



We understand that many of you may have questions about the Visa process and it is the goal of the Consular Section of the U.S. Consulate in Shenyang China to address those questions through our Consular Outreach Program (COP). If you would like to have a representative from the Consular section visit your school, company and or organization to discuss the Visa process please fill out the Outreach Request form below.

**Please note, the following are the parameters to be considered for these outreach missions:**

1. Minimum number of 30 participants.
2. Adequate and appropriate work space to accommodate consular staff and applicants comfortably. Appropriate spaces include civic and social halls, school auditoriums, public libraries, community centers, company headquarters etc.
3. Requests should be sent at least one (1) month prior to the planned date/s, in order to allow the Consulate enough lead time for planning and preparations.

**All requests are subject to review and final approval of the U.S. Consulate**





**How to submit the request:**

- Fax this completed form to (024) 2322-1198
- E-mail [ShenyangNIV@state.gov](mailto:ShenyangNIV@state.gov)

**Outreach Request Form**

Name(School/Company/Organization)\_\_\_\_\_

Address \_\_\_\_\_ Province/County\_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Other Phone \_\_\_\_\_ Email \_\_\_\_\_

# of participants \_\_\_\_\_ Language (for Presentation) \_\_\_\_\_ (CHN/ENG)

What is the intended audience made up of (students/ tourists/ businessmen/ government officials/ visa agents)? **Please be as detailed as possible.**

\_\_\_\_\_

Are you member of our Corporate Visa Program: Yes or No

How did you hear about the Consulate's Outreach Program? \_\_\_\_\_ (Be Specific)

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Please refer to our website <http://shenyang.usembassy-china.org.cn/consular.html> for information on Non-Immigrant Visas (NIV) to the US

Outreach Program requested (Students/Business..) \_\_\_\_\_

Preferred Visit Date: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

**Completion of this form does NOT guarantee that your request was approved  
We will fax an invoice to confirm your reservation**