China Visa Application Guide

The visa application for travel to China presents a number of unique challenges to successful completion. This guide can assist you with completing the China visa application accurately and thoroughly, saving you valuable time, expense and headache.

This guide is divided in two parts: a checklist of common errors and step by step instructions to the questions.

In our experience clients routinely make the same errors. These common mistakes include:

- **Names different from what is listed in your passport**. You must write your name **exactly** as it appears in your passport, no abbreviations or nicknames: for example, you must use Robert even if you answer to Bob, Jones-Smith even if you commonly use Smith, etc.

- **None or partial business, hotels and residence addresses listed in the fields.** You must provide the complete address of a business, hotel or residence, for your home country and in China.

- **Not using N/A when it is required**. If a field in the application does not apply you must write "**Not Applicable**" or "**N/A**". No field can be left blank.

- **Signatures in the wrong locations**. You must sign your name and date the <u>Confirmation of Online Visa Application</u> and the <u>Visa Application Form</u> where indicated

- **Application Printed Double Sided.** All pages must be printed single sided.

- **Dated Incorrectly.** Dates must follow the YYYY-MM-DD format.

- **Please note: all information provided in additional statements must fully match same information on the application form.**

Step by Step China Visa Application Form Instructions

The China Visa Application form is divided into sections and sub sections as listed below:

Section		Sub-Section	Notes
1	Home Page	Guidelines	Read the instructions
2	Personal Information	Photo Upload	Up to 3 attempts, if all fail you may proceed with application completion. You may use CIBT Digital Photo service to send us your picture.
2	Personal Information	Name	Self-explanatory. Enter your full name for Name in Native Alphabet. Name must match your passport
2	Personal Information	Date of birth	Self-explanatory. DOB must match your passport
2	Personal Information	Gender	Self-explanatory
2	Personal Information	Place of birth	Self-explanatory
2	Personal Information	Marital status	Self-explanatory
2	Personal Information	Nationality and permanent residence	Self-explanatory. For example, enter Driver's License Number or State ID for National ID Number
2	Personal Information	Passport	Self-explanatory. Check Ordinary for Type of passport
2	Personal Information	Lost/Stolen Passport	Self-explanatory
3	Type of Visa	Type of visa and maker purpose of your trip	Self-explanatory. Select the purpose that matches your reason for traveling

3	Type of Visa	Service	Select Normal or Express (additional fees may apply for Express)
3	Type of Visa	Application Details	Enter your trip duration and visa validity you would like to apply for. Keep in mind that final visa issuance and validity are at the consulate's discretion
4	Work Information	Current Occupation	You must answer all fields to the best of your ability
4	Work Information	Work Experience	Enter your work experience in reverse chronological order. You may use the Add button to include more than one experience
4	Work Information	Work History	Must include **full** years of employment, addresses, job titles and duties, including years ofMilitary service onsection 3.3 on your application. Section 8.8 must indicate branch of service and type of duty. Make sure all dates match with Application/Statement/Work history Time lines from the date of completion your education must be consistent with the dates of work experience. Explain if there are any gaps in between. If you belong or have belong to any volunteer or charitable organization you must provide detailed information in a SEPARATE STATEMENT for each organization addressed to the Chinese Consulate. The statement should contain an introduction of the organization and applicants role – do not WRITE "see above" please provide NAME/DATE OF ENROLLMENT/DESCRIPTION WHAT YOU DO
5	Education	Language Skills	Self-explanatory
5	Education	Education Information	List all education institutions you have attended, INCLUDING HIGH SCHOOL. For Major type GENERAL STUDIES – do not leave this section blank. The time line needs to match with the date you start your work history
5	Education	Education since high school	Enter your education in reverse chronological order. You may use the Add button to include more than one
6	Family Information	Current residence address	Self-explanatory. Residence must match Proof of Address provided
6	Family Information	Father	Self-explanatory
6	Family Information	Mother	Self-explanatory
6	Family Information	Child	Self-explanatory
6	Family Information	Do you have relatives in China?	Self-explanatory
7	Information About Your Trip	Information About Your Intended Trip - Travel Dates	Self-explanatory. For dates: if no itinerary scheduled, enter an entry date 15 – 30 days from the date of sending application, with exit for the intended amount of days in China

7	Information About Your Trip	Information About Your Intended Trip - Stay	Enter the address where you intend to stay while in China. If multiple cities or addresses, use the Add button to list all
7	Information About Your Trip	Inviting person or organization	If applicable, enter the details of your inviter (person or organization)
7	Information About Your Trip	Emergency contact	Self-explanatory
7	Information About Your Trip	Who will pay for this travel	Self-explanatory
7	Information About Your Trip	Sponsor	If applicable, enter the details of your sponsor (person or organization)
7	Information About Your Trip	Travel companion	Self-explanatory
8	Past Travel	Previous travel to China	Self-explanatory
8	Past Travel	Previous Chinese visa	Self-explanatory. If applicable, refer to your China visa in your passport
8	Past Travel	Valid visas	Self-explanatory
8	Past Travel	Countries visited in the past 5 years	Self-explanatory
9	Other Information	Multiple general questions	Check No (Unless any applies to you)
10	For Person Filling	Did anyone assist you completing the application?	Check No
11	Review	Review your answers	Self-explanatory