

# Chinese Visa ONLINE Application Guide

**For VIP\***  
**Chinese Visa Application Service**  
**go to pages 3 – 7**

**For FREE**  
**Do-It-Yourself Filling Guidance**  
**go to page 8 onwards**

\* £20+VAT fee will apply per each application

## CHINESE VISA APPLICATION VIP SERVICE\*

Travel Visa Pro will review your documents and prepare application for you to sign within three hours from receipt of your forms. Requests received outside business hours (9:00-17:00 Monday - Friday) will be completed the following business morning.

Once you receive your completed Chinese visa application (see sample), please print it, **SIGN IT** and then post it to Travel Visa Pro with the rest of the documents.

To engage in this service, please:

1. Complete the following five pages to sign up
2. Make a copy of your passport pages to include your photograph and signature
3. Email the following documents to [info@travelvisapro.co.uk](mailto:info@travelvisapro.co.uk):
  - a) copy of this payment (see below)
  - b) copy of your passport
  - c) copy of handwritten application (5 pages)

\* If you do not wish to sign up for a VIP service, please complete the application yourself on **Chinese Visa Application Centre website** - [http://www.visaforchina.org/LON\\_EN/System/263885.shtml](http://www.visaforchina.org/LON_EN/System/263885.shtml) and send us SIGNED application. For detailed instructions see: "How to fill out Chinese Visa Application Step-by-Step Guide" go to **page 8**.

Requested processing time \_\_\_\_\_ (in business days)

Documents must be in my possession by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)

Please return the completed form for me to sign via:

Email: \_\_\_\_\_

### PAYMENT METHOD FOR APPLICABLE FEES:

**£20.00 + VAT per application\*** (No of applications): \_\_\_\_\_ (Grand total): £ \_\_\_\_\_

I hereby authorise 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 debit/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.

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_  
mm yyyy

Billing Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Please bill the remainder of the charges to my card on file

Shipping address is the same as billing address

# Chinese Visa VIP Form

## 1. Personal Information (Exactly as in Your Passport)

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_

Name in Chinese (if applicable): \_\_\_\_\_

Previous Names (if applicable): \_\_\_\_\_

Sex:  Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)

Place of Birth (City/Town): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

## 2. Passport Information

Passport Type:  Regular  Service/Official  Diplomatic  Other \_\_\_\_\_

Passport #: \_\_\_\_\_

Place of Issue: \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Passport Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yyyy

Passport Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yyyy

## 3. Professional/Occupational Details of Applicant

Current Occupation: \_\_\_\_\_

Are/were you a Member of Parliament, Government Official or Member of Armed Forces:  Yes  No

(If yes, please provide your position and employment details): \_\_\_\_\_

Your Highest Educational Qualification: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### 3. Address Details

Your Current Address:

House Name/Number and Street Name: \_\_\_\_\_

Town/City: \_\_\_\_\_

County: \_\_\_\_\_ Post Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 4. Family Details:

Marital Status:  Married     Single     Other \_\_\_\_\_

Please list main members of your family, including parents, current or former spouse, siblings, children, etc.

Full Name	Current Nationality(ies)	Occupation	Relationship

## 5. Emergency Contact Details

Name: \_\_\_\_\_ Relationship to the Applicant: \_\_\_\_\_

Telephone #: \_\_\_\_\_

## 6. Details of Visa Sought

Purpose of Your Visit:  Tourism,  Business,  Employment,  Study,  Other \_\_\_\_\_

Intended Number of Entries:  Single (3 Months)  Double (6 Months)  
 Multiple (6 Months)  Multiple (12 Months)  Other \_\_\_\_\_

Service Type:  Regular  Express

Date of Entry: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)

Longest Stay in China \_\_\_\_\_ days.

## 6. Itinerary Details

Province/Municipality/ Autonomous Region in Mainland China	Date of Entry, dd/mm/yyyy	Full Address of Your Host/Hotel
	____/____/____	
	____/____/____	
	____/____/____	
	____/____/____	
	____/____/____	
	____/____/____	

Please continue on a separate sheet if required.

Who will cover the costs during your stay in China:  Myself  Parents/Guardians  
 Inviter  Other \_\_\_\_\_

### 7. Information of Inviter (if applicable)

Full Name of the Inviter (as in their passport) or Business: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Relationship to the Applicant: \_\_\_\_\_

### 8. Previous Chinese Visa Details (if applicable)

Have you ever been granted Chinese visa before?  Yes  No

If yes, please details: Date: \_\_\_/\_\_\_/\_\_\_ Where: \_\_\_\_\_

Please list all countries visited in the last 12 months: \_\_\_\_\_

\_\_\_\_\_

### 9. Other Information

Have you ever been refused Chinese visa, have you ever overstayed your visa or been deported from China before?

Yes  No If yes, please give details: \_\_\_\_\_

Have you got any criminal records?  Yes  No

If yes, please provide details: \_\_\_\_\_

Have you got any infectious diseases?  Yes  No

If yes, please provide details: \_\_\_\_\_

Have you visited any countries affected by infectious diseases in the last 30 days?  Yes  No

If yes, please provide details: \_\_\_\_\_

Please list all travellers that are on your passport and will accompany you?

Full Name: \_\_\_\_\_

Sex:  Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_

Sex:  Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_

Sex:  Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please continue on a separate sheet if required.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Do-It-Yourself Guide

**Note:** Please make sure you have the Internet Explorer version 6.0, 7.0, 8.0, Mozilla Firefox version 3.6 or higher, or Safari 5.0. In order to preview, print or save your online form, please make sure that you have installed a version of Acrobat Reader with Simplified Chinese Kit.

Go to the [http://www.visaforchina.org/LON\\_EN/System/263885.shtml](http://www.visaforchina.org/LON_EN/System/263885.shtml)

(c) Any amount paid by the Client to the applicable government department or authority in respect of the relevant application services (upon being provided with proper receipt).

5.5 Clients acknowledge and agree that under no circumstances will the Application Centre be liable to them or anyone claiming through them for any indirect, incidental, special and/or consequential losses or damages of whatever nature, or for loss or profits, loss of opportunity, loss of business or goodwill or interruption of business, whether arising out of or in connection with their application and/or any of the visa application services, and whether or not relating to any act, error, omission or negligence by the Application Centre or any officer, agent, employee and representative of the Application Centre.

5.6 All terms hereof are governed by laws of the respective state or province where the Application Centre is located. Litigation relating to visa services will be heard by a court in the resident state or province.

### Article 6 Other Terms

6.1 The Application Centre, in its sole discretion, may change, amend, cancel or withdraw any or all of the terms and conditions mentioned herein at any time without any prior notice. If a client is dissatisfied with the changes being made, the client's sole and exclusive remedy is to refuse the services which the Application Centre provides.

6.2 The client hereby agrees to accept and confirm that the applicant and / or his / her representative, prior to submitting the visa application, has read, understood and agreed to be bound by, without limitation or qualification, all of the terms, conditions and details provided herein.

Please read the instructions carefully. In order to start the application you must agree with terms and conditions. Click **Agree** at the bottom of the page.

ACRBB

Please select the location (city) where you will submit your application

Location (city) of the Application Center

LONDON

Please select **London** from the drop down menu as this is the branch we will take your documents to.

Choose one of the following three options to have your application form completed online

Please enter the verification code in the picture  3918

- A** This option is the most straightforward way of completing and submitting your application. You can use it at any time no matter what circumstances you are under.
- B** Retrieve previously saved application form from this web site and complete it. You may choose this option, if in the past 30 days you filled out and saved an application using this website, but not yet confirmed and printed it. Please use the application form by the website when you saved your application form to retrieve it. You may continue to modify the existing information. Please make sure all information provided is most updated and accurate before you confirm and print it.
- C** Upload application form data file previously exported to your own computer from this website, modify and confirm all information, and print it out;

Please enter verification code as it is on your screen.

Select option A in order to start a new application.



accurate before you confirm and print it.

- C Upload application form data file previously exported to your own computer from this website, modify and confirm all information, and print it out;  
You may choose this option, if you have previously used this web site to complete your visa application form and have exported the application form data file to your own computer. Uploading the data file may save your time this time; however, please check the content of the application form after uploading, make sure all information provided is most updated and accurate before you confirm and print it.  
If option B or C does not a complete and print your a using option B or C, you c

Click **Start** button at the bottom right on your screen.



You will be taken to the new window. Start completing the form and ensure that all information is provided as it is in your passport. Please revisit each section to double check if everything is typed in correctly.

Please see example below for the applicant's **Personal Information** section:

The screenshot shows a web interface with three tabs: 'Start', 'Personal info', and 'Travel info'. The 'Start' tab is active and has a green checkmark. Below the tabs, the 'Application form number' is displayed as '0001738954', which is circled in red. Below this is a section titled 'Part 1: Personal Information' with a sub-section '1.1 Full name in English as shown on your passport'. It contains three input fields: 'Last name' with 'SMYTH', 'Middle name' with 'ROSE', and 'First name' with 'ANNA'.

Please take a note of Application Form Number in case you need to come back to it at a later date.  
Please enter your names as they appear in your passport.

TRK

1.2 Name in Chinese

Not applicable

N/A

Please enter your maiden name or any other names you are known as or had in the past. Otherwise tick **Not applicable** box.

1.3 Other name(s)

Not applicable

WILSON

1.4 Sex

Male

Female

1.5 Date of birth (format:yyyy-mm-dd)

1964-01-10

1.8 Place of birth(city, province/state,country)

Country

UK

Province/State

READING, BERKSHIRE

Please fill in the name of your birth place (city, province/state, Country).

1.9 Local ID/ Citizenship number

Not applicable

N/A

Please fill in your local identity card number and citizenship number.

1.10 Passport/Travel document type

Ordinary/regular

Diplomatic

Service or official

Other (Please specify):

Please select the type of your passport with which you are applying for the visa. If you use a

1.11 Passport number

123456789

Please fill in the number of the passport with which you are applying for the visa.

After you completing this page, please **Save** before clicking the **Next** button.

Save

Next>

1.12 Date of issue(yyyy-mm-dd)

1.13 Place of issue

Country

Province/State

City

1.14 Date of expiry(yyyy-mm-dd)

Please continue entering information from your passport on the next page.

Please see example of **Profession/Occupation Details** section:

1.15 Current occupation(s)

<input type="checkbox"/> Businessperson	<input type="checkbox"/> Former/incumbent member of parliament
<input type="checkbox"/> Company employee	Position <input type="text"/>
<input type="checkbox"/> Entertainer	<input type="checkbox"/> Former/incumbent government official
<input type="checkbox"/> Industrial/Agricultural worker	Position <input type="text"/>
<input type="checkbox"/> Student	<input type="checkbox"/> Military personnel
<input type="checkbox"/> Crew member	Position <input type="text"/>
<input type="checkbox"/> Self-employed	<input type="checkbox"/> NGO staff
<input type="checkbox"/> Unemployed	<input type="checkbox"/> Religious personnel
<input type="checkbox"/> Retired	<input type="checkbox"/> Staff of media
<input checked="" type="checkbox"/> Other (Please specify): <input type="text" value="TEACHER"/>	

1.16 Education

College  Postgraduate

Other (Please specify)

Please provide details of your current and previous (if applicable) occupations and your employer's contact information. If you are/were a member of parliament, government or in the armed forces you will need to provide position taken.

Please enter your highest educational achievement.

### 1.17 Employer/School

Not applicable

Name

EAST OXFORD PRIMARY SCHOOL

Address

1 SCHOOL LANE

Please enter your current employer's address. If you are a student, please provide details of your school/college/university.

Phone number

01235 123456

Zip Code

OX3 2UA

Please see example of **Applicant's Contact Details** section:

### 1.18 Home address

10 MEMORY LANE

### 1.19 Zip Code

OX2 1UK

Please provide your full address, telephone number and email address.

### 1.20 Home/mobile phone number

0789654321

### 1.21 E-mail address

INGA@TRAVELVISAPRO.CO.UK

Please see example of **Family Details** section:

1.22 Marital status

Married  Single

Other (Please specify):

1.23 Major family members (Spouse, children, parent, etc.)

Not applicable

No	Name	Nationality	Occupation	Relationship
----	------	-------------	------------	--------------

[Click here to add detailed information](#)

In order to list your family members - parents, siblings, children, spouse, etc. - please click on the **Click here to add detailed information** button. Otherwise, please tick **Not applicable** box.

[Click here to add detailed information](#)

Name

Nationality

Occupation

Relationship

1.23 Major family members (Spouse, children, parent, etc.)

Not applicable

No	Name	Nationality	Occupation	Relationship	
1	ANDREW MICHAEL SMYTH	BRITISH	LECTURER	HUSBAND	<a href="#">Delete</a>
2	STEPHANIE HAZEL SMYTH	BRITISH	PUPIL	DAUGHTER	<a href="#">Delete</a>

[Click here to add detailed information](#)

Please see example of **Emergency Contacts** section below:

1.24 Emergency Contact

Name

ANDREW MICHAEL SMYTH

Mobile phone number

0789123456

Relationship with the applicant

HUSBAND

Your current location:

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

UK

[< Previous](#)

[Save](#)

Please see example of the **Details of Visa Sought** section:

2.1 Major purpose of your visit

- Official Visit
- Tourism
- Non-business visit
- Business & Trade
- As introduced talent
- As crew member
- Transit
- As resident diplomat , consul or staff of international organization
- As permanent resident
- Work
- As child in foster care
- Long-term study for over 180 days
- Short-term study for less than 180 days
- As journalist for temporary news coverage
- As resident journalist
- As accompanying family member of foreigner residing in China due to work, study or other reasons
- Short-term visit to foreigner residing in China due to work, study or other reasons
- Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status
- Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status
- Other (Please specify)

Please tick the appropriate box regarding the purpose of your visit.

2.2 Intended number of entries

- One entry valid for 3 months from the date of issue
- Two entries valid for 3 to 6 months from the date of issue
- Multiple entries valid for 6 months from the date of issue
- Multiple entries valid for 1 year from the date of issue
- Other (Please specify)

Please choose the type of the visa and service required.

2.3 Are you applying for express service?

Note: Express service needs approval of consular officials, and extra fees may apply.

- Yes
- No

2.4 Expected date of your first entry into China on this trip (yyyy-mm-dd)

2.5 Longest intended stay in China among all entries

Days

Please enter the intended visit details including full itinerary.

In order to enter full addresses and dates, please click on **Click here to add detailed information** button. A new window will open.

2.6 Itinerary in China(in time sequence)

No	Date	Detailed Address
<input type="button" value="Click here to add detailed information"/>		
<input type="button" value=" &lt; Previous"/>		<input type="button" value=" Save"/>

Click here to add detailed information

Province/autonomous region/municipality in mainland China

Date

Detailed Address

Please enter full details of where you will be staying during your visit in China. It can be hotels or friends/relatives etc. addresses.

If you are staying at hotels, you will need to provide proof of room reservations.

If you are staying at your friends/relatives, you will have to provide an invitation letter along with the application.



2.6 Itinerary in China(in time sequence)

No	Date	Detailed Address
1	2014-05-23	CITY HOTEL, 5-7 SHAANXI SOUTH RD, HUANGPU, S HANGHAI, CHINA <a href="#">Delete</a>
2	2014-05-28	NEW WORLD BEIJING HOTEL, NO. 8 QINIAN STREET , CHONGWENMEN DONGCHENG DISTRICT, BEIJING <a href="#">Delete</a> 100062

Click here to add detailed information

< Previous Save

In order to add more addresses/details, please click on this button.

Once all itinerary details are entered, click on **Save** button.

Please see example of **Travel Information** section:

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

- Myself
- Inviter
- Parent(s) or legal guardian(s)
- Other (Please specify)

If you pay for your expenses yourself, please provide a recent bank statement. If inviter will pay for your expenses, this must be stated in the invitation letter. If you are travelling for business and your company in UK will cover all expenses, this must be stated in the letter from your UK company.

### 2.8 Information of inviter in China

Not applicable

If you are travelling for tourism purpose and will be staying at hotels, please click **Not applicable** box.

No	Name	Detailed Address	Telephone number	Relationship the applicant
----	------	------------------	------------------	----------------------------

[Click here to add detailed information](#)

If you have been invited to China by an individual (friend, family member, etc.) or by a company/business, please enter the details of the inviting party.

[Click here to add detailed information](#) ✕

**Name**

**Detailed Address**

**Telephone number**

**Relationship with the applicant**

No	Name	Detailed Address	Telephone number	Relationship with the applicant	
1	ZHANG WEI	ZHONG SHAN XI ROAD, SHANGHAI, 200051, CHINA	62755888	FRIEND	<a href="#">Delete</a>

[Click here to add detailed information](#)

2.9 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. (Maximum 200 characters can be entered.)

Not applicable

2.9 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. (Maximum 200 characters can be entered.)

Not applicable

2009/03/21 - LONDON

Please enter details of the previous Chinese visa if applicable.

Otherwise tick the box above.

Please see example of **Other Information** section:

Part 3: Other Information

3.1 Have you ever overstayed your visa or residence permit in China?  
 Yes  
 No

3.2 Have you ever been refused a visa for China, or been refused entry into China?  
 Yes  
 No

3.3 Do you have any criminal record in China or any other country?  
 Yes  
 No

3.4 Are you experiencing any of the following conditions?  
① Serious mental disorder  
② Infectious pulmonary tuberculosis  
③ Other infectious disease of public health hazards  
 Yes  
 No

3.5 Did you visit countries or territories affected by infectious diseases in the last 30 days?  
 Yes  
 No

3.6 If you select Yes to any questions from 3.1 to 3.5, please give details below.

Provide details only if you answered **Yes** to the above questions. Otherwise, leave it blank.

3.7 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. (Maximum 200 characters can be entered.)

Not applicable

N/A

Please tick **Not applicable**

3.8 If someone else travels and shares the same passport with the applicant, please affix their photos and give their information below.

person 1

1 Full name

STEPHANIE HAZEL SMYTH

Please complete this section if you will be travelling to China with any of your dependents listed in your passport.

2 Sex

Male

Female

3 Date of birth (format:yyyy-mm-dd)

2004-08-03

TRK

Part 5: If the application form is completed by another person on the applicant's behalf, please provide the following information:

5.1 Name of the person completing this form on the applicant's behalf

5.2 Relationship with the applicant

5.3 Address

5.4 Phone number

5.5 Declaration

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.

Signature [Please sign here on the printed form.](#)

Date(yyyy-mm-dd) [Please date here on the printed form.](#)

If you completed this application on someone's behalf (child, elderly or disabled person, etc.) please provide your details. You will have to sign and date printed declaration at the bottom of the **printed** application form.

Verifying entered information:

Start	Personal info	Travel info	Other info	Declaration and additional info
✓	✓	✓	✓	✓

Application form number: 0001738954

Your application form has been created successfully. The application form number is 0001738954. You can confirm and print the form now. Before submission, you can:

[Preview](#)   [Go back and modify](#)

You can export the application form data to a file and save it in your own computer. This data file can be uploaded back to this web site. By doing so, you may save time on completing the application form next time.

[Export](#)

If you have confirmed that all the information is true and correct, please click "CONFIRM & PRINT" button. Once clicking the button "CONFIRM & PRINT" you cannot make any changes to this application form. If any information needs to be changed after confirmation, you have to fill out a new application form by using option A or C from the beginning.

[CONFIRM & PRINT](#)

Please click **Preview** button and verify all the information you entered is accurate. Please double check it with your passport and ensure no typing mistakes are left.

If you noticed any errors, please click on **Go back and modify** button to navigate to the right section of the application and make the final amendments.

Once you are 100% sure please click on **CONFIRM & PRINT** button.

Please save the document as PDF file before printing it.

## Signature section:

### 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责任。  
*I hereby declare that I have read and understood all the questions in this application and shall bear all the legal responsibility for 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, 任何虚假信息、误导性或不完整陈述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 the consular officer, 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 ages.*

Please read the printed form and if you find any mistakes, please re-do it.  
 If all information is correct, please **sign and date** it (Part 4). Your signature must be the same as in your passport.  
 If this form was completed on behalf of a child, either of the parent/guardian can sign and date declaration.

### 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, 并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) \_\_\_\_\_

If this form was completed on behalf of someone else (elderly person, illiterate, disabled, etc.) please sign and date the this declaration (Part 5).