

## 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 most troublesome questions.

**Ready? Let's get started:**

**The CIBT Family of Brands assists thousands of applicants to China every year. In our experience clients routinely make the same errors. These common mistakes include:**

1. **The application is not TYPED IN ALL CAPITAL LETTERS.** The application must be typed using all capital letters. We cannot submit applications handwritten or typed using lowercase lettering.
2. **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.
3. **No business, hotels or residences listed in field 2.6.** You must provide the complete address of a business, hotel or residence address
4. **Not using N/A when it is required.** If a field in the application does not apply you must list "N/A." The field cannot be left blank.
5. **Signature in the wrong location.** You must sign your name in Section 4.1, not Section 5.5.

### Step by Step China Visa Application Form Instructions to the Most Troublesome Questions

#### Section and Question

##### Number: Section One:

- 1.1:** List your Last, Middle, and First name exactly as they appear in your passport. No abbreviations or nicknames.
- 1.2:** Complete only if applicable. You must write this in Chinese characters. Otherwise write "N/A".
- 1.3:** If applicable, provide a maiden name or other names you have been known by. Otherwise write "N/A".
- 1.9:** Use your Driver's License number or the number of another state-issued ID to complete this field
- 1:10:** Select "Ordinary" unless you are traveling on an official, service or diplomatic passport
- 1.17:** Make sure that you list the complete address for your employer or school, including the city and state. (If you are employed and a resident of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma or Texas you must provide the full name of your company, your position and a brief explanation of your work. If you run out of space attach a separate sheet of paper.)

##### D.C. Jurisdiction Applicants Only:

In the "Name" field, you must also enter the website address of your business or school. If self-employed, enter N/A. Please separate the employer or school name and the website address by using a comma.

**1:18:** Ensure that you list the city and state of your home address

**1:23:** You must provide the names of at least one major direct family member, his or her nationality, occupation and relationship to the applicant.

**Part Two:**

**2.1:** Select only one category from the 20 listed and mark it with an "X." Do not select two categories.

**2.2:** Select only one category and mark it with an "X." (Note: You will need a double or multiple-entry visa if you intend to leave mainland China to visit Hong Kong or Macao and return to mainland China.)

**2.4:** You must indicate the date of entry to China

**2.5:** You must indicate the number of days of your longest stay in China

**2.6:** Provide the complete address of the residence(s), or the complete address of the hotel(s) at which you will be staying during your visit. If on a cruise, list the port (s) of entry in China and indicate "Onboard Ship" as your place of stay

**2.7:** You must indicate the individual or organization paying for your trip. In most cases this is not the inviting party in China.

**2.8:** For the "Inviter" you must include the full company name, the complete address of the inviting company or organization, the phone number and its relationship to you. If traveling as a tourist this organization will most likely be your tour operator.

**2.9:** If applicable you must give the date and place of issue of your last China visa. For example, "February 8, 2011 in San Francisco, CA, USA ." Otherwise, write "N/A."

**Part Four:**

**Signature:** You must sign the application on the dotted line (to the right of the arrow) even if you did not complete the visa application. Use black or blue ink only. **Do not sign field 5.5.**

**Part Five:**

To be completed only by someone other than the applicant applying for the visa. Individuals completing this section on behalf of a minor should consult the application kits for further instructions on the unique requirements for minors.