

# Passport & China Visa Instructions

## *Exclusively Prepared for World Spree Travelers*

All foreign nationals (except for China passport holders) traveling to the People's Republic of China (PRC) must travel on a passport with at least six months' validity remaining from your date of entry into China and containing 2 blank visa pages for the visa stamp, and a visa obtained **prior** to entering the country. The best time to apply for your China visa is 1-2 months before your travel date.

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For your convenience, we suggest that you use our preferred travel documentation provider, [CIBT](#). It is much easier and faster to arrange your visa through a service, and you will enjoy professional and expert handling of your visa application.

For U.S. passport holders: Be sure to use the [CIBT](#) link or call 1- [866-529-6676](#) and quote Account #103349 to receive your heavily discounted service fee.

For Canadian passport holders: Be sure to use the [CIBT](#) link or call [1- 866-529-6676](#) and quote Account #100491 to receive your heavily discounted service fee.

Dedicated email for World Spree guests: [worldspree@cibt.com](mailto:worldspree@cibt.com)

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**Note: For those who would like to handle the China visa application on their own, you will need the following items listed below before you visit the China Consulate and additional supporting documents may be required.**

**The policies and requirements of the China visa application specified in this file may change from the time you view it to the time you actually submit your visa application. We will try our best to keep this information as up-to-date as possible.**

Please give special attention to the instructions in the outline below and make sure you follow the procedures specified. Failure to do so may delay your China visa application and could increase the cost of the process.

## **China Visa Outline**

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## I. Passport Requirements

**Your passport should meet these requirements for your China trip:**

- It should be valid for at least **6 months** after your scheduled entry date into China
- It should have at least **2 blank pages**—one to affix the China visa sticker and one for an entry/exit/security check stamp
- The blank pages must be labelled "Visas" at the top. Pages labelled "Amendments and Endorsements" are not acceptable
- It must be signed (parents/guardians may sign for minors) to be valid

Your passport must be physically submitted, either by yourself or your representative, to the China Consulate in order to get a China visa, which is affixed to your passport.

Please take a moment to check if your passport meets all of these requirements. If not, you could be refused entry into China. And if that happens, you might be required by China Customs to return to the U.S. immediately, **which would be at your own expense.**

## II. China Visa Information

A China visa can only be obtained prior to entering China (PRC). Your tourist visa (Type L) will be good for up to 30 days after the entry date to China. The 30-day visa is activated on the date you enter China rather than on the date of issuance. You must enter China **within 3 months** (or six months as specified on the Visa) after the date of issuance, or the visa will expire.

### Number of Entries

If your trip includes Hong Kong, you will need a double-entry visa; if your tour does not include Hong Kong, a single-entry visa is sufficient. *Please note* that the actual number of entries granted to you is at the sole discretion of the China Consulate.

### Visa Application Fees

The China Consulates charge a flat fee of \$140 for single/double/multiple-entry visas for regular service (4-5 business days).

### Holders of H1 or L1 Visas or a Green card (not applicable to Canadian passport holders/residents)

If you are a U.S. resident holding a green card, you MUST make a clear copy of both sides of your green card and submit it with your actual passport and China Visa Application form. For U.S. residents holding H1 and L1 visas, the procedure to obtain a China visa is the same as the procedure for green card holders. Please copy these visas and bring the copy along with your application form.

### Visa Requirements to Hong Kong

U. S. and Canadian citizens are not required to have a visa when traveling to Hong Kong and Macau if your stay in these destinations is less than 90 days in duration.

If you are a non-U.S. or non-Canadian citizen and your tour includes Hong Kong, it is your sole responsibility to find out the visa requirement to Hong Kong and obtain the correct document to enter Hong Kong on your own. You should later notify World Spree regarding this issue after you obtain your visa to Hong Kong.

If you are a **Chinese passport holder** and your tour includes Hong Kong, you will need to take care of your visa to Hong Kong on your own. World Spree is NOT responsible for any information or advice provided to you regarding the legal documents and visa requirement to enter Hong Kong and back to China. *Please note:* The visa requirements for Chinese passport holders to Hong Kong and back to mainland China may change at any time without prior notice.

### **A. China Visa Application Procedure**

In the U.S., China has an embassy in Washington DC and consulates in Los Angeles, San Francisco, Chicago, Houston and New York. Please find the detailed address and contact information later in this document. This table will also specify which consulate offices will handle certain states. You may submit your visa application at any of these consulates.

Please be advised that the China Consulate does not accept mail-in visa applications due to increased security measures. If you choose to handle the visa application yourself, you must physically present your application and documents to the China Consulate, or entrust someone to handle the application on your behalf.

It takes 4 to 5 business days for the consulate to process a visa application and rush fees will apply if you require an express service.

### **China Visa for applicants who were born in mainland China, Hong Kong, Macau and Taiwan**

If you were born in mainland China, Hong Kong, Macau or Taiwan, but hold a U.S./Canadian passport, you may be required by the China Consulate to submit further documents for a China visa. *Note:* The extra documents listed below are in addition to the general documents required to obtain a China visa.

If you have an old China visa in an expired passport, you will need to bring this along with your current passport and completed China Visa Application form with a photo.

If you do not have an old China visa, the Consulate may require the following:

1. Your original Mainland China, Hong Kong, Taiwan, Macau passport with your name in Chinese characters (not a copy)
2. A copy of your U.S./Canadian Naturalization Certificate

3. If your name has changed since living in Mainland China, Hong Kong, Macau or Taiwan, a copy of the name change document, or a copy of the marriage certificate is required

The Chinese consulate charges a flat fee of \$140 for single/double/multiple-entry visas for regular service. You can pay with a credit card (Visa and MasterCard only), money order, cashier's check or company check. Cash or personal checks are not acceptable. Please contact the Chinese consulate to verify the updated form of payment before you go.

If you would like to handle the China visa application yourself and your China tour **includes Tibet, you will need to send us a copy of your passport information and China visa pages** so we can handle the Tibet Permit for you. **DO NOT MENTION ENTERING TIBET ON YOUR CHINA VISA APPLICATION.**

### **B. China Visa by Yourself**

If you are handling the China visa on your own, you will need to submit the following documents:

- 1) An official invitation letter from World/China Spree's China local tour agency
- 2) Your China tour itinerary
- 3) Airline ticket or e-ticket itinerary
- 4) Your ACTUAL passport:
  - Must be valid for 6 months after the scheduled entry date to China
  - Must have at least 2 blank pages to affix the visa and for the entry/exit stamps
  - Must be signed (parents/guardians may sign for minors)
- 5) One recent passport-size photo
  - One 2x2, color or black and white, glued to the China Visa Form (take care that any liquid glue is allowed to dry) Please **do not** trim the 2x2 photo to fit the box on the visa application. The photo should be a bit larger than the box. Extra photos are not needed.
  - Have a plain white background
  - Be bare headed, and show a full front view of the person's head
  - Cannot be scanned. Digital images must be produced on glossy paper
- 6) A completed, signed and dated China Visa Application Form – **MUST BE TYPED, NOT HAND WRITTEN.** Must include the original signature on the last page (not a copy).

- 7) A copy of Birth Certification for travelers of 18 years and under
- 8) NEW REQUIREMENT – Photo Copy of your passport (Photo and Signature pages)
- 9) NEW REQUIREMENT – Copy of ID/Drivers License/Student ID. Must have permanent home address on it (The address filled in the application form MUST match this address)
- 10) NEW REQUIREMENT – For applicants under 18, please provide all documents above, **plus** birth certificate and copies of parents’ passports or parents’ birth certificates (Parents shall sign on behalf of minor children on the last page of application)
- 11) NEW REQUIREMENT - Effective immediately, **the Consulate of China in New York** requires applicants who are applying for a tourist visa and are self-employed to include a brief letter containing the company profile and job description. This is an informal letter and should be included with your visa application. This new requirement is valid for all nationalities.
- 12) NEW REQUIREMENT - Effective immediately, **the Consulate of China in Toronto** requires travelers applying for tourist visas to include a personal letter that states the traveler will not conduct or engage in any business activities while in the country. This new requirement is valid for all nationalities.

### **C. China Visa & Instruction Forms Download**

The first three documents are readily available in your *Private Member Area*, and you can print them out following the procedure below:

- Log into the *Member Area* with your username (your email address) and password (from the tour confirmation email China Spree sent you after you made the deposit payment)
- Inside the *Member Area*, click the “China Visa Docs” link on the left menu bar and print these documents to process the China visa on your own. Due to large tour volumes, China Spree cannot mail or email these documents to you. Thank you for your cooperation.

Note: These documents are all World Spree can provide for you if you would like to handle your visa on your own. Chinese consulates may require additional documents/information from you.

### **III. Common Mistakes in Preparing China Visa Applications**

To avoid unnecessary delays with your visa application, here are a few common mistakes to avoid:

- Both your passport and your visa application must be signed. *Please note* that the applicant's signature line is in the middle of page 4 of the China visa application. The signature space at the bottom of page 4 is only used when another person (such as a parent) completes the application on behalf of their child. Parent's signature is required for travelers under 18 years of age. (*See parts 4 and 5.*)
- Foreign nationals residing in the U.S. must submit a copy (both sides) of their U.S. Alien residency card along with their China visa applications.
- Photos should be affixed to the space indicated on the first page of the visa application, not to the top margin, or to other pages.
- A copy of your photo taken from a passport, with its security devices, is **not** acceptable as a visa photo.
- Passport needs to have at least 2 blank pages to affix the visa. Amendment/endorsement pages do not count. Please check your passport before you send it.
- Section 3.6 (major family members) on the visa application form needs to be filled in - even if you travel alone or your family members do not accompany you on the China trip. Please provide your spouse's, children's, parents' or siblings' information where applicable.
- If you are self-employed, you must specify nature of the job. Please provide your business name, mailing address and phone number on section 3.5 of *current employer information*.

Please provide special attention to the issues listed above, as such mistakes occur frequently. Also, please note that China Spree is not in a position to verify or check visa applications for accuracy or completeness. Each traveler is responsible for making sure that the China Visa Application Form is completed correctly, and his or her passport is valid for the intended period of travel is properly signed and has enough blank pages for whatever visas are required. Failure to do so will delay your China visa application and could increase the cost of the process.

#### **IV. How to Complete China Visa Application Forms**

For potentially sensitive information - such as occupation (government employee, journalist etc.) and criminal records - use your own judgment and common sense. *Please note* that China Spree cannot advise you or offer any kind of suggestions to you on how to fill out that information and/or answer those questions.

Visa applications must be typed either on a computer or by manual typewriter. The visa application form on our website is a PDF with fields that accept typed input and can then be printed. In order to use this PDF form, you will need to download the updated

Adobe Reader and install Chinese Language support. Adobe Reader will prompt you to do so when you open this document because the original form is created using both Chinese and English.

### **Part 1: Personal Information**

- 1.1. *Your name as on your passport:* Surname is your last name, and given name is your first/middle name
- 1.2. *Name in Chinese:* Input NA if you don't have a Chinese name
- 1.3. *Other names:* e.g. maiden name or other aliases
- 1.4. *Sex:* (Gender)
- 1.5. *DOB:* (Date of Birth)
- 1.6. *Current nationality:* U.S. or Canadian citizen
- 1.7. *Former nationality:* If applicable
- 1.8. *Place of birth:* City, state, providence, country
- 1.9. *Local ID/Citizenship number:* Input your U.S. /Canadian driver's license number
- 1.10. *Passport/Travel document:* Select "Ordinary" if applicable
- 1.11. *Passport number:* From passport
- 1.12. *Date of issue:* When the passport was issued
- 1.13. *Place of issue:* This is actually the "Authority" such as National Passport Center, etc.
- 1.14. *Date of expiry:* Expiration date of passport
- 1.15. **Current occupation:** It's a tricky question. Choose one from the following: *Business person, Company employee, Industrial/Agricultural worker, self-employed* (must specify nature of the job) or *Retired*. Doing otherwise may complicate your visa application
- 1.16. *Education:* Degrees, certificates, etc
- 1.17. *Employer/School:* Please refer to 1.15. If you are "Retired" or "Self-employed" you can provide your home address



- 1.18. *Home address:*
- 1.19. *Zip code:*
- 1.20. *Home/mobile phone number:*
- 1.21. *Email address:*
- 1.22. *Marital status:* Married, single, divorced, widowed
- 1.23. *Major family members:* Your spouse, children, siblings and parents, where applicable, **even though they may not accompany you on this trip**
- 1.24. *Emergency contact:*
- 1.25. *Country or territory where the applicant is located when applying for the visa:*

## **Part 2: Travel Information**

- 2.1. *Major purpose of your visit to China:* Check "Tourism"
- 2.2. *Intended number of entries:* China Consulates charge the American passport holder a flat fee for single/double/multi-visa, so check "multiple entry valid for 12 months" even if you only need a single visa. **This does not apply to Canadian passports.**
- 2.3. *Are you applying for express service?* Leave this blank.
- 2.4. *Expected date of your first entry into China:* The second day is the beginning of your tour. For example, if you leave the U.S. on July 3rd, 2015, you then arrive in China on July 4th, 2015.
- 2.5. *Your longest intended stay in China:* The actual duration of your tour. For example, 21 days for 21-Day China Panorama.
- 2.6. *Itinerary in China (in time sequence):* The hotel check-in date and address for your specific itinerary is available at the Member Area on China Spree's website. Instead of contacting China Spree, please refer to the Hotel Information page by logging into your Member Area. We prepare the hotel list for your convenience. You may delete the cities which are not included in your actual itinerary. *Please note:* The hotels we have entered are solely for the benefit of the China Consulate and may not be the hotels you actually stay in. Remember don't input "Tibet, Urumiqi, Kashigar, or Turpan" because that may complicate your visa application.
- 2.7. *Who will pay for your travel and expenses during your stay in China:*

- 2.8. *Information of Inviter in China:* We have completed this for your convenience
- 2.9. *Have you ever been granted a Chinese visa?*
- 2.10. *Other countries or territories you visited in the past 12 months:* List any countries or territories you have visited here

### **Part 3: Other Information**

3.1-3.7. Complete as it is – no need to fill in any information

3.8. This section applies only in rare instances when more than one person shares the same passport. Usually a parent and a small child

### **Part 4: Signature and date**

You must sign and date it to validate your application. Parent's signature is required for children under the age of 18

**Part 5:** *If the application is completed by another person on the applicant's behalf:* Complete as it is. Parents must sign for travelers below 18 years old.

### **China Visa Attachments**

China Visa Checklist:

- Tour itinerary,
- Airline ticket (E-ticket itinerary)
- Invitation letter
- Original Passport (Valid for at least 6 months)
- Photocopy of the passport
- Application Form. **MUST BE TYPED**, not handwritten. **MUST** include the original signature on the last page. A copy or scanned copy is not acceptable
- NEW** - Copy of ID/driver's license/student ID with home/permanent address (The address filled in the Application Form **MUST** match this address)
- 2x2" passport photo
- For applicants under 18, please provide all documents above, plus birth certificate and parents' passport copies or parents' birth certificates (Parent/guardian must sign on behalf of the child on the last page of application form)



You may need [Adobe Reader](#) to view and print some of the PDF documents.

\* Please click "Yes" when you are asked to download "Chinese or Asian language" software in order to view the following PDF file.

1) **Link** for the completed [China Visa Application Form](#).

2) **Tour Itinerary:** The tour itinerary should be printed from your Member Area – Travel Documents – Itinerary link. If your itinerary includes Tibet, please contact us for your itinerary at [docs@worldspree.com](mailto:docs@worldspree.com) for a customized document as it can not show on your itinerary or your visa application could be denied or seriously delayed.

3) **E-ticket:** You can also print out the E-ticket at the link in your Member Area – Travel Documents – E-ticket.

*Please note:* This E-ticket is not a real airline ticket. The flight number and schedule may not be up-to-date. It is created solely for the purpose of your China visa application. The final flight schedule will be sent to you with the final travel document about 2 weeks prior to departure date.

4) **Your Invitation Letter** is incorporated into a single document and can be download in your Member Area – Travel Documents – Invitation Letter.

5) **Hotel Information:**

You will need this hotel information to complete Part 2.6 of the NEW China Visa Application Form.

We prepare the hotel list for your convenience and it can be download in your Member Area – Travel Documents – Hotel List.

*Please note:* The hotels we have entered are solely for the benefit of the China Consulate and may not be the hotels you actually stay in. Remember, do not include "Tibet" as that may complicate your visa application. The final hotel information will be sent to you with the final travel document about 2 weeks prior to departure date.

## V. China Consulates in U.S. and Canada

### China Consulates in U.S.

Offices	States	Contact	Office Hours
Los Angeles Office  Add: 500 Shatto Place, 3rd	Southern CA HI, AZ, NM	Tel: 213-807-8006 Fax: 213-380-1961	Monday-Friday 9:00am-12:00pm 12:30pm-3:00pm
San Francisco Office  Add: 1450 Laguna Street	Northern CA AK, OR, NV, WA	Tel: 415-674-2940 Fax: 415-563-4861 TTY: 415-674-2900	Monday-Friday 9:00am-2:30pm
Chicago Office  Add: 100 West Erie Street	IL, IN, MI, MN, WI, IA, MO, KS, CO	Tel: 312-803-0095 Fax: 312-803-0122	Monday-Friday 9:00am-12:00pm 1:00pm-2:30pm
New York Office  Add: 520 12th Ave. New York,	NY, PA, MA CT, VT, RI, ME, NJ, OH, NH	Tel: 212-868-2078 Fax: 212-465-1745	Monday-Friday 9:00am-12:00pm 1:00pm-2:30pm
Houston Office  Add: 3417 Montrose Blvd.	TX, LA, MS, AL GA, FL, AR, OK	Tel: 713-521-9589 Fax: 713-521-0237 TTY: 713-521-7459	Monday-Friday 9:00am-11:30pm 1:30pm-3:00pm
China Embassy  Add: 2201 Wisconsin Ave. NW	DC, TN, WY, VA NC, SC, ND, SD NE, KY, IA, MD MT, DE	Tel: 202-338-6688 Fax: 202-588-9760	Monday-Friday 10:00am-12:00pm 1:00pm-3:00pm

Please verify the address, form of payment, office hours, and download the **updated** forms before you go!

## China Consulates in Canada

Please verify the address, form of payment, office hours, and download the ***updated*** forms before you go!

Offices	States	Contact	Office Hours
Ottawa Embassy  Address: 515 St Patrick St,	Ottawa Region,  Newfoundland & Labrador,	Tel: <a href="tel:(613)789-3434">(613) 789-3434</a> Fax: (613) 789-1414	Monday-Friday 9:00am-12:00pm 12:30pm-3:00pm
Montreal Office  Address: 2100 Rue Sainte-	Quebec & New Brunswick	Tel: <a href="tel:(514)419-6748">(514) 419-6748</a> Fax: (514) 878-9692	Monday-Friday 9:00am-2:30pm
Toronto Office  Address: 240 St George St	Ontario and Manitoba	Tel: <a href="tel:(416)964-7260">(416) 964-7260</a> Fax: (416) 324-6468	Monday-Friday 9:00am-12:00pm 1:00pm-2:30pm
Calgary Office  Address: 1011 6th Ave. S.W.	Alberta, Saskatchewan and Northwest Territories	Tel: <a href="tel:(403)264-3322">(403) 264-3322</a> Fax: (403) 264-6656	Monday-Friday 9:00am-12:00pm 1:00pm-2:30pm
Vancouver Office  Address: 200A-1595 West	British Columbia and Yukon Territory	Tel: (604) 734 – 0704 Fax: (604) 734 – 0311	Monday-Friday 9:00am-11:30pm 1:30pm-3:00pm