

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport, plus one photocopy of the information/photo page. It must have one or more blank visa pages and more than six months before expiry.
- Non-US citizens must provide their original Alien Registration Card (A.R.C.) or U.S. Visa and I-94.
- One completed and signed visa application form (see attached). The application must be typed; handwritten applications will be typed up by a G3 associate for an additional \$25 fee. Do not list Hong Kong, Macao or Tibet on the application. Please print the application double-sided. Non-US Citizens and applicants for Work or Student Visas must also complete the supplemental form.
- One passport-style (2"x2") photograph taken within the last 6 months. It must be on photo paper and have a plain white background.

BUSINESS TRAVELERS must also include:

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. (A sample is attached.)
- A letter of invitation from the organization to be visited in China, stating the purpose of the visit. A sample is attached.

OFFICIAL VISA APPLICANTS must also include:

- A letter from the U.S. Department of State stating the nature and duration of the visit. You will need to submit your Official U.S. Passport (brown cover), not your Tourist Passport (blue cover).
- An official invitation issued by the appropriate Chinese government office.

STUDENT VISA APPLICANTS must also include:

- The original acceptance letter from the school you will be attending in China and Form JW202 issued by the Ministry of Education.

NOTES:

Applicants under 18 years old and current or former nationals of France, China, Hong Kong, Macao or Taiwan should contact G3 for further instructions and requirements.

Chinese visas will not be issued more than 90 days in advance of the scheduled entry date to China.

It is extremely difficult to expedite visa processing once an application has been submitted to the consulate. Requests to expedite the processing after the application has been submitted will result in significant additional charges.

If you are in need of a Flight Crew or Work visa, please email China@g3visas.com for instructions.

For visa requests requiring Mission Critical processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Embassy Fees listed below include a \$5 Money Order fee.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	Mission Critical 24 Hours	Priority 48 Hours	Expedited 5 Business Days
Single Entry	\$175.00	\$165.00	\$145.00
Double Entry	\$175.00	\$165.00	\$145.00
Multiple Entry	\$175.00	\$165.00	\$145.00

G3 Processing Fees

Visa Type	Mission Critical 24 Hours	Priority 48 Hours	Expedited 5 Business Days
Tourist (Type L)	\$140.00	\$100.00	\$65.00
Business (Type F)	\$170.00	\$135.00	\$100.00
Transit (Type G)	\$140.00	\$100.00	\$65.00
Student (Type X)	\$170.00	\$135.00	\$100.00
Official	\$170.00	\$135.00	\$100.00



VISAS & PASSPORTS

HOUSTON

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form

C<B5

Traveler Information
1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

Travel Details
Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information
This must be a physical address for FedEx delivery; no P.O. Boxes.
Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery* \$84.00
Saturday Delivery* \$44.00
Same Day Delivery* Please Call
International Delivery* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable fees.
Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #
Total Fees from Visa Requirement Sheet:
Table with columns: Fee, x # of Travelers, Total
Embassy Fee
G3 Processing Fee
Concierge Level Service (Optional)
Shipping Fee
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

Send This Form and All Required Documents To:
G3 Houston: 713.574.1731 Phone, 866.945.8472 Toll Free, 866.611.6960 Fax, houston@g3visas.com
Attn: Visa Department, 2425 West Loop South, Suite 200, Houston, TX 77027
www.g3visas.com

For Payment Via Credit Card:
American Express, Discover, MasterCard and Visa only
Name as it appears on card:
Account Number:
Expiration Date: Billing Zip Code:
Security Code: (Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)
Cardholder Signature:

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

申请人必须如实、完整地填写本表格。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。如有更多需要声明事项，请附另纸说明。Applicant should fill out this form truly and completely. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. If there is more information to declare, please type on a separate sheet.

如申请到中国工作、留学，或与护照偕行人同行，或不在国籍国申请签证，你还需填写签证申请表附表(Form V.2011B)。If you are applying to work or study in China, or if someone else travelling with you shares the same passport, or if you are applying for a visa in a country or territory other than the country of your current nationality, you should fill out the Supplementary Visa Application Form(Form V.2011B).

一、个人信息 Section 1: Personal information

1.1 英文姓名 Full English name as in passport	姓 Surname :	1.2 性别 Sex	<input type="checkbox"/> 男 M	照片 / Photo 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 identical color photo (full face, front view, unmounted and against a plain light background).
	名 Given name :		<input type="checkbox"/> 女 F	
1.3 中文姓名 (如有, 请用汉字) Name in Chinese character (if applicable)				
1.4 别名或曾用名 Other names you are, or have been known by				
1.5 用本国语言书写的名字 Name in ethnic script				
1.6 现有国籍 Current nationality		1.7 曾有国籍 Former nationality		
1.8 同时具有的国籍 Other nationality(ies)		1.9 出生日期 Date of birth (yyyy-mm-dd)		
1.10 出生地点(国、省/市) Place of birth (city, province/state, country)		1.11 当地身份证号码 Local ID card number		
1.12 婚姻状况 Marital status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Never Married <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 丧偶 Widowed <input type="checkbox"/> 其他 (请说明) Other (Please specify):			
1.13 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessman <input type="checkbox"/> 政府官员 Government official <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 新闻从业人员 Staff of media <input type="checkbox"/> 教师 Teacher <input type="checkbox"/> 宗教人士 Religious worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 现役军人 Active duty military personnel <input type="checkbox"/> 家庭主妇 Housewife <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 国会议员 Member of national parliament <input type="checkbox"/> 其他(请说明) Other (Please specify):			
1.14 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 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify):			
1.15 护照号码 Passport number		1.16 签发日期 Date of issue (yyyy-mm-dd)		
1.17 签发地点(省/市及国家) Place of issue (city, province/state, country)		1.18 失效日期 Expiration date (yyyy-mm-dd)		
1.19 办理签证通常需要 4 个工作日。如需加急，请注明，但须另外缴费。Normally visa processing takes 4 working days. Extra fees are charged for express or rush service.	<input type="checkbox"/> 普通(4 个工作日) Regular for 4 working days; <input type="checkbox"/> 加急(2-3 个工作日) Express for 2-3 working days; <input type="checkbox"/> 特急 Rush for 1 working day.			

二、赴华旅行信息 Section 2: Travel information

2.1 赴中国主要事由 (可选多项) Major purpose(s) of your visit(s) to China	<input type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 记者常驻 As resident journalist <input type="checkbox"/> 探亲 Family visit <input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage <input type="checkbox"/> 访友 Visiting friends <input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul <input type="checkbox"/> 商务 Business trip <input type="checkbox"/> 商业演出 Commercial performance <input type="checkbox"/> 会议 Meeting <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit <input type="checkbox"/> 留学 Study <input type="checkbox"/> 任职就业 Employment <input type="checkbox"/> 官方访问 Official visit <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"/> 一次入境 (自申请日起3个月内有效) One entry valid for 3 months from application <input type="checkbox"/> 二次入境 (自申请日起3-6个月内有效) Two entries valid for 3 to 6 months from application <input type="checkbox"/> 半年多次入境 (自申请日起半年内有效) Multiple entries valid for 6 months from application <input type="checkbox"/> 一年多次入境 (自申请日起一年内有效) Multiple entries valid for 12 months from application <input type="checkbox"/> 其他 (请说明) Other (Please specify):															
2.3 首次行程抵达中国的日期 Date of your first entry (yyyy-mm-dd)																
2.4 预计行程中单次在华停留的最长天数 Your longest intended stay among all entries of your intended visits in China	Days															
2.5 在中国逗留期间的住址及电话 (按时间顺序) Residence(s) and phone number(s) during your stay in China (in a time sequence)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">详细邮政地址 Detailed mailing address</th> <th style="width: 25%;">电话 Phone number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> </tr> </tbody> </table>		详细邮政地址 Detailed mailing address	电话 Phone number	1.			2.			3.			4.		
	详细邮政地址 Detailed mailing address	电话 Phone number														
1.																
2.																
3.																
4.																
2.6 谁将承担往返中国及在中国的 费用? Who will pay for your cost of travelling and living during your stay in China?	<input type="checkbox"/> 你本人 Yourself <input type="checkbox"/> 邀请单位或个人 Inviter <input type="checkbox"/> 父母或法定监护人 Parent(s) or legal guardian(s) <input type="checkbox"/> 其他 (请说明) Other (Please specify):															
2.7 在华期间有无医疗保险?如有, 请填写保 险公司名称及保险账号。Do you have medical insurance covering your visit in China? If 'Yes', please fill out the name of the medical insurance company and your account number.																
2.8 在华邀请、 联系的单位名称、地址及电 话 Name, address and phone number of your inviter or contact unit in China																
2.9 在华亲友、 联系人的姓名、地址、电 话 Name, address, phone number of your relative, friend or contact person in China																

三、家庭、工作或学习信息 Section 3: Information about your family, work or study

3.1 详细家庭邮政住址 Detailed home mailing address				
3.2 家庭电话 Home phone number		3.3 手机号码 Mobile phone number		
3.4 电子信箱 Email address				
3.5 工作单位或学校 Current employer or school	名称 Name			
	邮政地址 Mailing address			
	电话 Phone number			
3.6 主要家庭成员 Major family members	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
3.7 紧急情况下的联系人 Contact person in case of emergency		3.8 电话号码 Contact person's phone number		

四、其他情况 Section 4: Other information

4.1 是否曾经访问过中国？如果是，请说明最近一次情况。Have you ever visited China before? If 'Yes', please specify date, places and purpose of the recent visit.			
4.2 在过去的 12 个月里是否访问过其他国家或地区。如果是，请说明。Have you ever visited other countries or territories in the last 12 months? If 'yes', please specify date, name of countries or territories and purpose of the visits.			
4.3 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.4 是否曾经被拒绝颁发中国签证,或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.5 是否在中国或其他国家有违法记录？ Do you have any criminal record in China or any other country?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.6 是否患有以下任一种疾病 Are you affiliated with any of the following diseases? ①严重精神疾病 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能对公共卫生造成危害的其他传染病 Other infectious disease of public health hazards		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.7 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories infected by infectious diseases in the last 30 days?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No

4.8 如果对 4.3 到 4.7 的任何一个问题选择“是”，请在下面详细说明。
 If you select **Yes** to any questions from 4.3 to 4.7, please give details below.

五、有关声明 Section 5: Relevant declaration

5.1 如计划赴中国工作、留学，或使用的护照上有一同旅行的携行人，或是在非国籍国申请签证，请填写签证申请表附表(Form V.2011B)，与本表一同递交。If you are seeking to work or study in China, or if someone else travelling with you shares the same passport with you, or if you are making this visa application in a country or territory other than the country of your nationality, please fill out the *Supplementary Visa Application Form (Form V.2011B)* and submit with this application form.

5.2 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此说明。If you have more information about your visa application other than the above to declare, please give details below.

六、签名 Section 6: Signature

6.1 我已阅读并理解此表所有内容要求，并对照片及填报情况的真实性和准确性负责。*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.*
 6.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，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 understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be decided by consular officers, 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 **日期**
Applicant's signature: **Date (yyyy-mm-dd):**

注：未满 18 周岁的未成年人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of a minor aged less than 18 years

七、他人代填申请表时填写以下内容 Section 7: If the application form is completed by another person on the applicant's behalf, please fill out the following:

7.1 代填申请表人的姓名 Name of the person completing this form on the applicant's behalf		7.2 与申请人关系 Relationship to the applicant	
7.3 地址 Address		7.4 电话 Phone number	
7.5 所持身份证件种类 Type of ID document		7.6 证件号码 Number of ID	
7.7 声明 Declaration 我声明本人是根据申请人要求而协助填表，并证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion this form at the request of the applicant and the applicant understands and agrees that the information provided is correct. 代填人签名 /Signature: 日期/Date (yyyy-mm-dd):			

以下仅供领事官员填写 Official use only

签证种类		有效期		停留期	
审核人		日期		备注	

中华人民共和国签证申请表附表

Supplementary Visa Application Form of the People's Republic of China

英文姓名 Name in English	
护照号码 Passport number	
出生日期 (年月日) Date of birth (yyyy-mm-dd)	

A、如申请到中国工作，请填写。If you are applying to work in China (Z-visa), please fill out the following:

1. 受教育状况 Education	<input type="checkbox"/> 本科 Bachelor <input type="checkbox"/> 硕士 Master's <input type="checkbox"/> 博士或更高 Doctorate or higher <input type="checkbox"/> 其他 (请说明) Other (Please specify):.....	
2. 最后学习的大学名称 Name of your last school, college, university or other educational institution		
3. 专业 Your major or focus in studies		
4. 职业技术资格 Your professional or technical qualifications		
5. 在中国从事何种职业 Your occupation in China		
6. 在中国就职单位的名称、地址及联系电话 Name, address and phone number of your employer in China		
7. 就业许可编号 Alien Employment License Number		

B、如申请到中国留学，请填写。If you are applying to study in China (X-visa), please fill out the following:

1. 受教育状况 Education	<input type="checkbox"/> 本科 Bachelor <input type="checkbox"/> 硕士 Master's <input type="checkbox"/> 博士或更高 Doctorate or higher <input type="checkbox"/> 其他 (请说明) Other (Please specify):.....	
2. 最后学习的大学名称 Name of your last school, college, university or other educational institution		
3. 专业 Your major or focus in studies		
4. 职业技术资格 Your professional or technical qualifications		
5. 在中国就读学校的名称、地址及联系电话 Name, address and phone number of your school in China		
6. 在中国学习的专业或课程 Your major or course in China		

C、如有使用同一本护照一同旅行的偕行人，请在下面填写偕行人情况。If someone else travelling with you shares the same passport with you, please give that person's details below:

	偕行人 1/ Person 1	偕行人 2/ Person 2	偕行人 3/ Person 3
1.姓名 Full name			
2.性别 Sex			
3.出生日期 Date of birth (yyyy-mm-dd)			
4.偕行人照片 Photo(s) of the person(s) traveling with you sharing the same passport	<i>Affix here</i>	<i>Affix here</i>	<i>Affix here</i>

D、如不在国籍国申请签证，请填写。If you are applying for a visa in a country or territory other than the country of your nationality, please fill out the following:

1.在当地的居留或停留时间? Duration of your stay in this country or territory	<input type="checkbox"/> 少于6个月 Less than 6 months <input type="checkbox"/> 超过6个月 More than 6 months <input type="checkbox"/> 超过12个月 More than 12 months	
2.持有何种当地的有效签证或居留证件? What kind of visa or residence permit of this country or territory do you hold?	<input type="checkbox"/> 有效居留证件 Valid residence permit <input type="checkbox"/> 有效签证 Valid visa <input type="checkbox"/> 无 None	
3.签证或居留证件的号码及有效日期 Number of your visa or residence permit and its expiration date	号码 Number	
	有效日期 Expiration date (yyyy-mm-dd)	
4.持上述签证或居留许可是否被允许返回当前所在国家或地区? Do you have permission to return to this country or territory with the visa or residence permit above?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
5.在当地住所的邮政地址 Mailing address of your residence in this country or territory		
6.当地的联系电话 Your phone number in this country or territory		

我谨声明，我理解上述内容和问题，所有填写内容真实无误。

I solemnly declare that I understand all content and questions included on this form, and the information given is accurate and truthful.

→ 申请人签名

日期

Applicant's signature: _____ Date (yyyy-mm-dd): _____.

注：未满18周岁的未成年人可由父母或监护人代签。Note: A parent or guardian may sign on behalf of a minor aged less than 18 years.

Sample Business Letter from U.S. Company

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

June 1, 2011

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

Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), 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, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Overseas Company Name

Street Address

City, Country Zip code

Telephone number

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

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

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)

Senior Vice President

East Coast Promotions, Inc.

Sample Business Invitation Letter from Overseas Company

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

June 1, 2011

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

Consular Section

Dear Visa Officer,

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

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Company Name

Street Address

City, Country Zip code

Telephone number

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

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

We request that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith

Executive Officer

Overseas Company, Inc.