



Guide to the "Visa Application Form of the People's Republic of China (Form V.2013)

The following instructions are intended to guide you through the process of applying for a Chinese visa correctly. The **form MUST be completed in all CAPS** online via the PDF form and **every question must be answered truly and completely**. Improperly or not fully completed forms are likely to be rejected and delay the processing of your visa.

Section 1: Personal Information

1.1 Full English name as in passport (Surname and Given Name)

Please make sure this information matches the name in your passport.

1.2 Name in Chinese

If you were born in mainland China, Taiwan or Hong Kong or were ever issued a Chinese passport, or are of Chinese descent, then write the applicant's name in Chinese Characters. If this does not apply, write "N/A"

1.3 Other names you are, or have been known by

If you had a prior passport issued in a maiden or prior name, enter the full name. If this does not apply, write "N/A".

1.4 Sex

Check M or F

1.5 Date of Birth

Date of Birth of Application. Pay close attention to the YYYY-MM-DD format. i.e. 1980-12-01

1.6 Current Nationality

The Nationality of the passport you intend on traveling with (i.e. "American").

1.7 Former Nationality

Former nationalities, otherwise write "N/A"

1.8 Place of Birth (City, Province/State, Country)

Write the applicant's place of birth. Please note to include all 3 items (city, state AND country)

1.9 Local ID card number

Write the applicant's driver's license number or if not available, the applicant's passport number.

1.10 Passport Type

Check one of the boxes. In most cases, this would be "Ordinary".

1.11 Passport Number

Write the applicant's passport number (the passport associated to the nationality in section 1.6)

1.12 Date of Issue

Write the passport's date of issue. Pay close attention to the YYYY-MM-DD format.

1.13 Place of Issue

Write the passport's place of issue found on the picture page on the passport.

1.14 Expiration Date

Write the passport's expiration date. Pay close attention to the YYYY-MM-DD format.

1.15 Current Occupation

Check one of the boxes. Typically, if employed check "Businessman".

1.16 Education

Check one of the boxes that best applies.

1.17 Current Employer or School

Write the name, full address (city, state, zip, country) and phone number of your employer or school. If a housewife or unemployed, write your home address. If self-employed, write the company name, we suggest you NOT write "self-employed".



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1.18 and 1.19 Home Address and Zip Code

Write your full home address in the United States

1.20 Home/Mobile Phone Number

Write your home or mobile phone number.

1.21 Email Address

Write your email address or "N/A" if you don't have one.

1.22 Marital Status

Check the box that best applies.

1.23 Major family members

Write the name, nationality, occupation and relationship of at least one major relative. If you listed married in section 1.22 (Marital status), at minimum write your spouse's information. **You must complete at least one family member** in this question. If housewife, retired, etc - put "housewife" or "retired" under occupation- do not put NONE under occupation.

1.24 Emergency Contact

The name of your contact person, phone number and relationship if an emergency arises.

1.25 Country or territory where the applicant is located when applying for this visa

In most cases, write "USA".

Section 2 : Travel Information

2.1 Major purpose of your visit to China

Choose one MAJOR purpose of your trip. Typically, "Tourism" for tourist activities & "Business Trip" for business activities. Call us if you need further assistance.

2.2 Intended number of entries

Check single/double/multiple entries. If for business purposes, this must match what is stated on your business letter/invitation.

2.3 Are you applying for express service?

NOTE: Pay close attention to the box you choose. Your choice determines how fast your visa is issued at the Embassy/Consulate. Check one of the boxes. Keep in mind, these are business days.

- Check "No" for Regular Service for 5 working days (Consular Fee is \$140)
- Check "Yes" for Express Service for 2-3 working days (Consular Fee is \$160)
- Check "Yes" for Rush for 1 working day (Consular Fee is \$170)
- Rush is typically available only if your departure is inside 5 days, call us for details.

2.4 Expected Date of your first entry

Date of ENTRY into China, not the date of your departure from the US. Note the YYYY-MM-DD format.

2.5 Longest intended stay among all entries of your intended visits to China

Write your intended length of stay. If for business, this must match what is stated on your business letter/invitation.

2.6 Itinerary in China

List the Hotel/brand, address, and dates while in China. Please note to include "China" as the country in the address.

2.7 Who will pay for your travel and expenses during your stay in China?

Typically, as an individual answer "Yourself", or as a minor "Parent". If on business, then if the business letter suggests the company will pay your expenses, write the company name.

2.8 Information of Inviter in China

If traveling on business, write the full name, address, phone number, and relationship of the inviter. If traveling as a tourist, write the information from section 2.6 (Hotel contact information).

2.9 Have you ever been granted a China visa?

If you have been granted a visa, write the date and place where you were granted a visa.



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2.10 Other countries or territories you visited in the last 12 months

Write the countries you have visited over the last 12 months. Consult your passport for visa stamps for help.

Section 3: Other Information

3.1 Have you ever overstayed your visa or residence permit in China?

Check "Yes" or "No". If Yes, call us for assistance.

3.2 Have you ever been refused a visa for China?

Check "Yes" or "No". If Yes, call us assistance.

3.3 Do you have a criminal record in China or any other country?

Check "Yes" or "No". If Yes, call us assistance.

3.4 Are you experiencing any of the following conditions?

Check "Yes" or "No". If Yes, call us assistance.

3.5 Did you visit countries or territories infected by infectious disease in the last 30 days?

Check "Yes" or "No". If Yes, call us assistance.

3.6 If you selected Yes to 3.1 to 3.5.

Provide explanation.

Write "N/A" if you answered NO to 3.1 through 3.5

3.7 If you have more information to declare about your visa application...

Provide explanation if necessary. Otherwise, put "N/A".

Section 4: Declaration and Signature

4.3 Signature

Make sure to sign in BLUE ink and note the date format of YYYY-MM-DD. Also Note, that Section 4.3 is in the middle of the page. DO NOT sign in Section 5, unless you meet that requirement.

5.1 through 5.5

Complete if this form was completed on someone else's behalf or if this is not the case, if not leave BLANK.