

## 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). The application must be typed with all fields completed; incomplete or 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. 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](mailto:China@g3visas.com) for instructions.

\*The Consulate in New York will issue Multiple Entry visas only to US citizens who have previously visited China. Non-US citizens or first time applicants requiring Multiple Entry should apply through our Washington, DC office.

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 7 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 7 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

NEW YORK

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

Visa Order Form CHINA

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

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:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

Send This Form and All Required Documents To:
G3 New York: 212.433.1356 Phone, 888.448.4727 Toll Free, 646.666.7670 Fax, NYC@g3visas.com
Attn: Visa Department, 60 East 42nd Street, 4th Floor, Suite 457, New York, NY 10165
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

申请人须在电脑上如实、完整填写并打印本表格。请逐项用中文或英文大写字母填写，或在□内打×选择。不适用者，请写“无”或“不适用”。如有更多需要声明事项，请附另纸说明。Applicant should fill out this form truthfully and completely on a computer and print out. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. Please state "N/A" or "None" if a section does not apply to you. If there is additional information to declare, please type on a separate sheet.

如申请工作签证或学习签证，或不在国籍国申请签证，或与护照偕行人同行，你还需填写签证附表(Form V.2011B)。Please also complete the Supplementary Visa Application Form (Form V.2011B) if you are not a U.S. citizen, or if you are applying for work visa or student visa, or if you will be accompanied by anyone who shares the same passport with you.

### 一、个人信息 Section 1: Personal information

1.1 英文姓名 Full name as shown on your passport	姓 Surname:  名 Given name:	1.2 性别 Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	<u>照片要求</u> Photo requirements  ★ 1 张彩照 One colored photo ★ 6 个月内 Within 6 months ★ 护照照片 Passport photo ★ 正面 Front-facing ★ 免冠 Hatless ★ 浅色背景 Light-colored background
1.3 中文姓名 (如有, 请用汉字填写) Name in Chinese character (if applicable)				
1.4 别名或曾用名 Other name or previous name (if applicable)				
1.5 用母语书写的名字 Name in native language				
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 Concurrent nationality		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 美国身份证号码 U.S. 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"/> 国会议员 Member of national parliament <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....			
1.14 护照种类 Passport type	<input type="checkbox"/> 外交护照 Diplomatic passport <input type="checkbox"/> 公务/官员护照 Service/Official passport <input type="checkbox"/> 普通护照 Ordinary passport <input type="checkbox"/> 其他证件 (请说明) Other (Please specify): .....			
1.15 护照号码 Passport number		1.16 护照签发日期 Date of issue (yyyy-mm-dd)		
1.17 护照签发地点(省/市及国家) Place of issue (city, province/state, country)		1.18 护照失效日期 Expiry date (yyyy-mm-dd)		
1.19 请选择取件日期 (加急需额外缴费) Please select pick-up day (Extra fee is charged for express pick-up)	<input type="checkbox"/> 正常 (第 4-5 个工作日) Normal (the 4 <sup>th</sup> or 5 <sup>th</sup> working day) <input type="checkbox"/> 加急 (第 2-3 个工作日) Express (the 2 <sup>nd</sup> or 3 <sup>rd</sup> working day)			

二、赴华旅行信息 Section 2: Details of travel to China

2.1 赴中国主要事由 (可选项) Major purpose(s) of your visit(s) to China	<input type="checkbox"/> 旅游 Tourism <span style="margin-left: 150px;"><input type="checkbox"/> 记者常驻 As resident journalist</span> <input type="checkbox"/> 探亲 Family visit <span style="margin-left: 150px;"><input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage</span> <input type="checkbox"/> 访友 Visiting friends <span style="margin-left: 150px;"><input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul</span> <input type="checkbox"/> 商务 Business trip <span style="margin-left: 150px;"><input type="checkbox"/> 商业演出 Commercial performance</span> <input type="checkbox"/> 会议 Meeting <span style="margin-left: 150px;"><input type="checkbox"/> 执行乘务 As crew member</span> <input type="checkbox"/> 过境 Transit <span style="margin-left: 150px;"><input type="checkbox"/> 留学 Study</span> <input type="checkbox"/> 任职就业 Employment <span style="margin-left: 150px;"><input type="checkbox"/> 官方访问 Official visit</span> <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 date of application <input type="checkbox"/> 二次入境 (自申请日起 6 个月内有效) Two entries valid for 6 months from date of application <input type="checkbox"/> 半年多次入境 (自申请日起 6 个月内有效) Multiple entries valid for 6 months from date of application <input type="checkbox"/> 一年多次入境 (自申请日起 12 个月内有效) Multiple entries valid for 12 months from date of application <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....		
2.3 预计首次行程抵达中国的日期 Intended 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 duration of stay		Days	
2.5 i) 请按时间顺序列明你访问中国的地点 (省、市) Please list cities and provinces to visit in China in a time sequence			
2.5 ii) 请按时间顺序列明你在中国停留期间的住址及电话 Please list residence(s) and phone number(s) during your stay in China in a time sequence			
	详细地址 Detailed address	城市 City	省 Province
1.			电话 Phone number
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 trip to China?		<input type="checkbox"/> 我本人 Myself <span style="margin-left: 20px;"><input type="checkbox"/> 邀请单位或个人 Inviter</span> <input type="checkbox"/> 父母或监护人 Parent(s) or guardian(s) <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....	
2.7 在华期间是否有医疗保险? 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.		<input type="checkbox"/> 是 Yes	
		<input type="checkbox"/> 否 No	
2.8 在华邀请/联系单位名称、地址及电话 Name, address and phone number of your inviter or contact unit in China			
2.9 在华亲友/联系人姓名、地址、电话 Name, address and phone number of your relative, friend or contact person in China			

## 三、家庭、工作或学校信息 Section 3: Information about your family, work or study

3.1 目前家庭住址 Current home address	地址 Address		城市 City	省/州 Province/State	邮编 Zip code
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 工作单位或学校名称、 电话、地址 Name, phone number and address of your current employer or school	名称 Name				
	地址 Address			电话 Phone number	
	城市 City		省/州 Province/State	邮编 Zip code	
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 是否曾持中国签证访问过中国？如果是，请说明最近一次访问中国的时间、地点和事由。Have you ever visited China before? If "Yes", please specify date, places and purpose of the latest visit.	<input type="checkbox"/> 否 No	
	<input type="checkbox"/> 是 Yes	
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，请说明访问时间、地点和目的。Have you ever visited other countries or territories in the past 12 months? If "yes", please specify date, name of countries or territories and purpose of the visits.	<input type="checkbox"/> 否 No	
	<input type="checkbox"/> 是 Yes	
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 是否患有以下任何一种疾病？Are you suffering from 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 past 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 answered “Yes” to any of questions 4.3 to 4.7, please give details below.

**五、有关声明 Section 5: Relevant declaration**

5.1 如申请工作签证或学习签证，或不在国籍国申请签证，或与护照偕行人同行，你还需填写签证附表(Form V.2011B)。Please also complete the Supplementary Visa Application Form (Form V.2011B) if you are not a U.S. citizen, or if you are applying for work visa or student visa, or if you will be accompanied by anyone who shares the same passport with you.

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，请在此或另纸详细说明。Please use the space below or a separate sheet for additional information / declaration / statement other than already provided in this application.

**六、签名 Section 6: Signature**

6.1 我已阅读并理解此表所有内容要求，并保证所填信息的真实准确。如有不实，我愿承担一切责任。I have read and understood all the questions in this application. I declare that the information provided above is true and accurate. I shall take all responsibilities for any false information.

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 the decision on whether to issue a visa, validity/ type of visa, number of entries, and duration of each stay will be decided by consular officers, and that any false, misleading or incomplete information may result in the refusal of a visa or denial of entry into China.

 申请人签名  
 Applicant's signature: ..... 日期  
 Date (yyyy-mm-dd): .....  
 注：未满 18 周岁申请人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of an applicant aged under 18.

**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 申请表代填人姓名 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 of this form at the request of the applicant, and the applicant understands and confirms that the information provided is true and correct.  代填人签名 /Signature: ..... 日期/Date (yyyy-mm-dd): .....			

**以下供领事官员填写 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、非美国公民申请签证，请填写。If you are not a U.S. citizen, please complete the following.

1. 在美国居留或停留时间 Duration of your stay in the U.S.	<input type="checkbox"/> 少于 6 个月 Less than 6 months <input type="checkbox"/> 超过 6 个月 More than 6 months	
2. 现持何种美国有效签证或居留证件? What kind of U.S. visa or residence permit 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 and expiry date of your visa or residence permit	号 码 Number	
	有效日期 Expiry date (yyyy-mm-dd)	
4. 持上述签证或居留许可是否被允许返回美国? Do you have the permission to return to the U.S. with the visa or residence permit stated above?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
5. 在美国居住地详细地址 Detailed address of your residence in the U.S.		
6. 在美国联系电话 Your phone number in the U.S.		

### B、如申请工作签证，请填写。If you are applying for a work visa (Z-visa), please fill out the following:

1. 受教育程度 Level of education	<input type="checkbox"/> 本科 Bachelor <input type="checkbox"/> 硕士 Master <input type="checkbox"/> 博士或更高 Doctorate or higher <input type="checkbox"/> 未受正规教育 Without formal education <input type="checkbox"/> 其他(请说明) Other (Please specify).....	
2. 最后学习的学校名称 Name of your last school		
3. 专业 Your major at your last school		
4. 专业技术资格 Your professional or technical qualifications		
5. 在中国拟从事职业 Your intended occupation in China		
6. 在中国拟就职单位名称、地址及联系电话 Name, address and phone number of your employer in China		
7. 就业许可编号 Number of your Alien Employment License		



# 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.