

## 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. **Completion of the form.** The application must be completed in a single coloured pen throughout or typed. We cannot submit applications using multiple coloured pens, a mixture of typed and handwritten forms or applications containing whiteout or corrections
2. **Names different from what is listed in your passport.** You must complete 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, if your surname is 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 Part 4, not section 5.5. In the case of minors a parent or guardian must sign on behalf of the minor under 18 years of age at Part 4 of the Chinese visa application form and then enter their details and sign in Part 5
6. **Minors.** The parent or guardian must sign on behalf of a minor under 18 years of age at Part 4 of the Chinese visa application form and enter their details and sign Part 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".

**1.6:** Complete all nationalities that hold passports for,

**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

**1.16:** Complete the Highest level of Education.

**1.17:** Make sure that you list the complete address for your employer or school, including the city and state.

**Note:** If you are retired and a resident of WA then you will be required to complete with your place of employment prior to retirement.

**Note:** If you are a resident of VIC or TAS and self-employed you must complete what your business does and your job title. In addition if your company name does not mention what the company does then you would have to detail this on the form.

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

**1.22:** If current Marital Status is 'Other', please specify.

**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.

**Note:** If you are a resident of **ACT, SA and NT** you will be required to list **all** family members and when listing siblings if they you will need to state if they are older or younger.

#### **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 travel dates and the complete address at which you will be staying during your visit. This is for both private residences and hotels. If on a cruise, list the port(s) of entry in China and indicate "On-board Ship" as your place of stay

**Note:** If you are a resident of **ACT, SA and NT** you will be required to provide in addition to the above state the entry date and location (airport name). This information must be completed on the application form. Only if you run out of room should you complete on a separate sheet.

**2.7:** You must indicate the individual or organization paying for you 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 organisation, 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 Melbourne, VIC, Australia." Otherwise, write "N/A."

**2.10:** If you are a resident of **ACT, SA and NT** this information must be completed on the application form. Only if you run out of room should you complete on a separate sheet.

**3.1:** Criminal History must be answered. If the answer is 'yes' then additional documents will be required.

**3.7:** Applicants travelling to China & Tibet must include the following on page 4, Question 3.7, of the Visa application form - **"I am aware that a Permit is required for travel to Tibet and I will obtain the permit prior to arrival in Tibet".**

**Note:** If you are a resident of **ACT, SA and NT** with no major family members please include the following statement in Question 3.7, of the visa application form – **"I do not have any major family members."**

**Note:** If you are a resident of **NSW** and wishing to stay in China for more than 30 days an explanation as to why will need to be included in Question 3.7.

#### **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. **Note:** The applicant must still sign Part 4.