

**VISA  
SERVICE  
INC.**

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Suite 1-A  
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Fax: 617-262-9892

TRAVEL DOCUMENTATION

**CHINA**

**TOURIST VISA REQUIREMENTS** *Can be processed in 1 business day*

- ✓ Passport, signed & valid for at least 6 months beyond the requested date of entry
- ✓ One passport photo, 2" x 2", taken on a white background
- ✓ One completed and signed application form
- ✓ Include your hotel information on the application
- ✓ Copies of previously obtained Chinese visas, if applicable
- ✓ Payment- Consular Fee ***plus*** Visa Service Inc fee

**BUSINESS VISA REQUIREMENTS** *Can be processed in 1 business day*

- ✓ Passport, signed & valid for at least 6 months beyond the requested date of entry
- ✓ One passport photo, 2" x 2", taken on a white background
- ✓ One completed and signed application form
- ✓ Copy of flight itinerary on travel agency letterhead or printed from the internet
- ✓ Copy of hotel confirmation on hotel letterhead
- ✓ Copy of invitation from hosting office
- ✓ A cover letter from you US office on company letterhead
- ✓ Copies of previously obtained Chinese visas, if applicable
- ✓ Payment- Consular Fee ***plus*** Visa Service Inc fee

**Consular Fee:**

Tourist or Business, single/multi entry, varied validity	\$130	Regular (5-7 days)
Tourist or Business, single/multi entry, varied validity	\$150	Rush (2-3 days)
Tourist or Business, single/multi entry, varied validity	\$160	Same day

**Visa Service Inc, Fee:**

Tourist – \$85.00	Rush (4-7 business days) – \$65.00
Business – \$95.00	Emergency (1-3 business days) – \$120.00
Non-US – \$120.00	

*Please note: the consular fees are based on a different timeline then Visa Service fees. What the consulate considers a rush (2-3 days) Visa Service considers and emergency. If you are writing a check please be sure to add the charges accordingly. The standard service fees (i.e. – tourist, business, etc.) always apply.*

**Note: If the visa is denied for any reason by the Consular, absolutely no refund is possible. No changes are allowed once a request has been submitted.**

**If paying by check or money order, please make payable to VISA SERVICES, INC.**

**If paying by credit card, there is an additional 3% charge**

Visa Services, Inc acts only as an agent and accepts no responsibility for the services of any Travel Agent, Consulate, or Embassy in connection with the granting of visas: nor any delays or losses occasioned by such services or the US or Canadian mails, UPS, Federal Express, or any other services.

# 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 X 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

1.1 外文姓名 / Full Name 姓 / Surname: _____ 中间名 / Middle Name: _____		<b>照片 / Photo</b> 请将1张近期正面免冠、 浅色背景的彩色护照 照片粘贴于此  Please affix one recent pass- port style color photo, with full face, front view, no hat, and against a plain light background
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"/> 探亲 / Visiting Relatives <input type="checkbox"/> 商务 / Business Trip <input type="checkbox"/> 过境 / Transit <input type="checkbox"/> 留学 / Study <input type="checkbox"/> 商业演出 / Commercial Performance <input type="checkbox"/> 其他(请说明) / Other (Please specify):	<input type="checkbox"/> 执行乘务 / As Crew Member of Airlines, Trains or Ships <input type="checkbox"/> 记者常驻 / As Resident Journalist <input type="checkbox"/> 记者临时采访 / As Journalist for Temporary News Coverage <input type="checkbox"/> 外交官、领事官赴华常驻 / As Resident Diplomat or Consul in China <input type="checkbox"/> 官方访问 / Official Visit <input type="checkbox"/> 任职就业 / Employment
2.2 计划入境次数 / Intended Number of Entries	<input type="checkbox"/> 一次出入境有效(3个月内有效) / Single entry valid for 3 months; <input type="checkbox"/> 二次出入境有效(6个月内有效) / Double entry valid for 6 months; <input type="checkbox"/> 半年内多次出入境有效 / Multi-entry valid for 6 months; <input type="checkbox"/> 一年内多次出入境有效 / 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	
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 Business Days; <input type="checkbox"/> 特急(1个工作日) / Rush for 1 Working Day.

**Q-2007**

### 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? 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 disease? 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 单位电话 / Office Phone Number:
4.3 你的工作单位或学校地址 / Address of Your Employer or School:	4.4 你的手机 / Cell Phone Number:
4.5 你的家庭住址 / Your Home Address:	4.6 家庭电话 / Home Phone Number:
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 在中国联系人电话 / Phone Number of Your Contact in China:
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 你在华期间住址 / At What Address will You Stay in China

### 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 与申请人的关系 / 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): \_\_\_\_\_

## FORMAT FOR BUSINESS LETTER

(Date)

Dear sirs/madam:

On behalf of (Traveler's Full Name) we are submitting (his/her) valid passport and required documents for a (single/multi) entry business visa. (Mr./Mrs./Ms) (Traveler's Last Name) has been a (job title position) with (name of company) since (date of hire) for (length of employment). (Applicant's company name's) contact number in the United States is (US corporate contact #).

(Traveler's Name) is planning a business visit to (country name). (Please explain activities of the organization). (He/She) will depart the US on (departure date), will arrive in (arrival city) on (arrival date) and will remain for approximately (# of days) and will return (# of times the traveler is expected to return to this country if requesting a multiple entry visa) over the next year. We would greatly appreciate any assistance you can provide us in expediting this process.

While there, he/she will be in contact with (local contact name and company name). His/Her address will be (exact street address). The phone number is (phone #).

(Company Name) guarantees that (traveler's name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Company Name) also guarantees that he/she will not become dependent upon the government of (country name) in any way during his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,  
(Authorized signer other than the traveler)  
(Signer's title)

**VISA  
SERVICE  
INC.**

160 Commonwealth Avenue, Suite U-1A, Boston, MA 02116

Tel: 617-266-7646

Fax: 617-262-9829

**ORDER FORM**

Name (Last, First): \_\_\_\_\_

Date passport must be back in your possession: \_\_\_\_\_ Date of travel: \_\_\_\_\_

**DELIVERY INSTRUCTIONS:**

Print street address with suite/apt. # (no P.O Boxes) for Visa Service, Inc. to return your documents to you. Please note: If you do not have an account number with FedEx, the return shipping charges must be included in your payment to Visa Service, Inc.

\_\_\_\_\_ FEDEX (\_\_\_\_\_ ACT. #) \_\_\_\_\_ PICK UP

\_\_\_\_\_ SELF ENCLOSED PREPAID ENVELOPE/FEDEX LABEL

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

Company \_\_\_\_\_

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

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**VISAS REQUIRED FOR:**

Country	Travel Entry Date	Business/Tourism	Emergency/Rush/Regular	Single/Multi Entry

**PAYMENT DETAILS:**

I enclose check/money order made payable to Visa Service, Inc. ...OR...

I hereby authorize Visa Service, Inc. to charge my credit card for \_\_\_\_\_ processing (and/or) \_\_\_\_\_ delivery of my visa.

Type of Credit Card: \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_ AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_ Exp. Date (MM/YY): \_\_\_\_\_

*Note Well :- If paying by credit card, there is an additional 3% credit card fee*

Print name as it appears on the credit card: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I agree this information I've given is true and correct to the best of my knowledge.**

SIGNED: \_\_\_\_\_ DATE : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Credit Card Amount \$ \_\_\_\_\_ Approval Code : \_\_\_\_\_