

# Instructions for completing a 180-Day Taiwan Courtesy Visa



**Section 1:** Ensure you have a U.S. Regular/Tourist (Blue) Passport.

**Section 2:** Establish contact with JTT/J1 for a JTT Visa Request Letter

**Section 3:** Apply for a Visa on Taiwan's official website

**Section 4:** Complete the AIT Contact Information Form (Enclosure 3A)

**Section 5:** Email consolidated documents to AIT-W to receive a Visa Endorsement Letter

**Section 6:** Receive back an AIT-W Visa Endorsement Letter

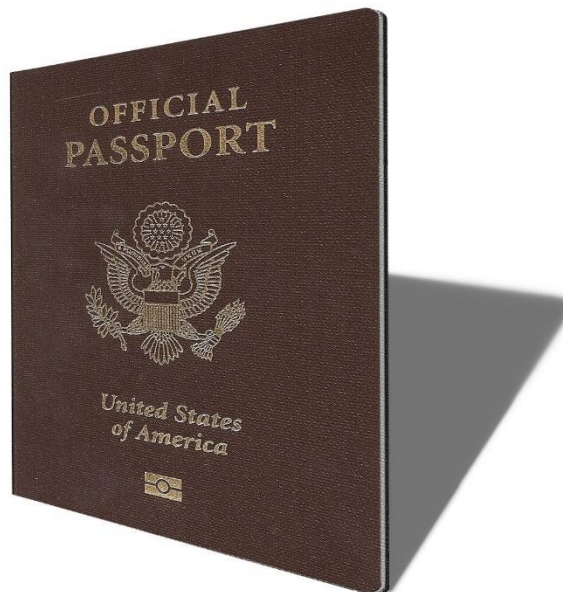
**Section 7:** Obtain 2 passport-sized (2 x 2 inches) photos for TECO walk-in service

**Section 8:** Schedule or walk-in to a TECO location for a Visa

## **Section 1:** Ensure you have a U.S. Regular/Tourist (Blue) Passport

Please ensure the following for your Regular Passport:

- A. Your Regular Passport must have an expiration of at least 1-year post-arrival date to Taiwan.
- B. If you do not own a Regular/Tourist Passport, please immediately request one and notify your Chain-of-Command and JTT/J1 of expected timelines
  - Apply for a Regular Passport at:  
<https://travel.state.gov/content/travel/en/passports/need-passport.html>
- C. Do NOT use your Official (Red) Passport for entry or requesting a visa into Taiwan.
- D. Work with your respective Chain-of-Command for reimbursement details (as required) for purchasing a Regular/Tourist Passport.



## **Section 2:** Establish contact with JTT/J1 for a JTT Visa Request Letter

Please provide J1 with the following details via email:

- A. Your dates of arriving and departing Taiwan
- B. Your preferred Taipei Economic and Cultural Office (TECO) location
- C. Your advisory team and JTT Billet/Unit Line Number (ULN)

JTT/J1 Distro Email: [usarmy.shafter.usarpac.list.jtt-j1@army.mil](mailto:usarmy.shafter.usarpac.list.jtt-j1@army.mil)

### NOTE:

- U.S. based TECO locations: [https://www.roc-taiwan.org/us\\_en/post/47.html](https://www.roc-taiwan.org/us_en/post/47.html)
- International TECO locations: [https://www.roc-taiwan.org/portalOfDiplomaticMission\\_en.html#ALL](https://www.roc-taiwan.org/portalOfDiplomaticMission_en.html#ALL)
- Once you make contact, J1 will coordinate with the JTT Chief of Staff (CoS) and provide you a signed visa request letter, which you will provide to the American Institute in Taiwan – Washington D.C. (AIT-W).
- Mailing your passport is the least preferred option and can take several weeks to return. If this is your only option, please contact JTT/J1 for more information.

## **Section 3:** Apply for a Visa on Taiwan’s official website

To apply for a visa, first go to the following website (may not work on a NIPR):

<https://visawebapp.boca.gov.tw>

### **Important Announcement**

1. As per regulations of Taiwan Central Epidemic Command Center, non-R.O.C. nationals not enrolled in the NHI program should pay their medical expenses during their isolation period if they are diagnosed with COVID-19 in Taiwan. Please refer to the following [official press release link for more details](#).
2. Note for ROC(Taiwan) visa applicants who have resided in or visited Afghanistan, Pakistan, Mozambique, the Democratic Republic of the Congo, French Guiana, or Guinea for four weeks or longer in the past year.

In accordance with World Health Organization recommendations, applicants for ROC (Taiwan) visas must submit proof of having been administered the oral polio vaccine (OPV) or the inactivated polio vaccine (IPV) from four weeks to one year before applying if they have resided in or visited countries or regions at high risk for polio transmission—namely, Afghanistan, Pakistan, Mozambique, the Democratic Republic of the Congo, French Guiana, and Guinea for four weeks or longer within the past year.

☒ I have read and agreed to the above terms and conditions

### **Disclaimer**

You are about to access the visa application computer system of the Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China (Taiwan). This system and related data are property of the ROC Government, and provided for reviewing visa applications by the Bureau of Consular Affairs and ROC overseas missions and for official use by the ROC Government. This site adopts security maintenance technology to prevent unauthorized access to the personal information you provided. However, according to Article 28 and 29 of Personal Information Protection Act, if your personal information and rights are compensated caused by such reasons as natural disaster, incident or other force majeure, and the third party's illegal collection, the ROC Government will not be liable for the damages.

All information provided by you or a third party designated by you must be accurate and true. Even if you are granted a visa or an eVisa, immigration officers at ports of entry in Taiwan have the right to deny entry without providing further explanation.

Please notice that the information you fill in online, including Surname, Given Name, Date of Birth, Passport No., Nationality and Sex, must completely match the information on your travel document, otherwise, your eVisa will be invalid.

If you have applied for an eVisa recently, please make sure your eVisa has been successfully issued. If you submit a second eVisa application without checking the approval of the previous eVisa, it is considered that you need 2 eVisas. Therefore, the online payment for these 2 eVisa applications will not be refunded.

Continue to use this system indicates that you consent to the terms set forth in this statement. Unauthorized users or illegal access may violate related articles of Personal Information Protection Act and Criminal Law.

Cancel & Exit

Confirm & Continue

1. Read the Important Announcement and check the “I have read...” box
2. Select “Confirm & Continue”

Q&A

## General Visa Applications

Edit Partially Filled Form | Reprint Completed Form

New Edit | Print

## Travel Details

**【Attention】**

A. The name field must be in English. All other fields accept English or Chinese. Special characters are not allowed.

B. For visa application forms only.

C. After filling out the visa application forms, please follow the instructions below:

1. Print out the visa application forms and sign.
2. Prepare the required documents in accordance with your visiting purpose.
3. Submit the above documents to our overseas missions within 30 days.

☐ I have read and understand the above information.

**Nationality (Required)**

\* UNITED STATES OF AMERICA(美國) ▼

**Duration of Stay (Required)**

\* ☒ 1-180 days ☐ above 180 days

**Number of Entries (Required)**


\* ☐ Single ☒ Multiple

**Purpose of Travel (Required)**

\* Others ▼

**Verification Code (Please input below) (Required)**

 input verification code here





Online Application Form

Send

3. Under “General Visa Applications,” select “New”
4. Read the “[Attention]” and check the “I have read...” box
5. Nationality: United States of America
6. Duration of Stay: 1-180 days
7. Number of Entries: Multiple
8. Purpose of Travel: Others
9. Verification Code: Enter applicable code
10. Select “Send” at the bottom

## Applicant's Details

<b>Surname (English Letter Only) (Required)</b>		
	SNUFFY	
<b>Given Name (English Letter Only) (Required)</b>		
	MAYNARD	
<b>Former or Other Name (if any)</b>		
KEEP WITHIN 50 CHARACTERS OR LEAVE BLANK IF NON-APPLICABLE		
<b>Chinese Name (if any)</b>		
KEEP WITHIN 6 CHINESE CHARACTERS OR LEAVE BLANK IF NON-APPLICABLE		
<b>Date of Birth (YYYY/MM/DD) (Required)</b>		
	1969	Year / 6 Month / 9 Day
<b>Place-City of Birth (Required)</b>		
	DETROIT MICHIGAN	
<b>Place-Country of Birth (Required)</b>		
	UNITED STATES OF AMERICA	
<b>Gender (Required)</b>		
	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	
<b>Marital Status (Required)</b>		
	Married/已婚	

Cancel & Exit

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11. Surname: Enter your last name (must match passport)
12. Given Name: Enter your first name (must match passport)
13. Date of Birth: Enter your date of birth (must match passport)
14. Place-City of Birth: Enter your City and State of birth (must match passport)
15. Place-Country of Birth: Enter your Country of birth (must match passport)
16. Gender: Select applicable gender
17. Marital Status: Select applicable status
18. Select "Page 2"

## Applicant's Passport Details

**Passport Type (Required)**

**Passport No. (Required)**

**Issuance Date (YYYY/MM/DD) (Required)**

**Expiration Date (YYYY/MM/DD) (Required)**

**Place of Issuance (Required)**

**Nationality (Required)**

**Do you hold or have you ever held passports from countries/regions other than the one indicated in your application? (Required)**

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Page 3

19. Passport Type: Regular
20. Passport No.: Enter applicable passport number (must match passport)
21. Issuance Date: Enter date issued passport (must match passport)
22. Expiration Date: Enter date passport expires (must match passport)
23. Place of Issuance: Enter country passport was issued (must match passport)
24. Nationality: Auto-populates
25. Select option if you have ever held passports from another country
26. Select "Page 3"

## Contact Details

**Address in Home Country (Required)**

\* 1234 Elm Street, Detroit Michigan 44444

**Telephone Number in Home Country (Required)**

\* +1 (808) 867-5309

**Hotel Name or Address in Taiwan (Required)**

\* AIT-Taipei, No. 100 Jinhua Road, Neihu District, Taipei 11461, Taiwan

**Telephone Number in Taiwan (Required)**

\* 02-2161-2328

Please enter mobile phone number.

**Email (Required)**

abcd@gmail.com

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27. Address in Home Country: Enter personal address
28. Telephone Number: Enter personal telephone number
29. Hotel Name or Address in Taiwan: Enter either your hotel's address or the AIT-Taipei Address: AIT-Taipei, No. 100 Jinhua Road, Neihu District, Taipei 11461, Taiwan
30. Telephone Number in Taiwan: Enter 02-2161-2328, or a more specific number if provided by your sponsor/advisory team
31. Email: Enter a professional, personal (non-DoD affiliated) email.
  - a. This should be an email you can access
  - b. Avoid personal emails that also have clear military affiliation (e.g. [GregoryUSAFColonel@gmail.com](mailto:GregoryUSAFColonel@gmail.com))
32. Select "Page 4"



## About Travel Details

<b>Have You Ever Been to Taiwan (Required)</b>	
*	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Estimated Date of Arrival in Taiwan (YYYY/MM/DD) (Required)</b>	
*	2025/05/05
<b>Estimated Date of Departure From Taiwan (YYYY/MM/DD) (Required)</b>	
*	2025/05/05
<b>Name of Contact Person in Taiwan (Required)</b>	
*	American Institute in Taiwan
<b>Company Name of Contact Person in Taiwan (Required)</b>	
*	American Institute in Taiwan
<b>Occupation of Contact Person in Taiwan (Required)</b>	
*	US Agency
<b>Address of Contact Person in Taiwan (Required)</b>	
*	AIT-Taipei, No. 100 Jinhu Road, Neihs District, Taipei 11461, Taiwan
<b>Phone Number of Contact Person in Taiwan (Required)</b>	
*	02-2161-2329

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33. Have you ever been to Taiwan: Enter applicable answer
34. Estimated Date of Arrival in Taiwan: Enter applicable travel dates
35. Estimated Date of Departure from Taiwan: Enter applicable travel dates
36. Name of Contact Person in Taiwan: Enter “American Institute in Taiwan”
37. Company Name of Contact Person in Taiwan: Enter “American Institute in Taiwan”
38. Occupation of Contact Person in Taiwan: Enter “US Agency”
39. Address of Contact Person in Taiwan: Enter AIT address “AIT-Taipei, No. 100 Jinhu Road, Neihs District, Taipei 11461, Taiwan”
40. Phone Number of Contact Person in Taiwan: Enter “02-2161-2329”
41. Select “Page 5”

## Application Questions

**Please Answer The Following Questions Truthfully:**

**A. Do you have a criminal record within or outside the territory of the R.O.C. or have you ever been denied entry, ordered to leave or deported by the R.O.C. government? (Required)**

\* ☐ Yes ☒ No

**B. Have you ever entered Taiwan illegally? (Required)**

\* ☐ Yes ☒ No

**C. Have you ever had a communicable disease of public health significance, a dangerous physical or mental disorder, or been a drug abuser or addict? (Required)**

\* ☐ Yes ☒ No

**D. Have you ever overstayed or worked illegally in Taiwan? (Required)**

\* ☐ Yes ☒ No

**E. Have you ever been a controlled substance (drug) trafficker? (Required)**

\* ☐ Yes ☒ No

**F. Have you ever been refused a visa at by an R.O.C. mission abroad? (Required)**

\* ☐ Yes ☒ No

**G. Have you ever applied for an R.O.C. visa using a different name?? (Required)**

\* ☐ Yes ☒ No

**H. Have you ever worked in Taiwan? (Required)**

\* ☐ Yes ☒ No

### Attention

Answering YES does not necessarily mean you are ineligible for a visa. If you answer YES to any of the above questions or if you have any questions in this regard, please come to discuss the issue in person. If you are not able to file the application in person, please prepare and attach an explanatory statement to this form.

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Page 6

42. For questions A thru H, answer truthfully and work with your Chain-of-Command if any answers are “Yes”
43. Select “Page 6”

## Where You Will Be Applying For Your Visa

**Area (Required)**

\*

**Embassy or mission (Required)**

\*

**Was this application filled in by yourself? (Required)**

\*
☒ Myself
 ☐ Agent

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44. Area: Enter North America or your applicable region (If applying for a Visa at a TECO location in Japan, enter Asia)
45. Embassy or mission: Select your designated TECO location where you are picking up your Visa
46. Was this application filled in by yourself: Enter applicable answer
47. Select “Page 7”

## General Visa Verification

**【Application Temporary No.】**

**【Status】**

\* Now to complete online application submission, please click on "Submit".

\* Attention! You cannot edit after submitting.

\* For more information on Visa regulations, please visit [BOCA official website](#).

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Online Application Form

Submit

48. Select “Submit”, you can also save the temporary application number if you need to come back to this visa request at a later time.

## General Visa Application Form

**【Application Form No.】**

509F04E5MA0L62G6

**【Status】**

\* Application information fill in completed.

\* Application information has been uploaded

**【Attention】**

1. Please verify the application form is completely printed, including the application number and bar code at the bottom of the first page. If the paper size is not A4, please choose "fit" or "shrink oversized pages" before printing.
2. Please submit your application with supporting documents before 2025/05/28, otherwise the application will be deleted automatically.
3. If you need to reprint the visa application form, please apply to the official website of the Visa Online Application of the Bureau of Consular Affairs of the Ministry of Foreign Affairs and click the [General Visa Applications] [Edit | Print] function.  
[https://visawebapp.boca.gov.tw/BOCA\\_EVISA](https://visawebapp.boca.gov.tw/BOCA_EVISA)

Online Application Form
Print PDF

49. Screenshot or save the Application Form No. for your records

50. Select "Print PDF" to save a PDF version of your Visa application

12.職業： <span style="background-color: yellow;">N/A</span> Occupation	13.機關或學校： N/A Institution/school name
14.在台住址及電話號碼： AIT-Taipei, No. 100 Jinhu Road, Neihs District, Taipei 11461, Taiwan Address & Phone No. in Taiwan	
02-2161-2328	
15.本國住址及電話號碼： 1234 Elm Street, Detroit Michigan 44444 Permanent address & Phone No. in home country	
+1 (808) 867-5309	

51. After completing the online application, print out the Visa Application.

52. On the printed-out Visa Application, using black pen, write in "Consultant" for block 12, Occupation.

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申請年月日 DATE OF APPLICATION : 2025/04/28      申請人Email : abcd@gmail.com

申請人簽名 APPLICANT'S SIGNATURE : [Signature]

(請親簽) (Personal signature is required)

53. Sign the bottom of the Visa Application in the space designated "APPLICANT'S SIGNATURE:"

54. Once signed, scan the document on a high-resolution scanner so that all details and the barcode can be clearly defined. Save the document as a PDF for submission to AIT-W.

The following is a full example of a completed Visa Application:

六個月內兩寸半身彩色  
近照兩張  
符合本欄框尺寸之適當  
照片  
Please attach two head  
& shoulder color photos  
appropriate to the size  
of this blank (taken within  
last 6 months).

核發機關填註 FOR OFFICIAL USE ONLY

☐核 准 ☐拒 件

簽證類別: ☐停留 ☐居留 簽證效期  簽證號碼   
☐外交 ☐禮遇 停留期限  簽證日期   
入境次數: ☐單次 ☐多次 費 額

審核意見及備註:

複審官員簽章

初審官員簽章

中華民國簽證申請表 VISA APPLICATION FORM FOR ENTRY INTO TAIWAN, REPUBLIC OF CHINA

本表格須由申請人親自簽署, 未成年兒童之申請表須由其父母或合法監護人簽署

The applicant must sign this form. Applicants who have not reached the age of majority must have the form signed by a parent or legal guardian.

請以正楷填寫各欄 Please complete all sections in BLOCK LETTERS

擬申請何種簽證 WHICH CATEGORY OF VISA ARE YOU APPLYING FOR?

1. 種類: ☒ 停留簽證 ☐ 居留簽證 ☐ 外交簽證 ☐ 禮遇簽證  
Category Visitor visa Resident visa Diplomatic visa Courtesy visa  
2. 入境次數: ☐ 單次 ☒ 多次  
Entry Single Multiple

申請人資料 APPLICANT'S DETAILS

3. 全名(與護照所載相同): Full Name (exactly as in passport) 姓 Surname: SNUFFY

名 Given name(s): MAYNARD

4. 舊有或其他姓名(如有):  
Former or other name (if any) N/A

5. 中文姓名(如有):  
Chinese name (if any) N/A

6. 國 籍:  
Nationality: UNITED STATES OF AMERICA(美國)

7. 舊有或其他國籍(如有): N/A  
Former or other nationality(if any)

8. 性 別: ☒ 男 ☐ 女 ☐ 其他  
Sex Male Female Other

9. 婚姻狀況: ☐ 未婚 ☒ 已婚 ☐ 寡 ☐ 分居 ☐ 離婚 ☐ 其他  
Marital Status Single Married Widowed Separated Divorced Other

10. 出生日期: 年Year/月Month/日Day  
Date of birth 1969/06/09

11. 出生地點: 市(City) 國(Country)  
Place of birth DETROIT MICHIGAN UNITED STATES OF AMERICA

12. 職 業: N/A  
Occupation Consultant

13. 機關或學校: N/A  
Institution/school name

14. 在台住址及電話號碼: AIT-Taipei, No. 100 Jinhu Road, Neihsu District, Taipei 11461, Taiwan  
Address & Phone No. in Taiwan

02-2161-2328

15. 本國住址及電話號碼: 1234 Elm Street, Detroit Michigan 44444  
Permanent address & Phone No. in home country

+1 (808) 867-5309

申請人護照 APPLICANT'S PASSPORT:

16. 種類: ☐ 外交 Diplomatic ☐ 公務 Official ☒ 普通 Regular ☐ 其他 Other

17. 護照號碼:  
Passport No. A12345678

18. 效期屆滿日: 年Year/月Month/日Day  
Date of expiry 2032/07/04

19. 發照日期: 年Year/月Month/日Day  
Date of issue 2022/07/04

20. 發照地點: United States of America  
Place of issue

訪台行程 JOURNEY TO TAIWAN, R.O.C.

21. 訪台目的: ☐ 旅遊 ☐ 洽商 ☐ 就學 ☐ 應聘 ☐ 依(探)親 ☐ 宗教 ☐ 創新創業 ☒ 其他  
Purpose of travel Tourism Business Study Employment Joining or visiting family Religion Entrepreneur Other  
(請指明 Other, Please specify): Others (其他)

22. 預定抵台日期: 年Year/月Month/日Day  
Propose date of arrival 2025/05/05

23. 預定離台日期: 年Year/月Month/日Day  
Propose date of departure from Taiwan 2025/05/05

在台關係人(如有) Particulars of Reference in Taiwan(if applicable)

姓 名 Name: American Institute in Taiwan

在台關係人之身分證字號或外僑居留證號碼  
ROC ID / ARC No. of your reference in Taiwan. N/A

機構 Institution name: American Institute in Taiwan

與申請人關係 US Agency  
Relationship to applicant

機構電話 Institution Phone No. N/A

住址 Residential address: AIT-Taipei, No. 100 Jinhu Road, Neihsu District, Taipei 11461, Taiwan

電話號碼 Phone No.: 02-2161-2329

Taipei Economic and Cultural Office in Honolulu



509F04E5MA0L62G6



\* 請據實回答以下問題ALL APPLICANTS ARE REQUIRED TO READ AND CHECK THE APPROPRIATE BOX FOR EACH ITEM:

A.是否曾在中華民國境內或境外曾有犯罪紀錄或曾遭中華民國政府拒絕入境、限令出境或驅逐出境？

Do you have a criminal record within or outside the territory of the R.O.C. or have you ever been denied entry, ordered to leave or deported by the R.O.C. government?

☐是YES ☐否NO

B.是否曾非法入境中華民國者？

Have you ever entered Taiwan illegally?

☐是YES ☐否NO

C.是否患有足以妨害公共衛生或社會安寧之傳染病、精神病、或吸毒或其他疾病或吸毒成癮者？

Have you ever had a communicable disease of public health significance, a dangerous physical or mental disorder, or been a drug abuser or addict?

☐是YES ☐否NO

D.是否曾在中華民國境內逾期停留、逾期居留或非法工作？

Have you ever overstayed or worked illegally in Taiwan, R.O.C.?

☐是YES ☐否NO

E.是否曾從事管制藥品(如毒品)交易？

Have you ever been a controlled substance (drug) trafficker?

☐是YES ☐否NO

F.你是否曾遭中華民國駐外代表機構拒發簽證？

Have you ever been refused a visa by an R.O.C. mission abroad?

☐是YES ☐否NO

G.是否曾以其他姓名申請中華民國簽證？

Have you ever applied for an R.O.C. visa using a different name?

☐是YES ☐否NO

H.是否曾在中華民國境內工作？

Have you ever worked in Taiwan?

☐是YES ☐否NO

對以上任何一項的回答是「是」並非自動表示沒有資格獲得簽證。如果你的回答是「是」，或對任何一項有疑問，最好請你親自來面談。如果現在不能親自來，請另備書面說明與申請表一齊提出。

Attention: Answering YES does not necessarily mean you are ineligible for a visa. If you answer YES to any of the above questions or if you have any questions in this regard, please come to discuss the issue in person.

#### 茲聲明Acknowledgement:

本人確知I certify that:

1.已閱讀並了解申請表各節，並聲明表內所填覆之各項內容均屬確實無誤。

I have read and understood all the questions set forth in this application and the answers I have provided are true and correct to the best of my knowledge.

2.我了解持有中華民國簽證並不代表一定獲准入境中華民國。

I understand that holding a Republic of China visa does not necessarily mean I will be allowed to enter the R.O.C.

3.我明白任何虛偽或誤導的陳述都可能讓我被拒發簽證或被拒絕進入中華民國。

I understand that any false or misleading statement may result in the refusal of a visa or denial of entry into the R.O.C.

4.我同時瞭解中華民國政府有權不透露拒發簽證之原因並不予退費。

I also understand that the government of the Republic of China reserves the right to withhold disclosure of the reasons for rejecting my visa application, and to withhold fees deemed non-refundable.

5.本人所填之簽證申請表一經繳交即成為中華民國政府所有，無法退還。

I understand that, once submitted, this application form will become the property of the government of the R.O.C. and will not be returned to me.

6.我了解在台灣曾設有戶籍的中華民國國民，一旦入境中華民國將受中華民國法律管轄。★依據役男出境處理辦法第十四條規定「在臺原有戶籍兼有雙重國籍之役男，應持中華民國護照入出境；其持外國護照入境，依法仍應徵兵處理者，應限制其出境」。另有關服兵役規定，請上內政部入出國及移民署網站：www.immigration.gov.tw

I am aware that R.O.C. citizens who have previously held household registration in Taiwan shall be subject to the laws of the Republic of China while in its jurisdiction. According to Article 14 of the Regulations for Exit of Draftees, a draftee who has maintained household registration in Taiwan and possesses dual citizenship shall enter into and depart from Taiwan by presenting his ROC passport. Any draftee age male subject to conscription who enters Taiwan by presenting a foreign passport shall be restricted from departing from Taiwan. Please visit the www.immigration.gov.tw for the conscription law.

#### 警告WARNING:

依據中華民國刑法，販賣、運送毒品者可判處死刑。

Drug trafficking is punishable by death according to the criminal law of the Republic of China.

申請年月日 DATE OF APPLICATION: 2025/04/28

申請人Email: abcd@gmail.com

申請人簽名 APPLICANT'S SIGNATURE:

(請親簽) (Personal signature is required)

**Wet Signature Here**

代理人簽名

SIGNATURE OF THE APPLICANT'S AGENT:

與申請人關係 Relationship to the applicant: N/A

代理人全名、住址及電話 Agent's full name, address and telephone number

姓名 Name: N/A

電話 Telephone No.: N/A

住址 Address: N/A

## **Section 4:** Complete the AIT Contact Information Form (Enclosure 3A)

The AIT Contact Information Form is attached to this guide, please see below for more specific details:



1300 17<sup>th</sup> Street, N., Suite 750 Arlington, VA 22209

American Institute in Taiwan Washington Office

### **AIT Contact Information Form**

**DATE:** \_\_\_\_\_ (The date you filled this out) \_\_\_\_\_

**NAME:** \_\_\_\_\_ (Full name with middle initial) \_\_\_\_\_

**CELL:** \_\_\_\_\_ (personal cell phone number) \_\_\_\_\_

**WORK:** \_\_\_\_\_ (commercial duty phone number) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ (Personal, non-DoD affiliated email) \_\_\_\_\_

**Date Passport Needed Back By** \_\_\_\_\_  
(if applicable)

Will Pickup be:      In Person \_\_\_\_\_      FedEx/UPS/USPS/DHL \_\_\_\_\_

(Check "In-Person" unless mailing your passport (not recommended method))

## **Section 5:** Email consolidated documents to AIT-W to receive a Visa Endorsement Letter

Using a professional, personal (non-DoD) email, submit the following documents in one consolidated email to [AIT\\_W\\_TaiwanVisa@state.gov](mailto:AIT_W_TaiwanVisa@state.gov), while cc'ing [hoggardt@state.gov](mailto:hoggardt@state.gov) and JTT/J1 at [usarmy.shafter.usarpac.list.jtt-j1@army.mil](mailto:usarmy.shafter.usarpac.list.jtt-j1@army.mil)

- **Signed Visa Application** (Section 3 of this guide)
- **AIT Contact Information Form** (Section 4 of this guide)
- **Passport Biography Page** (scanned then saved as PDF, example below)
- **JTT Visa Request Letter** (provided by J1, Section 2 of this guide)

**NOTE:** Include in your email to AIT-W the TECO location you wish to receive your visa from and your estimated date of when you will go in-person.



Figure 1: Scan both pages; ensure you sign top page



## **Section 6:** Receive back an AIT-W Visa Endorsement Letter

AIT-W will process your documents via email and submit a visa request to TECO.

In turn, AIT-W will provide you with a Visa Endorsement Letter for your requested TECO location (example below).



1300 17<sup>th</sup> Street, N., Suite 750, Arlington, VA 22209  
TEL: (703) 525-8474

### ***TRAVELING***

April 16, 2025

Ms. Yu-Shan Liang  
Consular Affairs  
TECRO in the U.S.  
4201 Wisconsin Avenue, N.W.  
Washington, D.C. 20016-2137

Email: [ysliang@mofa.gov.tw](mailto:ysliang@mofa.gov.tw)

Dear Ms. Liang:

Please issue the appropriate Courtesy Multiple Entry visa with a one year validity for 180-day Duration of Stay for [REDACTED] who will be traveling to AIT/Taipei as a Consultant on business connected with the American Institute in Taiwan and is requesting to arrive in Taiwan approximately [REDACTED], 2025.

It would be appreciated if you can give authorization to the TECO office in [REDACTED], [REDACTED] to issue the visa. I have enclosed a copy of the applicant's visa application and U.S. Passport.

Please contact Ms. Teresa Hoggard, [hoggardt@state.gov](mailto:hoggardt@state.gov) or 703-284-2779 and [AIT W Taiwan Visa@state.gov](mailto:AIT W Taiwan Visa@state.gov), should you need additional information.

Sincerely,



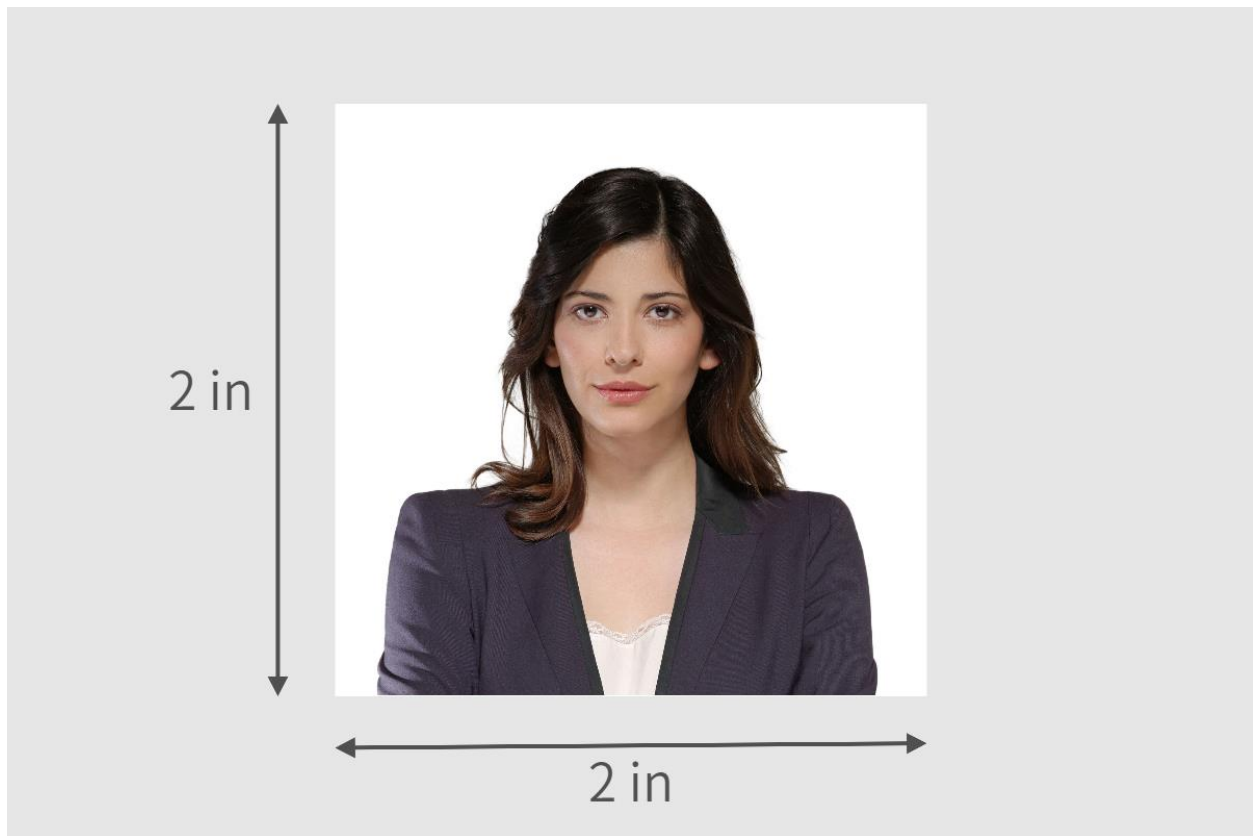
David M. LaMontagne  
Executive Director

**Section 7:** Acquire 2 passport-sized (2 x 2 inches) photos for TECO walk-in service

Taipei Economic and Cultural Office (TECO), where you will receive your Taiwan Visa, requires 2 passport-sized (2 x 2 inches) photos printed on photo paper.

Write your full name on the back of each photo

NOTE: Please see the State Department Passport website on acceptable photos for passports:  
<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>



## **Section 8:** Schedule or walk-in to a TECO location for a Visa

You may call and schedule a visa appointment in advance with your respective TECO location, or walk-in (recommend checking website for walk-in policy)

On the day of the Visa appointment:

- A. Wear professional, civilian clothes (no military uniform or affiliation)
- B. Bring **ONLY** the following documents:
  - **Your Regular (Blue) Passport** (Section 1)
  - **Taiwan Visa Application** (Section 3)
  - **AIT Contact Information Form** (Section 4)
  - **AIT-W Visa Endorsement Letter** (Section 6)
  - **2 Passport-Sized Printed Photos** (Section 7)

### NOTE:

- No other documentation is authorized for disclosure to TECO. Do not show or bring any IDs or documents that are affiliated with the Department of Defense (DoD).
- The visa process may take 7-14 days, in which TECO will take your passport and give you a hand receipt with a scheduled return date.
- Once you have your passport back with a valid visa inside, this checklist is complete.

