



G3 Visas & Passports

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China Visa Instructions

Required Documentation

All of documents listed below are required in order to process your request for a visa.

- Original passport with at least 6 months until the expiration date and one unused visa page.
- **Non-U.S. citizens** must include a copy of their Alien Registration Card or U.S. Visa & original I-94.
- One completed and signed visa application form.
- One original passport photo that was taken within the last 6 months. Passport photos must have a light colored background, be 2" by 2" in size and must be on **photo** paper.
- **Business visa applicants** will need to submit a business letter from the U.S. company **AND** an invitation from the host company in China (a fax of this letter is acceptable). If a multiple entry visa is required both letters must request multiple entries. The duration/validity of the visa will be determined by the Consular Officer.
- **Flight Crew Visa applicants** must submit a letter from the Flight Department on letterhead stating the purpose of the trip as CREW members and the dates of travel. The normal length of stay issued for the visa is 7 business days, if you need longer the letter must show the arrival and departure dates.
- **Flight Crew Visa applicants** must submit a photocopy of their Flight Crew ID card.
- **Official visa applicants** must submit a letter from the U.S. Department of State stating the nature and duration of the visit. If applying for an Official visa you will need to submit your Official U.S. Passport (brown cover) **NOT** your Tourist Passport (blue cover).
- **Student visa applicants** must submit the original acceptance letter from the school that they will be attending in China. If applying for a student visa you will need to provide TWO passport photos.
- Copy of flight itinerary.
- The attached "Traveler Information" form with all fields completed.

Applicable Fees

Embassy Fees

Type of Visa	Same Day	Next Business Day	5 Business Days	10 Business Days
Single Entry	\$140.00	\$130.00	\$100.00	\$100.00
Double Entry	\$140.00	\$130.00	\$100.00	\$100.00
Multiple Entry	\$190.00	\$180.00	\$160.00	\$150.00

G3 Processing Fees

Type of Visa	Same Day	Next Business Day	5 Business Days	10 Business Days
Tourist (Type L)	\$100.00	\$80.00	\$70.00	\$55.00
Student (Type X)	\$100.00	\$80.00	\$70.00	\$55.00
Transit (Type G)	\$100.00	\$80.00	\$70.00	\$55.00
Business (Type F)	\$120.00	\$95.00	\$75.00	\$60.00
Official	\$120.00	\$95.00	\$75.00	\$60.00
Flight Crew (Type C)	\$120.00	\$95.00	\$75.00	\$60.00
Work/Residency (Type D)	\$120.00	\$95.00	\$75.00	\$60.00

NOTE: For visa requests requiring "Same Day" or "Next Business Day" processing G3 Visas must have all paperwork no later than 8:30 AM.

Shipping Fees for Delivery of Visa via Federal Express

3 Business Days	Overnight Delivery	8 AM Delivery**	Saturday Delivery**	Same Day Delivery**
\$14.00	\$20.00	\$60.00	\$35.00	Please Call

Note: International delivery is available.

**If available in your area.

G3 Visas acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Consulates, or Embassies in connection with granting visas. G3 Visas takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Traveler Information

Note: All fields are required for each individual that will be needing a visa

1. Name: _____
Date of Birth: _____
2. Name: _____
Date of Birth: _____
3. Name: _____
Date of Birth: _____
4. Name: _____
Date of Birth: _____

Travel Information

Departure Date: _____ Date Needed By: _____

Shipping & Contact Information

Note: This is the address we will ship your Visa to. This must be a physical address - NO PO BOXES

Attention to: _____
Company (If applicable): _____
Street Address: _____
Apt/Suite Number: _____
City: _____
State: _____
Postal Zip Code: _____
Home Phone: _____ Office Phone: _____
Cell Phone: _____ Fax Number: _____
Email Address (Tracking # will be emailed): _____

Payment Information

Select Payment Type:

- Check
- Established Acct
- Credit Card

	Amt from pricing	Total # of Travelers	Total Per Item
Embassy Fee:	X	=	_____
G3 Visa Processing Fee:	X	=	_____
Shipping Fee:	X	=	_____

Subtotal: _____
Additional 5% fee for Credit Card Payment: _____
Total Payment Enclosed: _____

For Payment via Credit Card:

Cardholder Name (exactly as it appears on the actual card): _____
Account Number: _____
Expiration Date (mm/yy): _____
Security Code (last 3 digits on the right from the back of the card): _____
Billing Zip Code: _____
Cardholder Signature: _____

Sample Business Letter

*****Please print your business letter on company stationary*****

February 1, 2006

Consulate General of **(Country you are traveling to)**
Consular Section

Dear Visa Officer,

Jeremy Simmons, Vice President, International Public Policy, East Coast Promotions, Inc. **(Insert the name of your company)** is planning a business trip to **(Country you are traveling to)** on Monday, April 3 through April 17. During this trip he has scheduled meetings with a company colleague to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford at:

Promotions International
716 Conj. 1210
New Delhi, India 04111-00
Tel. 55.11.454.5635

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in **(Country you are traveling to)**.

I appreciate your attention to this matter.

Sincerely,

Barry G. Hart
Senior Vice President,
East Coast Promotions, Inc.

Sample Business Invitation Letter

*****Please print your business letter on company stationary*****

January 20, 2006

Consulate General of **(Country you are traveling to)**
Consular Section

Dear Visa Officer,

We are cordially inviting Michael Horton, Vice President, International Public Policy, East Coast Promotions **(Insert the name of your company)** to visit **(Country you are traveling to)** on Monday, April 3 through April 17. During this trip he will meet with our company to discuss the sale and distribution of our products.

East Coast Promotions, Inc. will assume all financial responsibility for any debts incurred by Michael Horton while traveling on business in **(Country you are traveling to)**.

I appreciate your attention to this matter.

Sincerely,

Christopher Davis
Senior Vice President,
Global and Strategic Policy

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

请逐项在空白处用中文或英文大写字母打印填写,或在□打×选择。
Please type your answer in capital English letters in the spaces provided or check the appropriate box to select.

一、关于你本人的信息 / Section 1. Information about Yourself

清空重填/Reset Form

1.1 外文姓名 / Full Name: 姓 / Surname: _____ 中间名 / Middle Name: _____		照片 / Photo 请将 1 张近期正面无 冠、浅色背景的彩色护照 照片粘贴于此。 <i>Please affix one recent passport style color photo, with full face, front view, no hat, and against a plain light background.</i>
1.2 性别 / Sex: <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F		
1.3 中文姓名 / Chinese Name if Applicable: _____		1.4 现有国籍 / Current Nationality: _____
1.5 别名或曾用名 / Other or Former Name: _____		1.6 曾有国籍 / Former Nationality: _____
1.7 出生日期 / Date of Birth(YY-MM-DD): _____		1.8 出生地点(国、省/市) / Place (Province/State, Country) of Birth: _____
1.9 护照种类 Passport Type	<input type="checkbox"/> 外交 / Diplomatic <input type="checkbox"/> 公务、官员 / Service or Official <input type="checkbox"/> 普通 / Regular <input type="checkbox"/> 其他证件(请说明) / Other (Please specify): _____	
1.10 护照号码 / Passport Number: _____		1.11 签发日期 / Date of Issue(YY-MM-DD): _____
1.12 签发地点(省/市及国家) / Place (Province/State, Country) of Issue: _____		1.13 失效日期 / Expiration Date(YY-MM-DD): _____
1.14 当前职业 (可多选) / Your Current Occupation(s): <input type="checkbox"/> 商人 / Businessman <input type="checkbox"/> 教师、学生 / Teacher or Student <input type="checkbox"/> 政府官员 / Government Official <input type="checkbox"/> 乘务人员 / Crew Member of Airlines, Trains or Ships <input type="checkbox"/> 新闻从业人员 / Staff of Media <input type="checkbox"/> 议员 / Member of Parliament, Congressman or Senator <input type="checkbox"/> 宗教人士 / Clergy <input type="checkbox"/> 其他(请说明) / Other (Please specify): _____		

二、你的赴华旅行 / Section 2. Your Visit to China

2.1 申请赴中国主要事由 (可多选) / Major Purpose(s) of Your Visit(s) to China: <input type="checkbox"/> 旅游 / Tourism <input type="checkbox"/> 执行乘务 / As Crew Member of Airlines, Trains or Ships <input type="checkbox"/> 探亲 / Visiting Relatives <input type="checkbox"/> 记者常驻 / As Resident Journalist <input type="checkbox"/> 商务 / Business Trip <input type="checkbox"/> 记者临时采访 / As Journalist for Temporary News Coverage <input type="checkbox"/> 过境 / Transit <input type="checkbox"/> 外交官、领事官赴华常驻 / As Resident Diplomat or Consul in China <input type="checkbox"/> 留学 / Study <input type="checkbox"/> 官方访问 / Official Visit <input type="checkbox"/> 商业演出 / Commercial Performance <input type="checkbox"/> 任职就业 / Employment <input type="checkbox"/> 其他(请说明) / Other (Please specify): _____	
2.2 计划入境次数 / Intended Number of Entries	<input type="checkbox"/> 一次入出境有效(3个月内有效) / Single entry valid for 3 months; <input type="checkbox"/> 二次入出境有效(6个月内有效) / Double entry valid for 6 months; <input type="checkbox"/> 半年内多次入出境有效 / Multi-entry valid for 6 months; <input type="checkbox"/> 一年内多次入出境有效 / Multi-entry valid for 12 months.
2.3 首次可能抵达中国的日期 / Date of Your First Possible Entry into China (YY-MM-DD) _____	
2.4 预计你一次在华停留的最长天数 / Your Longest Intended Stay in China _____ Days	
2.5 请按时间顺序列明你访问中国的地点(省及市/县) / Please list Counties/Cities and Provinces to visit in China in a time sequence: _____	
2.6 办理签证通常需要 4 个工作日, 你是否想另交费要求加急或特急服务 / Normally, visa processing takes 4 working days. Do you request express or rush service by paying extra fee? <input type="checkbox"/> 加急(2-3 个工作日) / Express for 2-3 working days; <input type="checkbox"/> 特急(1 个工作日) / Rush for 1 working day.	

三、你的健康状况及以前的国际旅行/ Section 3. Your Health Condition and Previous Overseas Tour

3.1 你是否曾经被拒绝颁发中国签证? I have you ever been refused a visa for China?	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.2 你是否曾经被拒绝进入或被遣送出中国? Have you ever been refused entry into or deported from China?	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.3 你在中国或其他国家是否有犯罪记录? Do you have any criminal record in China or any other country?	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.4 你现在是否患有以下任一种疾病/ Do you suffer from any of the following diseases? ①精神病/ Mental Diseases ②开放性肺结核/ Open Tuberculosis ③性病/ Venereal Diseases ④感染 HIV 或艾滋病/ HIV Positive or AIDS ⑤麻风病/ Leprosy ⑥其他传染性疾病/ Other infectious diseases	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.5 是否曾经访问中国/Have you ever visited China before?	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.6 对问题 3.1-3.4 选择“是”并不表示你就无资格申请签证，请说明详细情况/ If you select Yes to any question from 3.1 to 3.4, you do not lose eligibility for visa application. Please give detailed reasons for your answer.	

四、你的联系方式/ Section 4. Your Contact Information

4.1 你的工作单位或学校名称 / Name of Your Employer or School:	4.2 日间电话 / Daytime Phone Number:
4.3 你的工作单位或学校地址 / Address of Your Employer or School:	4.4 夜间电话 / Nighttime Phone Number:
4.5 你的家庭住址 / Your Home Address:	4.6 你的电子信箱 / Your Email:
4.7 在华邀请、联系的单位名称或探亲对象的姓名 / Name of Inviter, Contact or Your Relative in China:	4.8 联系电话 / Phone Number of Your Contact:
4.9 在华邀请、联系的单位名称或探亲对象的地址 / Address of Inviter, Contact or Your Relative in China:	4.10 电子信箱 / Email of Your Contact:

五、其他声明事项 / Section 5. Other Declaration

如有其他需要声明事项，请在下面说明 / If there is more information to declare, please give the information below.

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六、他人代填申请表 / Section 6. Application Form Completed by Another Person

如是他人为你填写签证申请表，请其填写以下栏目 / If this application was completed by another person on behalf of you, please have that person complete this section.

6.1 代填人姓名 / Name of Person Completing the Form:	6.2 与申请人关系 / Relationship to the Applicant:
6.3 代填人地址及电话 / Address and Phone Number of that Person:	6.4 代填人签名 / Signature of that Person:

七、重要事项 / Section 7. Important

我已阅读并理解此表所有问题，并对照片及填报内容的真实性及准确性负责。我理解，签证种类、有效期及停留期将由领事决定，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 have read and understood all the questions in this application. I shall be fully responsible for the answers and the photo, which are true and correct. I understand that type of visa, number of entries and duration of each stay will be decided by consuls, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.

➡ 申请人签名/ Applicant' s Signature: _____ 日期/Date(YY-MM-DD): _____