

**DOCUMENT CHECK LIST FOR OBTAINING CHINA VISA**

Last modified 4-10-2016

**Check all items that apply** Please note that missing any items required may cause delay, and \$10 error correction fee will be assessed

Check Y/N	Done	ITEM	FOR CHINA VISA OFFICE	COMMENTS
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**1 THESE FIRST 6 ITEMS ARE REQUIRED FOR ALL TYPES OF VISAS**

1.1	Y	<input type="radio"/>	Passport 护照原件	Original Passport <b>as well as a copy of</b> Personal Information page	Must be valid for at least six months at the time of application <b>AND</b> have at least two consecutive blank visa pages.
1.2	Y	<input type="radio"/>	1 passport photo 护照照片一张	Formal passport-type photo affixed (stapled) to Visa Form v2013	2x2" color photo on white background printed on photo paper and taken <b>within 6 months</b> . <b>Note: Often rejected.</b>
1.3	Y	<input type="radio"/>	Visa Application Form 签证申请表	v2013 (4 pages) - find at <a href="#">Forms</a> on our site.	Must be very complete. If an item does not apply, write N/A. Name should appear as on passport. It is best to type. Remember to sign form. <b>Note: See additional info in 3.4 below.</b>
1.4	Y	<input type="radio"/>	Service Form-1 登记服务表		This is your order form generated at on-line registration. Print and mail one copy with your application. Keep copy for you.
1.5	Y	<input type="radio"/>	Payment check 付款		Amount is shown in Invoice/Service Form-1. Make check <b>payable to ChinaServices.us</b>
1.6	Y	<input type="radio"/>	One or more <b>SUPPORTING Docs</b> shown below	Every visa requires supporting docs. 各种签证都需要一个或多个附件	Now, even Q visa (visiting family or friends) <b>ALSO NEEDS INVITATION LETTER.</b> See item #3 below

**2 NON-US PASSPORT HOLDER REQUIREMENTS**  
Note: Citizens of some countries may need to apply in person. See list: [www.uschinavisa.com/non-us-2012.pdf](http://www.uschinavisa.com/non-us-2012.pdf)

2.1		<input type="checkbox"/>	A legal document for long term stay in U. S.	Such as Green Card, H or TN / TD work visa, foreign student I-20 Form...	This refers to a <i>long term legal</i> stay. Documents may be copy and <b>notarized</b> , <b>OR otherwise need the ORIGINAL.</b>
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**3 Required Supporting Documentation by Visa type**  
At least one type is applicable. Related to the "Major purpose of the trip" to China in Visa Form 2.1 above. The more selected, the more documentation needed.

3.1		<input type="radio"/>	X - Student Visa	1. Admission letter from a school; 2. Visa authorization letter from a government office (W201 or W202).	<b>Original documents are needed</b> and will be returned. If stay there >180 days, <b>may</b> also need Health Examination Form. Times of entries will be adjusted after arrival in China.
3.2		<input type="radio"/>	Z Work Visa	1. Foreign Expert work permit. 2. Visa authorization letter from a government office.	<b>Original documents are needed</b> and will be returned. If stay there >180 days, <b>may</b> also need Health Examination Form. Times of entries will be adjusted after arrival in China. Family members may qualify <b>IF</b> their names(s) also listed.
3.3		<input type="radio"/>	F – Business visa (Not personal) See #3.5 below for Invitation details	1. A visa authorization letter from a government office; <b>OR</b> letter confirming the trip by applicant's US employer; 2. Invitation from China counterpart	1. US employer's statement must be on letterhead & <b>signed</b> (may by Secretary, <b>NOT</b> by applicant even if a business owner). 2. Invitation from China must be 1) on letterhead; 2) signed by a representative; 3) bear the company red seal (stamp).
3.4A		<input type="radio"/>	L Tourism Visa 旅游签证	<b>Must supply ONE of the 3 options:</b> a. Travel Agent Invitation/Itinerary 旅游单位“旅游邀请函”(或具体日程安排) b. Round trip air tickets + Hotel reservation 返机票订单和酒店订单	<b>IF</b> staying in hotels, in Visa Form v2013, item 2.6 should provide detailed hotel information;
3.4B		<input type="radio"/>	Q1 Long Term Re-union with a family member in China 中国公民的家庭成员长期团聚 Q2 Visiting Family/ Relatives or Friends 短期探望在中国的亲戚/朋友 See #3.5 below	c. Invitation letter from the person in relation (a Chinese citizen, or a foreigner in China legally and long term) 有相关人员的邀请函 (必须是中国公民, 或者是外国人长期合法居留在中国) 见下面 3.5	<b>IF</b> visiting family or friend in China, show host's name, relationship, address, and phone; If visiting a Chinese, name, relationship & address should be provided in Chinese. 探望亲友的中文姓名; +关系; +完整的中文地址  <b>见下面 3.5</b>

3.5		<input type="checkbox"/>	Invitation Letter shall include Info 邀请函须包含以下内容	(1) Applicant's personal information: name, gender, date of birth, passport number, etc; 被邀请人姓名, 性别, 出生日期, 护照号码等 (2) Information about the trip to China: purpose of the visit, date of arrival and departure, places visiting, relationship to the inviter, and who will bear the cost of the applicant's trip cost in China; 被邀请人访问信息: 来华目的、抵离日期、访问地点、与邀请单位或邀请人关系、费用来源等 (3) Information of the inviter: If Company, letterhead, contact info, seal, and legal representative's signature; if individual, personal info (address, phone, etc), and ID card copy. 邀请单位或邀请人信息: 邀请单位名称或个人姓名、电话、地址、单位印章、法定代表 签字等。中国境内个人出具邀请函时, 包含地址电话等个人信息, 并提供身份证件 <b>双面</b> 复印件。OR, If the inviter is a foreigner legally living in China, Need a copy of passport photo page <b>PLUS</b> Foreigner in China <Temporary Residence Card> (looks like a visa page inside passport). Personal invitation and Official Invitation See Sample 公务邀请函 和个人 邀请函 请用 样本 <a href="http://www.usChinaVisa.com/invitation2012.doc">www.usChinaVisa.com/invitation2012.doc</a>	
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**Item #4 & #5 for Chinese Origins or related 以下适用于华人和华人的孩子**

4		<input type="radio"/>	Visa form item 1.3 中文姓名	华人必须填写曾经用过的中文姓名	Including those who were born in Taiwan, H.K., or Macau Only if the name was <b>OFFICIALLY</b> used in legal documents,
4.2		<input type="radio"/>	签证表的第2.5项 和2.9项, 说明探亲对象(也可能是邀请人) 的姓名, 关系, 地址, 电话等信息. 用中文填写.		

**5 原中国(台湾)公民(及华人孩子) 必须按顺序有以下任何一种:**

5A		<input type="radio"/>	现行护照里有旧的中国签证 - OK;		
5B		<input type="radio"/>	旧护照里有旧的中国签证: 复印一个旧签证, 和这本旧护照的照片页		
5C		<input type="radio"/>	首次申请: 最近的中国护照原件 + 照片页的复印 (台湾护照 照片页 复印, 不要原件)		
5D		<input type="radio"/>	OR, 海外出生的华人孩子首次申请, Birth Certificate 原件加复印, +父母护照首页复印. 如果父母是中国护照, 要绿卡复印件: 首次办理者特别注意, 如果小孩出生时父母双方或者一方还没有绿卡, 目前的政策是要办旅行证 (不能代办).		

**Below are tips and reference information**

**6 More Tips for visa form: (for items in Visa Form v2013) 签证申请表注意项目**

- 6.1 (1.1) **If the name is new** in this passport, need a copy of court record; or marriage certificate. 改名字要有法庭记录 or 结婚证
- 6.2 (1.9) 身份证 / 公民证号码 Local ID / Citizenship Number : Use **Driver's License Number if applicable**; Children may use N.A
- 6.3 (1.15) **If select "Businessman"** (too broad), need to state professional area in the "other" area;
- 6.4 (1.17) **If company name DOES NOT reflect business nature**, i.e."ABC Corp." -Must State Manufacturing/Financial /Retail /Health, etc.  
If a student, must supply school name, address, phone number, even if in K-12.  
If employment is related to news media, or religious organization, etc. need an additional statement. Email for information.
- 6.5 (2.1) **Purpose of the visit 申请入境事由 : It's better to check only one.** The more checked, the more complicated it may be.
- 6.6 (2.2) **2-10 year visa is possible**, IF use an US and Canadian passport, and passport is valid for more than 14 month from now;  
If married to a Chinese citizen (or was a Chinese citizen), attach a copy of marriage certificate +copy of spouse's passport.
- 6.7 (4 & 5) Signatures. **Adults (18+ in age) MUST sign item #4**, no matter who prepared the visa form;  
If **below 18 year in age**, a parent or legal guardian must **A) sign your name** in item #4, and **B). Fill-in information in item #5**, and sign your name and dated again.

**7 Need Rush Service (NO MORE Rush 6-hour process; Common "Express" service is 2-3 days; or Regular 5-7 days)**

Most consulate do not like 24 hour service nowadays. But may be a do with a copy of airline tickets and a brief note explaining the urgency.

**8 How to mail to us quickly and correctly**

- 8.1. If standard process speed is sufficient, mail to address as shown in the Invoice/Service Form 1;
- 8.2. If there is a rush and Express processing is needed, the application should be mailed to our operation office directly.  
Email us for the operation office address. We can also provide an incoming FedEx shipping label at a discounted price.

**9. Error Proof Tips - Our experience shows the following items are most often problems:**

**9.1 Visa Application Form:** Most often missed items while it is required:

**Chinese Name:** If the applicant was ever a Chinese citizen in the past.

**Contact & Inviter** in China; a MUST for business visa: an organization with contact person's name, address and phone.

For tourist visa: May be a family member, relative, friend, travel agent, a hotel, with name, address, and phone.

**Signature, a MUST.** For children under 18 years old, a parent / guardian needs to sign both item 6 and 7

**9.2 Timing too tight & risk too high**

When using all Rush/Overnight services it is possible to receive documents in 3-5 working days. Standard processing takes about 12 working days. Keep in mind that we need 1-2 days to process documents. Unexpected delays can occur. Always plan with extra days if possible

**9.3 Short of supporting documents.** Read the checklist above in detail, you are assured all will be right.

**9.4 Send in originals for supporting documents when copies are accepted –** We would rather handle a copy if it works.

**9.5 Lost track of Service ID**

This is required if you have any question regarding your package, either web-tracking, email inquiry, or phone inquiries

**9.6 Applied too early**

Visa is valid within a certain days from the time it's issued (likely the date as it reaches Visa Office) to the date you enter China.

**9.7 Use of P.O box for shipping back –** Return mail uses FedEx, can not deliver to P.O. boxes at all.

If you paid us for shipping back, but entered P.O. Box for address, the carrier will call you for redirection, and charge \$10 extra.

**9.8 Keeps no copy of passport**

Your passport is so important, that you should always have a copy.

**9.9 PHOTO does not meet requirements**

Photo is one of the most often rejected items, especially self-taken pictures. No problems when taken at a photo service shop.

It must be "PASSPORT STYLE" photo, 2"x2", front, white background, on photo paper; and **within 6 month.**

**10 . Sit back and relax while waiting for your passport & visa to come back safely - if you did everything correctly.  
Or, in the unlikely event that something is wrong, we will email you and assist you in correcting the problem.**

P.S. Visa policies may change without notice. What was done before does not assure the same for the next.