas visit photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 如有工程师证、会计师证、医师证、教授资格证、学历证明可一并准备

If have engineer certificate, accountant certificate, doctor certificate, professor certificate, academic certificate can be prepared together

**自由职业者**

● 护照原件（如有旧护照，请一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 结婚证原件（如有）

● original marriage certificate (if any)

● 最近六个月银行借记卡对账单

● bank debit card statements for the last six months
● 个体工商户营业执照

● individual business license
● 房产证或购房合同

● real estate license or purchase contract
● 其他资产证明，如固定存款单等

● proof of other assets, such as fixed certificates of deposit, etc
● 行程表和/或其他有关旅行计划的说明；[行程参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Ct%20%22_blank)

● Schedules and/or other descriptions of travel plans; Trip reference template
● 犯罪/法庭记录（针对之前有犯罪记录申请人，无论在何地被捕或定罪，即使已服完刑期或被赦免也不例外）

● criminal/court record (for applicants with a previous criminal record, no matter where they are arrested or convicted, even if they have served their sentence or been pardoned)

● 个人简历：[个人简历参考模板](http://pages.ctrip.com/tour/visa/ingroup1311/09.htm%22%20%5Co%20%22%E4%B8%AA%E4%BA%BA%E7%AE%80%E5%8E%86%E5%8F%82%E8%80%83%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)，您可以根据自己的实际情况酌情修改；

● personal resume: personal resume reference template, you can modify according to your own actual situation;

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas travel photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 如有工程师证、会计师证、医师证、教授资格证、学历证明可一并准备

● if have engineer certificate, accountant certificate, doctor certificate, professor certificate, academic certificate can be prepared together

**退休人员 Retired**

● 护照原件（如有旧护照，一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 结婚证原件（如有）

● original marriage certificate (if any)

● 退休证

●Retirement Certificate/Retirement card
● 最近六个月养老金对账单

●Last six months pension statement
● 房产证或购房合同

● real estate license or purchase contract
● 其他资产证明，如固定存款单等

● proof of other assets, such as fixed certificates of deposit, etc
● 行程表和/或其他有关旅行计划的说明；[行程参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Ct%20%22_blank)

● Schedules and/or other descriptions of travel plans; Trip reference template
● 犯罪/法庭记录（无论在何地被捕或定罪，即使已服完刑期或被赦免也不例外）

● criminal/court record (for applicants with a previous criminal record, no matter where they are arrested or convicted, even if they have served their sentence or been pardoned)

● 个人简历：[个人简历模板](http://pages.ctrip.com/tour/visa/ingroup1311/09.htm%22%20%5Ct%20%22_blank)，您可以根据自己的实际情况酌情修改

● personal resume: personal resume reference template, you can modify according to your own actual situation;

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas travel photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 如有工程师证、会计师证、医师证、教授资格证、学历证明可一并准备

● if have engineer certificate, accountant certificate, doctor certificate, professor certificate, academic certificate can be prepared together

**学生（14周岁及以上者）**

**Students (aged 14 and above)**

● 护照原件（如有旧护照，一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 成绩单和学位证明/文凭/在校证明；[在校证明模板](http://pages.ctrip.com/tour/visa/word/377.doc%22%20%5Co%20%22%E5%9C%A8%E6%A0%A1%E8%AF%81%E6%98%8E%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank) [在校证明样本](http://vacations.ctrip.com/notes/1921.html%22%20%5Co%20%22%E5%9C%A8%E6%A0%A1%E8%AF%81%E6%98%8E%E6%A0%B7%E6%9C%AC%22%20%5Ct%20%22_blank)

● transcript and degree certificate/diploma/certificate in school;Proof template proof sample

● 银行月结单、固定存款单等资金证明（如个人名下无资产证明，可提供父母名下，并同时提供关系证明，如户口簿原件，出生证明原件等；另外如提供父母名下的资产证明，亦可让父母写一份情况说明，说明此次赴美费用是由他们承担并签名）

●Bank statement, fixed deposit slip and other proof of funds (such as personal name no assets certificate, can provide the name of the parents, and at the same time provide the relationship certificate, such as the original household register, original birth certificate, etc.;In addition, if you provide proof of assets in your parents' name, you can also ask your parents to write a fact sheet stating that they will bear and sign the travel fee.)

● 行程表和/或其他有关旅行计划的说明；[行程参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Ct%20%22_blank)

● Schedules and/or other descriptions of travel plans; Trip reference template

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张（如未婚，则与父母的合照、如已婚，则与配偶及子女的合照）

● overseas travel photos, 1-2 photos of the whole family (if unmarried, with their parents, if married, with their spouses and children)

● 18周岁以下的申请人如不随父母双方一起出行或只随父母一方出行，建议提供不随行父/母的不随行同意函；[父/母不随行同意函模板](http://pages.ctrip.com/tour/visa/nanmei/approveletterAmerica.doc%22%20%5Co%20%22%E7%88%B6/%E6%AF%8D%E4%B8%8D%E9%9A%8F%E8%A1%8C%E5%90%8C%E6%84%8F%E5%87%BD%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● for applicants under the age of 18 who do not travel with both parents or only with one parent, it is suggested to provide a non-accompanying consent letter;Parent does not accompany letter template

**学生（14周岁以下）&学龄前儿童**

**Students (under 14 years old) & preschoolers**

● 护照原件（如有旧护照，一起带上）

● original passport (if you have an old passport, please bring it with you)

● 有效的中国居留许可证

● valid Chinese residence permit

● 出生证明原件

●Original birth certificate

● 父母护照首页复印件

● copy of the first page of parents' passport

● 成绩单和学位证明/文凭/在校证明（学生提供）；[在校证明模板](http://pages.ctrip.com/tour/visa/word/377.doc%22%20%5Co%20%22%E5%9C%A8%E6%A0%A1%E8%AF%81%E6%98%8E%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank) [在校证明样本](http://vacations.ctrip.com/notes/1921.html%22%20%5Co%20%22%E5%9C%A8%E6%A0%A1%E8%AF%81%E6%98%8E%E6%A0%B7%E6%9C%AC%22%20%5Ct%20%22_blank)

● transcript and degree certificate/diploma/certificate in school;Proof template proof sample

● 银行月结单、固定存款单等资金证明（如个人名下无资产证明，可提供父母名下，并同时提供关系证明，如户口簿原件，出生证明原件等；另外如提供父母名下的资产证明，亦可让父母写一份情况说明，说明此次赴美费用是由他们承担并签名）

●Bank statement, fixed deposit slip and other proof of funds (such as personal name no assets certificate, can provide the name of the parents, and at the same time provide the relationship certificate, such as the original household register, original birth certificate, etc.;In addition, if you provide proof of assets in your parents' name, you can also ask your parents to write a fact sheet stating that they will bear and sign the travel fee.)

● 行程表和/或其他有关旅行计划的说明；[行程参考模板](http://pages.ctrip.com/tour/word06/81.doc%22%20%5Ct%20%22_blank)

● Schedules and/or other descriptions of travel plans; Trip reference template

● 如有同行人，同行人护照首页和签证页（若是一同办理的无需提供此材料）

● if there is a pedestrian, pedestrian passport home page and visa page (if it is handled together, no need to provide this material)

● 境外旅游照片，全家福照片1－2张

● overseas travel photos, 1-2 photos of the whole family

● 18周岁以下的申请人如不随父母双方一起出行或只随父母一方出行，建议提供不随行父/母的不随行同意函；[父/母不随行同意函模板](http://pages.ctrip.com/tour/visa/nanmei/approveletterAmerica.doc%22%20%5Co%20%22%E7%88%B6/%E6%AF%8D%E4%B8%8D%E9%9A%8F%E8%A1%8C%E5%90%8C%E6%84%8F%E5%87%BD%E6%A8%A1%E6%9D%BF%22%20%5Ct%20%22_blank)

● for applicants under the age of 18 who do not travel with both parents or only with one parent, it is suggested to provide a non-accompanying consent letter;Parent does not accompany letter template

**※如果申请人以前去过美国，请携带相应身份或签证状态的证明文件，特别是以前使用的所有美国签证（包括过期签证）。**

**※ if you have been to the United States before, please bring proof of your identity or visa status, especially all previous U.S. visas (including expired ones).**