

CHINA VISA FOR BUSINESS & TOURISM

For anyone who wishes to go to China for business meetings, workshops, training sessions, etc. All standard and additional requirements listed below are for all China consulate jurisdictions within the USA. Please note that the China consulate now requires appointments to be made before receiving physical documents. The actual checklist may change and longer than normal turnaround times should be expected as each applicant is considered a special case.

GENERAL DOCUMENTS REQUIRED:

- **Online China visa form;** Answer ALL questions. Do not click submit button w/o Visa Network approval
- **Current Passport;** Have at least 6 mo validity and 1 blank visa page. If passport was issued in the last two years, please provide old passport.
- **1 Passport Size Photo (If not already uploaded on China application);** 2x2 size, white plain back ground, color, do not cut photo to application size
- **Invite letter;** Copy from China host office in mainland China, see letter requirements below.
- **USA status Copy;** i.e. Green Card (For Non-US Passport Holders) if applicable
- **Proof of Residency;** Copy of state ID or Utility Bill with name and current address
- **Visa Network Order Form**
- **Declaration Form**

BUSINESS INVITATION LETTER REQUIREMENTS:

- Information on applicant- full name, gender, date of birth
- Information on the visit- purpose of visit, arrival and departure dates, place(s) to be visited, relations between the applicant and the inviting individual, financial source for expenditure
- Information on the inviting individual- full name, contact number, address, signature.
- Company letter head and company chop/seal/stamp.

SPECIAL CASES:

ANY PERSON BORN IN CHINA, TAIWAN, HONG KONG, MACAO:

1. Additional documents may be requested
2. Copy of previous china visa; if visa is in an old passport please provide old passport

If no previous china visa:

- Original last PRC passport (if you were born in mainland China).
- Copy of current Taiwan passport with name matching US passport or
- Copy of current Hong Kong ID with name matching US passport, OR
- Copy of birth certificate, copy of exit stamp in passport showing you leaving Macao or Taiwan, and a copy of that passport's date page and amendment pages.

If you had a PRC passport but lost it, you will need to provide all of the following:

1. Copy of birth certificate,
2. Copy of your USA Naturalization Certificate if you hold a USA passport
3. Proof of legal name change if name at birth is different from current name on passport,
4. 2 extra passport style photos
5. Additional forms in Chinese that we will need to email you.

Please be advised that the consulate may still require additional documents from you after we submit your visa application with the additional 5 documents listed above. Your visa process may take up to 3 weeks pending approval from Chinese government and local consulate.

ADDITIONAL REQUIREMENTS FOR TURKEY AND PAKISTAN PASSPORT HOLDERS

1. Original letter issued by the government of China that was obtained by the business host on behalf of the applicant.
2. Confirmed Hotel Reservation, with name of applicant
3. Booked Flight Itinerary, with name of applicant
4. Last 3 month bank statements
5. Original US business letter from employer
6. Copy of Travel Insurance card

Please note: You may still be required to come to the consulate and provide your fingerprints after we submit your visa application. We will only be able to confirm this after we submit and speak with the consulate regarding your specific visa application process.

FRENCH AND TAIWAN PASSPORT HOLDERS MUST APPLY IN PERSON- VISA PICKUP ONLY

Although we are not able to submit your visa application to the consulate on your behalf, we will be able to pick up your passport once the visa is ready. You will need to send us your original "pick up" receipt so we can go back to the consulate on your behalf to pick up your passport and send it back to you. Please fill out our order form and include it with the pickup receipt when you send it to our office.

ISRAEL, RUSSIAN, PAKISTAN, IRAN PASSPORT HOLDERS MAY BE REQUIRED TO COME TO THE CONSULATE TO PROVIDE FINGERPRINTS, PLEASE CALL US BEFORE SENDING YOUR DOCUMENTS TO US.

Making Appointments (SF, NY, DC, LA, Chicago Only): Please complete the Online application (COVA). Do not "Submit" online. Save the temporary application ID. Send an email to prc@visanetwork.com *with* all docs for verification. Once docs are approved, we will make an appointment at the Consulate for us to apply on your behalf.

Please call our Visa Network Team BEFORE YOU SEND OUT YOUR DOCUMENTS TO OUR OFFICE! Not all China visa applications can be submitted!!

Call 415 693-0330