TRAVEL VISA PRO
Call us for assistance – Toll-free: (866) 378-1722
Fax: (866) 511-7599
www.TravelVisaPro.com

CHINESE VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel Visa Pro** for your CHINA Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Chinese visas. Our travel professionals help you avoid delays, save money and time. *Please follow our FOUR Steps instructions*.
For Visa Purposes, Hong Kong, Macao are considered a separate principalities and not a part of mainland China. If you travel to Hong Kong or Macao up to 90 days per trip, you do not require VISA.
This information is for US citizens only. If you're not a US citizen, please contact us.

STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed U.S. passport. Passport should be valid at least SIX (6) months after your departure from China. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport.

  If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to your passport.

- **ONE (1) Passport Style Photograph:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photograph must be 2x2 inches in size. If you have a digital photograph, you can email it to info@travelvisapro.com with Your First and Last name in subject line.

- **Copy of Driver's License:** Please provide a current copy of your Driver's License or State ID. If you do not have Driver's License, please provide Utility Bill, Bank Statement, or School ID. Children must provide copies of parents' Driver's License.

- **Evidence of Previous Chinese Visas, if any (for residents of Los Angeles jurisdiction only):** If you reside in the following states: Arizona, Southern California, Hawaii, New Mexico, and Pacific Islands , please provide previous Chinese visas if you have visited China in the past. If your previous visas are in an old, expired passport, please mail it in along with your current passport. If you lost expired passport, you may be asked to apply for China visa in person. Please call for advisement.

- **Visa Questionnaire/Application** Please COMPLETE and SIGN Your China visa application form. **APPLICATIONS MUST BE TYPED AND PRINTED! NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED!** We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. If you have technical issues or prefer to complete the application by hand, please sign-up for our convenient China Visa Concierge service: http://tiny.cc/y0dtww

- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (*see table below for processing time and fess*). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.

- **FOR APPLICANTS BORN IN CHINA, HONG-KONG, TAIWAN:** If you were born in China, Hong-Kong, or Taiwan, please do not forget to provide the following:
  - Put your name in Chinese characters on the application.
  - Put your city of birth on the application.
  - Provide copy of your Naturalization/Citizenship certificate
  - Provide copy of your previous Chinese visa or your original expired Chinese passport.

- **Additional Instructions:**
  - Applicants **under 18 years** old: **must provide** a copy of **birth certificate** and **passport copies** from each non-traveling parent/guardians.

- Applicants whose titles are **Journalist**, **Writer**, or **Media Person** or who are in the **military** **MUST** to write statement explaining their purpose of trip to China in details.

- **Additional Instructions for TOURIST VISAS:**
  - **A copy of Roundtrip ticket/reservation/itinerary:** It must contain the name of the passenger. It can be an electronic ticket or travel agent's reservation.
  - **Proof of Hotel Reservations:** You must provide a copy of your hotel reservations confirming your stay in China
  - **OR a letter from your Host** stating their name(s), address(es), and legal status (e.g. passport, residence card) in China and **a copy of his/her Chinese National ID.**.
- **Additional Instructions for BUSINESS VISAS:**
  - **Invitation Letter from partner in China:** (SAMPLE INVITE LETTER: http://www.travelvisapro.com/pdf_templates/china_sample_letter.jpg)Please provide a business letter from your partner in China, which includes:
    - The following information must be listed on the invitation letter:
      - Full Name, - Date of Birth, – Gender, – Citizenship, - Passport #, - Passport Expiration
    - The name of a reference/visiting firm in China.
    - Personal information of invitee must be specified (name, gender, date of birth, passport #, etc.)
    - Detailed explanation of the nature of business to be performed as well as duration of stay, dates of arrival and departure, places to be visited.
    - Company guarantee of financial responsibility for all travel expenses incurred by you.
    - The letter must be on company letterhead.
    - The letter must specify the visa validity and number of entries, the applicant is asking for.
  - **Business Letter from USA employer/company:** Please provide a business letter from your employer/company in the USA, which includes:
    - The letter must be addressed to Consulate General of China
    - The letter must explain the nature or purpose of business and the duration of the proposed business trip
    - The letter must state the name as well as the addresses of individuals, departments, and organization in China you intend to visit.
    - The letter must be on company letterhead.
    - The letter must specify the visa validity and number of entries, the applicant is asking for.
- **Additional Instructions for CREW VISAS only:**
  - **Copy of Crew Member ID:** Please provide a clear copy of front and back of your Crew Member Badge/ID.
  - **Flight/Vessel Crew Visa Cover Letter:** Please provide a formal cover letter issued by the airline or shipping company. The letter should ask for Crew Visa and include:
    - Company guarantee of financial responsibility for all travel expenses incurred by you.
    - Reference the name of flight/vessel members, departure/arrival port(s) and date(s) as well as flight/aircraft/vessel number(s).
    - Details of the purpose of vessel/flight(s) as well as duration of stay.
      - A closing signature (someone other than the applicants).
      - Be written on company's stationary.
- **NON-US Passport holders:**
  - **Proof of Your Legal Status in the USA**: Please provide a proof of your legal status in the USA (i.e. copy of your green card (front and back), valid visa, I-20, IAP-66, etc.). **Houston and Los Angeles applicants MUST provide ORIGINAL GREEN CARD (not copy).**
  - Completed **Supplemental Form** (the form is attached at the end of this document)
  - **Copy of Previous China Visa**: You should provide a copy of your previous Chinese Visa. Otherwise, consulate may suggest applying for visa in country of your origin.
- **FRENCH Passport holders:** If a citizen of France, China consulate does not offer EXPEDITING service for visas. You also need to provide the following documents in addition to all above requirements:
  - **Copy of hotel reservation.**
  - **Copy of flight itinerary.**
  - **Copy of proof of health insurance.**

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from China consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add *SHIPPING FEE* to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add $15.00:**

- **FREE** – Include Prepaid Self-Addressed Envelope
- **$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- **$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- **$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- **$39.00+ -** FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)

STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, MasterCard, Amex).
- PREFERRED METHOD: By Check/Money Order. Make checks payable to **"TRAVEL AND VISA PRO"**
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include: C***onsular fee, Consulate courier service,*** and ***our service fee***.

CHINA TOURIST / BUSINESS / CREW VISAS

(maximum duration of stay in China up to 30 calendar days unless specified otherwise by the consulate)

FEE SCHEDULE for US CITIZENS

SAME DAY SERVICE for US CITIZENS ONLY

Visa validity is granted at consul's discretion

MULTIPLE-ENTRY VISA NOTE. You can request **MULTIPLE-ENTRY** visas, but we cannot guarantee them. It is up to the consulate to decide on **Number of Entries and Visa Validity.**

If you reside in the following states:	Your Available Processing Time are: (in business days)	Your Price is:	Mail Documents to our office in:
Connecticut, Maine, Massachusetts, New Hampshire, New York, Ohio, Pennsylvania, Rhode Island, and Vermont	**8 days**	**$140+$49=$189**	New York Office
	5 days	**$140+$59=$199**	
	3 days	**$160+$79=$239**	
	Next Day	**$160+$169=$329**	
	Same day * (FEDEX FIRST AM by 8.30am, no signature required)	**$170+$399=$569**	Los Angeles Office

In San Francisco:
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San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
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Washington, DC 20009
Local: (202) 684-7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380-7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936-0773
houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878-2590
la@travelvisapro.com

In Seattle:
600 First Ave, Ste 425
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

In Chicago:
141 W Jackson Blvd, Ste 3401
Chicago, IL 60604
Local: (312) 800-1268
chicago@travelvisapro.com

District of Columbia, Delaware, Idaho, Kentucky, Maryland, Montana, Nebraska, North Carolina, South Carolina, North Dakota, South Dakota, Tennessee, Utah, Virginia, West Virginia, and Wyoming	**8 days**	**$140+$49=$189**	Washington DC
	5 days	**$140+$59=$199**	
	3 days	**$160+$79=$239**	
	Next Day	**$160+$169=$329**	
	Same day (FEDEX FIRST AM by 8.30am, no signature required)	**$170+$399=$569**	Los Angeles Office
Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Wisconsin.	**8 days**	**$140+$49=$189**	Chicago Office
	5 days	**$140+$79=$219**	
	3 days	**$160+$99=$259**	
	Next day	**$170+$249=$419**	Los Angeles Office
	Same day (FEDEX FIRST AM by 8.30am, no signature required)	**$170+$399=$569**	
Arizona, Southern California, Hawaii, New Mexico, and Pacific Islands	**8 days**	**$140+$49=$189**	Los Angeles
	5 days	**$140+$59=$199**	
	3 days	**$160+$79=$239**	
	Next Day	**$170+$249=$419**	
	Same Day (FEDEX FIRST AM by 8.30am, no signature required)	**$170+$399=$569**	
Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, and Texas	**8 days**	**$140+$49=$189**	Houston
	5 days	**$140+$99=$239**	Los Angeles
	Next day	**$170+$249=$419**	
	Same day (FEDEX FIRST AM by 8.30am, no signature required)	**$170+$399=$569**	
Northern California, Alaska, Nevada, Oregon, and Alaska	**8 days**	**$140+$49=$189**	San Francisco
	5 days	**$140+$59=$199**	
	Next Day	**$170+$249=$419**	Los Angeles
	Same Day	**$170+$399=$569**	

NEW SERVICE FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99 per person	This affordable passport replacement program offers **FREE** replacement of your passport if it has been lost, stolen, or damaged **– for total up to $299 in free services**. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.travelvisapro.com/index.php?travel,do.index.

STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

After you select service required, please choose appropriate shipping address:

If you reside in: Texas, Oklahoma, Louisiana, Arkansas, Mississippi, Alabama, Georgia, Florida and Puerto Rico please **MAIL TO:** **Travel Visa Pro** **3401 Louisiana St, Suite 130** **Houston, TX 77002** **** FOR SAME-DAY, NEXT-DAY, and 5-DAY service please send to LA office via First AM FedEx.***	**If you reside in:** Arizona, Southern California *(**counties** of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura),* Hawaii, New Mexico, Pacific Islands, please **MAIL TO:** **Travel Visa Pro** **373 South Doheny Dr, Suite B** **Beverly Hills, CA 90211** ***FOR SAME-DAY service, please send to LA office via First AM FedEx.***
If you reside in: Northern California *(**counties** of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benedito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba),* Alaska, Nevada, Oregon, and Alaska, please **MAIL TO:** **Travel Visa Pro** **2021 Fillmore Street (2nd floor)** **San Francisco, CA 94115-2708**	**If you reside in:** Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont, please **MAIL TO*:** **Travel Visa Pro** **167 Madison Ave., Suite 201** **New York, DC 10016** **** FOR SAME-DAY service, please send to LA office via First AM FedEx.***
If you reside in: District of Columbia, Delaware, Idaho, Kentucky, Maryland, Montana, Nebraska, North Carolina, South Carolina, North Dakota, South Dakota, Tennessee, Utah, Virginia, West Virginia, and Wyoming, and all other states, **please MAIL TO*:** **Travel Visa Pro** **1802 Vernon St NW,** **Washington, DC 20009** **** FOR SAME-DAY service, please send to LA office via First AM FedEx.***	**If you reside in:** Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, and Wisconsin, **please MAIL TO*:** **Travel Visa Pro** **141 W Jackson Blvd, Ste 3401** **Chicago, IL 60604** **** FOR SAME-DAY service, please send to LA office via First AM FedEx.***

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2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
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Local: (202) 684-7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380-7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
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Local: (713) 936-0773
houston@travelvisapro.com

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la@travelvisapro.com

In Seattle:
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seattle@travelvisapro.com

In Chicago:
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Local: (312) 800-1268
chicago@travelvisapro.com

Required document checklist:

- ✓ Passport
- ✓ Photograph
- ✓ Travel Visa Pro Visa Order Form
- ✓ Visa Application (please do not forget to sign)
- ✓ Additional Paperwork for TOURIST VISAS: copy of Travel itinerary and Hotel Reservations (or letter from host and his or her ID)
- ✓ Additional Paperwork for BUSINESS VISAS: business letter and visa notification
- ✓ Additional Paperwork for CREW VISAS: crew visa cover letter and crew badge/ID copy
- ✓ NON-US: Copy of Green Card or Long-Term US Visa and Copy of Previous China Visa

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of $17 will be added to all cancelled orders.

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ny@travelvisapro.com

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la@travelvisapro.com

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TRAVEL & VISA PRO ORDER FORM

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Fax – 866-511-7599 info@TravelVisaPro.com

TRAVELER(S) INFORMATION: REFERRED BY/COUPON CODE: _____.

Date Passport(s) must be back in your possession or date of your next international trip: ____ / _____ / _____
mm dd yyyy

Exact Dates Visa will be valid for: ENTRY _____ / _____ / _____ **EXIT** _____ / _____ / _____
mm dd yyyy mm dd yyyy

Traveler #1 Name:_____ **Traveler #3 Name:**_____
First Last First Last

Traveler #2 Name:_____ **Traveler #4 Name:**_____
First Last First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name:_____ **Company:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____
NO P.O. BOXES

E-mail: _____ **Signature Required for Delivery?** ☐ **YES** ☐ **NO**

Phone: _(_____)_____ **Cell:** _(_____)_____**Fax:** _(_____)_____

Shipping Method :

- ☐ **+ $0** (will include my own postage)
- ☐ **+ $15 FedEx 3-Day Express Saver**
- ☐ **+ $20 FedEx Standard Overnight**
- ☐ **+ $25 FedEx Priority Overnight**
- ☐ **+ $39 FedEx Standard Overnight to states of HI, AK, or PR**
- ☐ **+ $39 SATURDAY FedEx Overnight**
- ☐ **+ from $39 for International FedEx**

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY(visa is for)**:**_____ **Visas Type:** ☐ **TOURIST** ☐ **BUSINESS** ☐ **OTHER** _____

Processing time: (see country specific and available options)**: ENTER NUMBER OF DAYS:**_____

Number of Entries: ☐ **SINGLE** (one entry, one exit) ☐ **DOUBLE** (two entries, two exits) ☐ **MULTIPLE** (unlimited)

Visa Validity (in months): ☐**ONE** ☐ **THREE** ☐ **SIX** ☐ **TWELVE** ☐ **OTHER** _____

☐ **PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99 PER PERSON.** By checking this box, I agree to enroll into passport replacement program. I have read and understood all terms and conditions of the program which are posted at http://tiny.cc/jyb03w

☐ **PLEASE REGISTER MY TRIP WITH THE US EMBASSY ABROAD FOR AN ADDITIOANL $19.99 FOR THE 1ST COUNTRY AND $9.99 FOR SUBSEQUENT ONES. FEES ARE PER PERSON**. This will allow US Embassy officials to contact you in case of family emergencies, give you in-country updates, and alert you about imminent evacuations, and US passport assistance during your trip. By checking this box, I agree to enroll in this program, have read and understood all terms and conditions of the program which are posted at: http://tiny.cc/jyb03w

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: $_____

PAID BY ☐ **Credit Card** ☐ **Money Order** ☐ **PayPal** ☐ **Check #:** _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of $17 will be added to cancelled orders.

Name on Card:_____ **Signature:**_____

Credit Card #:_____ **Expiration Date:** _____ / _____ **Security Code:** _____
mm yyyy

Billing Address: ☐ **Same as Shipping** ☐ **Other:** _____

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chicago@travelvisapro.com

中 华 人 民 共 和 国 签 证 申 请 表

Visa Application Form of the People's Republic of China

(For the Mainland of China only)

申请人必须如实、完整、清楚地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在☐内打√选择。如有关项目不适用，请写"无"。The **applicant should fill in this form truthfully ， completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select. <u>If some of the items do not apply, please type N/A or None.</u>**

一、个人信息 Part 1: Personal Information

1.1 英文姓名 **Full English name as in passport**	姓 **Last name**		粘贴一张近期正面免冠、浅色背景的彩色护照照片。 **照片/Photo** **Affix one recent color passport photo (full face, front view, bareheaded and against a plain light colored background).**
	中间名 **Middle name**		
	名 **First name**		
1.2 中文姓名 **Name in Chinese**		**1.3** 别名或曾用名 **Other name(s)**	
1.4 性别 **Sex** ☐ 男 **M** ☐ 女 **F**		**1.5** 出生日期 **DOB(yyyy-mm-dd)**	
1.6 现有国籍 **Current nationality(ies)**		**1.7** 曾有国籍 **Former nationality(ies)**	
1.8 出生地点(市、省/州、国) **Place of birth(city, province/state,country)**			
1.9 身份证/公民证号码 **Local ID/ Citizenship number**			
1.10 护照/旅行证件种类 **Passport/Travel document type**		☐ 外交 **Diplomatic** ☐ 公务、官员 **Service or Official** ☐ 普通 **Ordinary** ☐ 其他证件(请说明) **Other (Please specify):**	
1.11 护照号码 **Passport number**		**1.12** 签发日期 **Date of issue(yyyy-mm-dd)**	
1.13 签发地点 **Place of issue**		**1.14** 失效日期 **Date of expiry(yyyy-mm-dd)**	
1.15 当前职业（可选多项） **Current occupation(s)**	☐ 商人 **Businessperson** ☐ 公司职员 **Company employee** ☐ 演艺人员 **Entertainer** ☐ 工人/农民 **Industrial/Agricultural worker** ☐ 学生 **Student** ☐ 乘务人员 **Crew member** ☐ 自雇 **Self-employed** ☐ 无业 **Unemployed** ☐ 退休 **Retired** ☐ 其他(请说明) **Other (Please specify):**	☐ 前/现任议员 **Former/incumbent member of parliament** 职位 **Position**_____ ☐ 前/现任政府官员 **Former/incumbent government official** 职位 **Position**_____ ☐军人 **Military personnel** 职位 **Position**_____ ☐ 非政府组织人员 **NGO staff** ☐ 宗教人士 **Religious personnel** ☐ 新闻从业人员 **Staff of media**	
1.16 受教育程度 **Education**	☐ 研究生 **Postgraduate** ☐ 大学 **College** ☐ 其他(请说明) **Other (Please specify):**		
1.17 工作单位/学校 **Employer/School**	名称 **Name**	联系电话 **Phone number**	
	地址 **Address**	邮政编码 **Zip Code**	

1.18 家庭住址 **Home address**	**1.19** 邮政编码 **Zip Code**
1.20 电话/手机 **Home/mobile phone number**	**1.21** 电子邮箱 **E-mail address**
1.22 婚姻状况 **Marital status** ☐ 已婚 **Married** ☐ 单身 **Single** ☐ 其他 **Other(Please specify):**	

	姓名 **Name**	国籍 **Nationality**	职业 **Occupation**	关系 **Relationship**
1.23 主要家庭成员(配偶、子女、父母等,可另纸) **Major family members（spouse, children,parents,etc.,may type on separate paper）**				

1.24 紧急联络人信息 **Emergency Contact**	姓名 **Name**	手机 **Mobile phone number**
	与申请人的关系 **Relationship with the applicant**	
1.25 申请人申请签证时所在的国家或地区 **Country or territory where the applicant is located when applying for this visa**		

二、旅行信息 Part 2: Travel Information

2.1 申请 入境事由 **Major purpose of your visit**	☐ 官方访问 **Official Visit** ☐ 旅游 **Tourism** ☐ 交流、考察、访问 **Non-business visit** ☐ 商业贸易 **Business & Trade** ☐ 人才引进 **As introduced talent** ☐ 执行乘务 **As crew member** ☐ 过境 **Transit**	☐ 常驻外交、领事、国际组织人员 **As resident diplomat，consul or staff of international organization** ☐ 永久居留 **As permanent resident** ☐ 工作 **Work** ☐ 寄养 **As child in foster care**
	☐ 短期探望中国公民或者具有中国永久居留资格的外国人 **Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status**	☐ 与中国公民或者具有中国永久居留资格的外国人家庭团聚居留超过 **180** 日 **Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status**
	☐ 短期探望因工作、学习等事由在中国停留居留的外国人 **Short-term visit to foreigner residing in China due to work, study or other reasons**	☐ 长期探望因工作、学习等事由在中国居留的外国人 **As accompanying family member of foreigner residing in China due to work, study or other reasons**
	☐ 短期学习 **Short-term study for less than 180 days**	☐ 长期学习 **Long-term study for over 180 days**
	☐ 短期采访报道 **As journalist for temporary news coverage**	☐外国常驻中国新闻机构记者 **As resident journalist**
	☐ 其他(请说明)**Other (Please specify)**：	
2.2 计划 入境次数 **Intended number of entries**	☐ 一次(自签发之日起 **3** 个月有效) **One entry valid for 3 months from the date of issue** ☐ 二次(自签发之日起 **3-6** 个月有效) **Two entries valid for 3 to 6 months from the date of issue** ☐ 半年多次（自签发之日起 **6** 个月有效) **Multiple entries valid for 6 months from the date of issue** ☐ 一年多次（自签发之日起 **1** 年有效) **Multiple entries valid for 1 year from the date of issue** ☐ 其他（请说明）**Other (Please specify):**	
2.3 是否申请加急服务 **Are you applying for express service?** 注：加急服务须经领事官员批准，将加收费用。**Note: Express service needs approval of consular officials, and extra fees may apply.**	☐ 是 **Yes** ☐ 否 **No**	
2.4 本次行程预计首次抵达中国的日期 **Expected date of your first entry into China on this trip (yyyy-mm-dd)**		

2.5 预计行程中单次在华停留的最长天数 **Longest intended stay in China among all entries**		**Days**
2.6 在中国境内行程（按时间顺序，可附另纸填写） **Itinerary in China (in time sequence，may type on separate paper)**	日期 **Date**	详细地址 **Detailed address**
2.7 谁将承担在中国期间的费用？ **Who will pay for your travel and expenses during your stay in China?**		
2.8 中国境内邀请单位或个人信息 **Information of inviter in China**	姓名或名称 **Name**	
	地址 **Address**	
	联系电话 **Phone number**	
	与申请人关系 **Relationship with the applicant**	
2.9 是否曾经获得过中国签证？如有，请说明最近一次获得中国签证的时间和地点。**Have you ever been granted a Chinese visa? If applicable, please specify the date and place of the last time you were granted the visa.**		
2.10 过去 12 个月中访问的其他国家或地区 **Other countries or territories you visited in the last 12 months**		

三、其他事项 Part 3: Other Information

3.1 是否曾在中国超过签证或居留许可允许的期限停留？ **Have you ever overstayed your visa or residence permit in China?**	☐是 **Yes** ☒否 **No**
3.2 是否曾经被拒绝签发中国签证，或被拒绝进入中国？**Have you ever been refused a visa for China, or been refused entry into China?**	☐是 **Yes** ☒否 **No**
3.3 是否在中国或其他国家有犯罪记录？**Do you have any criminal record in China or any other country?**	☐是 **Yes** ☒否 **No**
3.4 是否具有以下任一种情形 **Are you experiencing any of the following conditions?** ①严重精神障碍 **Serious mental disorder** ②传染性肺结核病 **Infectious pulmonary tuberculosis** ③可能危害公共卫生的其他传染病 **Other infectious disease of public health hazards**	☐是 **Yes** ☒否 **No**
3.5 近 30 日内是否前往过流行性疾病传染的国家或地区？**Did you visit countries or territories affected by infectious diseases in the last 30 days?**	☐是 **Yes** ☒否 **No**
3.6 如果对 3.1 到 3.5 的任何一个问题选择“是”，请在下面详细说明。 **If you select Yes to any questions from 3.1 to 3.5, please give details below.**	

3.7 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此或另纸说明。 **If you have more information about your visa application other than the above to declare,please give details below or type on a separate paper.**

3.8 如申请人护照中的偕行人与申请人一同旅行，请将偕行人照片粘贴在下面并填写偕行人信息。**If someone else travels and shares the same passport with the applicant , please affix their photos and give their information below.**

偕行人信息 ***Information***	偕行人 1 **Person 1** *粘贴照片于此* ***Affix Photo here***	偕行人 2 **Person 2** *粘贴照片于此* ***Affix Photo here***	偕行人 3 **Person 3** *粘贴照片于此* ***Affix Photo here***
姓名 **Full name**			
性别 **Sex**			
生日 **DOB(yyyy-mm-dd)**			

四、声明及签名 Part 4: Declaration & Signature

4.1 我声明，我已阅读并理解此表所有内容要求，并愿就所填报信息和申请材料的真实性承担一切法律后果。
I hereby declare that I have read and understood all the questions in this application and shall bear all the legal consequences for the authenticity of the information and materials I provided.
4.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。
I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be determined by consular official, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.
4.3 我理解，根据中国法律，申请人即使持有中国签证仍有可能被拒绝入境。
I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted.

申请人签名
Applicant's signature:.....

日期
Date (yyyy-mm-dd):.....

注：未满 18 周岁的未成年人须由父母或监护人代签。**Note: The parent or guardian shall sign on behalf of a minor under 18 years of age.**

五、他人代填申请表时填写以下内容 Part 5：If the application form is completed by another person on the applicant's behalf, please fill out the information of the one who completes the form

5.1 姓名 **Name**		5.2 与申请人关系 **Relationship with the applicant**	
5.3 地址 **Address**		5.4 电话 **Phone number**	

5.5 声明 **Declaration**
我声明本人是根据申请人要求而协助填表，证明申请人理解并确认表中所填写内容准确无误。
I declare that I have assisted in the completion of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct.

代填人签名/**Signature**：.....

日期/**Date (yyyy-mm-dd)**: .....

YOU MUST FILL THE FOLLOWING FORM ONLY IF YOU ARE NON-US CITIZEN

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
Email: info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
Email: dc@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
Email: houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
Email: la@travelvisapro.com

中华人民共和国签证申请表*附表*

Supplementary Visa Application Form of the People's Republic of China

英文姓名 Name in English	
护照号码 Passport number	
出生日期（年月日） Date of birth (yyyy-mm-dd)	

A、如申请到中国工作，请填写。If you are applying to work in China (Z-visa), please fill out the following:

1.受教育状况 Education	☐ 本科 Bachelor ☐ 硕士 Master's ☐ 博士或更高 Doctorate or higher ☐ 其他（请说明）Other (Please specify):_____
2.最后学习的大学名称 Name of your last school, college, university or other educational institution	
3.专业 Your major or focus in studies	
4.职业技术资格 Your professional or technical qualifications	
5.在中国从事何种职业 Your occupation in China	
6.在中国就职单位的名称、地址及联系电话 Name, address and phone number of your employer in China	
7.就业许可编号 Alien Employment License Number	

B、如申请到中国留学，请填写。If you are applying to study in China（X-visa）, please fill out the following:

1.受教育状况 Education	☐ 本科 Bachelor ☐ 硕士 Master's ☐ 博士或更高 Doctorate or higher ☐ 其他（请说明）Other (Please specify):_____
2.最后学习的大学名称 Name of your last school, college, university or other educational institution	
3.专业 Your major or focus in studies	
4.职业技术资格 Your professional or technical qualifications	
5.在中国就读学校的名称、地址及联系电话 Name, address and phone number of your school in China	
6.在中国学习的专业或课程 Your major or course in China	

C、如有使用同一本护照一同旅行的偕行人，请在下面填写偕行人情况。If someone else travelling with you shares the same passport with you, please give that person's details below:

	偕行人 1/ Person 1	偕行人 2/ Person 2	偕行人 3/ Person 3
1.姓名 Full name			
2.性别 Sex			
3.出生日期 Date of birth (yyyy-mm-dd)			
4.偕行人照片 Photo(s) of the person(s) traveling with you sharing the same passport	*Affix here*	*Affix here*	*Affix here*

D、如不在国籍国申请签证，请填写。If you are applying for a visa in a country or territory other than the country of your nationality, please fill out the following:

1.在当地的居留或停留时间？ Duration of your stay in this country or territory	☐ 少于 6 个月 Less than 6 months ☐ 超过 6 个月 More than 6 months ☐ 超过 12 个月 More than 12 months	
2.持有何种当地的有效签证或居留证件？ What kind of visa or residence permit of this country or territory do you hold?	☐ 有效居留证件 Valid residence permit ☐ 有效签证 Valid visa ☐ 无 None	
3.签证或居留证件的号码及有效日期 Number of your visa or residence permit and its expiration date	号码 Number	
	有效日期 Expiration date (yyyy-mm-dd)	
4.持上述签证或居留许可是否被允许返回当前所在国家或地区？ Do you have permission to return to this country or territory with the visa or residence permit above?		☐ 是 Yes ☐ 否 No
5.在当地住所的邮政地址 Mailing address of your residence in this country or territory		
6.在当地的联系电话 Your phone number in this country or territory		

我谨声明，我理解上述内容和问题，所有填写内容真实无误。

I solemnly declare that I understand all content and questions included on this form, and the information given is accurate and truthful.

申请人签名
Applicant's signature: _____

日期
Date (yyyy-mm-dd): _____.

注：未满 18 周岁的未成年人可由父母或监护人代签。Note: A parent or guardian may sign on behalf of a minor aged less than 18 years.