

## 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 a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and I-94.
- One completed and signed visa application form (see attached). Do not list Hong Kong, Macao or Tibet on the application.
- 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.) The Embassy has the right to request a letter of invitation from the organization to be visited in China in addition to the U.S. business letter. G3 recommends that both the letters from the US and Chinese companies be submitted if possible.

**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 should contact G3 for additional visa requirements.

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 visa, please email [FlightCrew@g3visas.com](mailto:FlightCrew@g3visas.com) for instructions.

For visa requests requiring 24 Hour processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	24 Hours	48 Hours	6 Business Days
Single Entry	\$180.00	\$170.00	\$140.00
Double Entry	\$180.00	\$170.00	\$140.00
Multiple Entry	\$200.00	\$190.00	\$170.00

### G3 Processing Fees

Visa Type	24 Hours	48 Hours	6 Business Days
Tourist (Type L)	\$115.00	\$95.00	\$65.00
Student (Type X)	\$115.00	\$95.00	\$65.00
Transit (Type G)	\$115.00	\$95.00	\$70.00
Business (Type F)	\$125.00	\$105.00	\$75.00
Official	\$125.00	\$110.00	\$85.00
Work/Residency (Type Z)	\$135.00	\$105.00	\$85.00



# Traveler Information CHINA

## Traveler Information

1. Traveler Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_

2. Traveler Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_

3. Traveler Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_

4. Traveler Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_

## Shipping and Contact Information

*This must be a physical address for FedEx delivery; no P.O. Boxes.*

Attention: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Apt. /Suite: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

*Please provide your email address so we may contact you with shipping and status updates.*

Special Notes or Instructions:  
\_\_\_\_\_

## Send This Form and All Required Documents To:

**G3 Houston:**  
713.574.1731 Phone  
866.945.8472 Toll Free  
703.524.3374 Fax  
[houston@g3visas.com](mailto:houston@g3visas.com)

**Visa Department**  
2425 West Loop South  
Suite 200  
Houston, TX 77027

[www.g3visas.com](http://www.g3visas.com)

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 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.

## Travel Details

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

## Return Shipping

*Passports will be returned via Federal Express.*

**Select One:**

<input type="checkbox"/> 3 Business Day Delivery	\$15.50
<input type="checkbox"/> Overnight Delivery	\$23.50
<input type="checkbox"/> 8 AM Delivery**	\$75.00
<input type="checkbox"/> Saturday Delivery**	\$38.50
<input type="checkbox"/> Same Day Delivery**	Please Call
<input type="checkbox"/> International Delivery**	Please Call

*\*\* These services may not be available for all delivery locations.*

## Payment Information

*Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.*

**Select Payment Type:**

Credit Card  
 Check (company or certified)  
 Established Corporate  
Account # \_\_\_\_\_

### Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	Total
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Shipping Fee	_____		= _____
		Subtotal:	_____
		Add 5% fee for credit card processing:	_____
		<b>Total Payment Enclosed:</b>	_____

### For Payment Via Credit Card:

*American Express, MasterCard and Visa only*

Name as it appears on card: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
Security Code: \_\_\_\_\_  
(American Express: 4 digit code on front of card; MasterCard or Visa: 3 digit code on back of card.)  
Cardholder Signature: \_\_\_\_\_

# 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		青空重填/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): \_\_\_\_\_

# Sample Business Letter from U.S. Company

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

June 1, 2009

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.