**DOCUMENT CHECK-LIST FOR CHINA VISA**

Last modified 2-7-2019

### 1. THESE FIRST 6 ITEMS ARE REQUIRED FOR ALL TYPES OF VISAS

<table>
<thead>
<tr>
<th>Check all items that apply</th>
<th>ITEM</th>
<th>FOR CHINA VISA OFFICE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Y</td>
<td>Passport</td>
<td>Original Passport as well as a copy of Personal Information page</td>
<td>Must be valid for at least six months at the time of application AND have at least two consecutive blank visa pages.</td>
</tr>
<tr>
<td>1.2 Y</td>
<td>1 passport photo</td>
<td>Formal passport-type photo affixed (glued) to Visa Form v2013</td>
<td>2x2&quot; color photo on white background printed on photo paper and taken within 6 months. <strong>Note:</strong> Often rejected. <strong>See standards here &gt;&gt;</strong></td>
</tr>
<tr>
<td>1.3 Y</td>
<td>Visa Application Form</td>
<td>v2013 (4 pages) - find at Forms on our site.</td>
<td>Must be complete. If an item does not apply, write &quot;N/A.&quot; Name should appear as on passport. It is best to type. Remember to sign form. <strong>Note:</strong> See additional info in 3.4 below.</td>
</tr>
<tr>
<td>1.4 Y</td>
<td>Service Form-1</td>
<td>Personal Information</td>
<td>This is your order form generated at on-line registration. Print and mail one copy with your application. Keep copy for you.</td>
</tr>
<tr>
<td>1.5 Y</td>
<td>Payment check</td>
<td>Amount is shown in Invoice/Service Form-1. Make check payable to ChinaServices.us</td>
<td></td>
</tr>
<tr>
<td>1.6 Y</td>
<td>One or more SUPPORTING Docs shown below</td>
<td>Every visa requires one or more supporting docs shown in #2, 3, 5.</td>
<td>Now, even Q visa (visiting family or friends) ALSO NEEDS INVITATION LETTER. <strong>See item #3 below</strong></td>
</tr>
</tbody>
</table>

### 2. NON-US PASSPORT HOLDER REQUIREMENTS

**Note:** Citizens of some countries may need to apply in person. See list: www.uschinavisapass.org/non-us-2012.pdf

#### 2.1 Required Supporting Documentation by Visa type

- **At least one type is applicable.**

#### 2.2 Related to the "Major purpose of the trip" to China in Visa Form above. The more selected, the more documentation needed.

#### 2.3 Long term in China (more than 120 days)

- **Q1** Long term Re-union with a family member in China

#### 2.4 Business Invitation Letter

- **3-C Q1**
  - **Personals Invitation Letter**
    - Long term in China (more than 120 days)
    - Q1 Long term Re-union with a family member in China
    - With Chinese citizens or in the Chinese long-term居留的外国人的家庭成员长期居聚
    - (stay more than 120 days)
    - Similar to 3-C, PLUS relationship proof
    - Visa will be one entry, and need re-process for China temporary residence permit after entering China. **Use Sample:** www.usChinaVisa.com/invitation2012.doc;

#### 2.5 Working Invitation Letter

- **3-D**
  - **Personal Invitation Letter**
    - **Arranged by yourself**
      - **L Tourism Visa**: Must supply:
        - a. Travel Agent Invitation/Itinerary reservation, round trip air tickets or hotel reservation, flight itinerary and hotel reservation,
      - **L Tourism Visa**: Must supply:
        - a. Travel Agent Invitation/Itinerary reservation, round trip air tickets or hotel reservation, flight itinerary and hotel reservation,
      - **L Tourism Visa**: Must supply:
        - a. Travel Agent Invitation/Itinerary reservation, round trip air tickets or hotel reservation, flight itinerary and hotel reservation,
      - **L Tourism Visa**: Must supply:
        - a. Travel Agent Invitation/Itinerary reservation, round trip air tickets or hotel reservation, flight itinerary and hotel reservation,
      - **L Tourism Visa**: Must supply:
        - a. Travel Agent Invitation/Itinerary reservation, round trip air tickets or hotel reservation, flight itinerary and hotel reservation,
      - **L Tourism Visa**: Must supply:
        - a. Travel Agent Invitation/Itinerary reservation, round trip air tickets or hotel reservation, flight itinerary and hotel reservation,
  - **3-F**
    - **L Tourism Visa - Arranged by yourself**
      - **Arranged by yourself**
        - **L Tourism Visa**: Must supply:
          - a. Round trip air tickets (or hotel reservation), flight itinerary and hotel reservation, flight itinerary and hotel reservation,
        - **L Tourism Visa**: Must supply:
          - a. Round trip air tickets (or hotel reservation), flight itinerary and hotel reservation, flight itinerary and hotel reservation,
        - **L Tourism Visa**: Must supply:
          - a. Round trip air tickets (or hotel reservation), flight itinerary and hotel reservation, flight itinerary and hotel reservation,

### 2.6 Other factors: 1)

- **1.** Have a background related to Political / (actively with) US armed force / occupation related to news media, religion, OR
- **2.** For citizens from some countries like France etc. may not allow agent (may do in person). Email us for details if you feel not sure.

### 3-A)

- **Add to Section #3:** More special cases may need more documents. Such as:
  - **3A)** Name change records if the current name is the first time for China visa;
  - **3B)** For some occupation personnel, may need a statement for "Tourist Only;"
  - **3C)** Court Resolution proof if there were criminal records; **3D)** For Citizens of some countries in person fingerprint prints may be required; **3E)** Any other requirements.

### 3-B)

- **Chinese Origins or related**
  - **4.1**
    - **Officially Used Name**
      - Including those who were born in Taiwan, H.K., or Macau
      - If the name was OFFICIALLY used in legal documents, **Note:** Only if the name was OFFICIALLY used in legal documents.
    - **4.2**
      - **Identification**: The 2-3.4.9 of your sample visa photo page is required.
      - **4.3**
        - **Parents’ Name**: If the name was OFFICIALLY used in legal documents, **Note:** Only if the name was OFFICIALLY used in legal documents.
        - **Parents’ Name**: If the name was OFFICIALLY used in legal documents, **Note:** Only if the name was OFFICIALLY used in legal documents.
        - **Parents’ Name**: If the name was OFFICIALLY used in legal documents, **Note:** Only if the name was OFFICIALLY used in legal documents.

### 3-C)

- **Other factors: 1)**
  - **1.** Have a background related to Political / (actively with) US armed force / occupation related to news media, religion, OR
  - **2.** For citizens from some countries like France etc. may not allow agent (may do in person). Email us for details if you feel not sure.

### 3-D)

- **5A)**
  - **Foreign & Local Government:**
    - **Passport:**
      - Any foreign or local government authorized visa letter, OR sponsoring organization invitation letter: Must look like our sample OR contains the same 6 critical information points: letterhead, Traveler’s name, birth date, passport number, trip purpose and arrangement, inviter’s contact info, legal representative’s signature, AND, organization Red Stamp (seal).
      - **Sample:** www.usChinaVisa.com/invitation2012.doc;
  - **5B)**
    - **Foreign & Local Government:**
      - **Passport:**
        - Any foreign or local government authorized visa letter, OR sponsoring organization invitation letter: Must look like our sample OR contains the same 6 critical information points: letterhead, Traveler’s name, birth date, passport number, trip purpose and arrangement, inviter’s contact info, legal representative’s signature, AND, organization Red Stamp (seal).
      - **Sample:** www.usChinaVisa.com/invitation2012.doc;
  - **5C)**
    - **Foreign & Local Government:**
      - **Passport:**
        - Any foreign or local government authorized visa letter, OR sponsoring organization invitation letter: Must look like our sample OR contains the same 6 critical information points: letterhead, Traveler’s name, birth date, passport number, trip purpose and arrangement, inviter’s contact info, legal representative’s signature, AND, organization Red Stamp (seal).
      - **Sample:** www.usChinaVisa.com/invitation2012.doc;
  - **5D)**
    - **Foreign & Local Government:**
      - **Passport:**
        - Any foreign or local government authorized visa letter, OR sponsoring organization invitation letter: Must look like our sample OR contains the same 6 critical information points: letterhead, Traveler’s name, birth date, passport number, trip purpose and arrangement, inviter’s contact info, legal representative’s signature, AND, organization Red Stamp (seal).

### 3-E)

- **Other factors: 1)**
  - **1.** Have a background related to Political / (actively with) US armed force / occupation related to news media, religion, OR
  - **2.** For citizens from some countries like France etc. may not allow agent (may do in person). Email us for details if you feel not sure.

**Note:** Some differences among offices:

- SF office and DC office require driver licenses copy; Chicago office requires applicant’s US green card copy notarized.
- For X student visa & Z work visa, if stay 180+ days, Finger Prints (in person) MAY be needed (if happens, we will notify you, meet you in consulate to transfer documents, and will collect $25 service fee. Anyway, Consulate has the final say.
- Other factors: 1. Have a background related to Political / (actively with) US armed force / occupation related to news media, religion, OR
- 2. For citizens from some countries like France etc. may not allow agent (may do in person). Email us for details if you feel not sure.
Below are tips and reference information

6 More Tips for visa form: (for items in Visa Form v2013)  

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 13 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.