Passport & China Visa Instructions
(U.S. Version)
Exclusively Prepared for China Spree Travelers

All foreign nationals (except for China passport holders) traveling to the People’s Republic of China (PRC) must travel with a valid passport and a visa obtained prior to entering the country.

China Spree can only handle China visa application for U.S. or Canadian passport holders or passengers residing in U.S. or Canada. Foreign nationals residing outside the U.S. or Canada must get their own China visa.

Policies and requirements of China visa application specified in this file may change from the time you view it to the time you actually submit your visa application. It is very important that you check and download the current and up-to-date Passport & China Visa Instructions and China Visa Application Form at Forms Download page at ChinaSpree.com before you apply for the China visa.

If you are getting your own visa, it is your responsibility to know the current and updated information and forms needed for Chinese Consulate to obtain your visa. Additional supporting documents may be required.

Please provide your special attention to the instructions 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.

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NEW China Visa Application Form

Update on September 4, 2013

Effective September 1, 2013 China Consulates adopted a NEW China Visa Application Form, which requires more detailed information compared to the old version.

The grace period for using the old form was granted and the old form must be submitted to reach China Spree office by September 16th, so we can submit it to China Consulate no later than September 20th.

For China Spree promotional tours (Under "Specials" travel category) with departures before Dec. 1st, 2013, you can still use the old form. For departures after Dec. 1st, you must use the NEW visa application form.

Compared to the old visa application form, the NEW form features hotel information section, which you must provide your check-in date, hotel name and address in time sequence of your visit. Instead of contacting China Spree office for this information, you should complete this section with the Hotel Information page readily available and specific to your tour itinerary by logging into your Member Area, then click China Visa Docs link.

As of September 1, 2013 the China Consulate no longer accepts visa applications filled out by hand. 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 must 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.
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*Currently China Consulate requires additional supporting documents for those who were born in Mainland China, Hong Kong, Macau and Taiwan. Please refer to section below entitled China Visa applicants who were born in mainland China, Hong Kong, Macau, and Taiwan for details.

Passport Requirement

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 labeled “Visas” at the top. Pages labeled “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 to the China Consulate in order to get a China visa (which is affixed to your passport), either via China Spree, by yourself, or your representative.

Please take moment to check if your passport meets all of these requirements. If not, you could be denied of China visa, or even 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.

If you need to renew your passport or get extra pages:

Contact the National Passport Information Center (NPIC) at 1-877-487-2778, or visit their website at www.travel.state.gov for information on obtaining a new passport, renewing your existing passport, or for additional pages. Many local post offices carry forms for renewing by mail or obtaining extra pages. Allow several weeks for processing your passport.

NOTE: When updating your passport, it is worthwhile to check the prices on all the different services that might apply to you. For example, it might be less expensive to renew your passport than to have pages added, depending on the number of pages you need.
China Visa Information

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. However, since the China Consulates charge a flat fee for a single/double/multiple entry visa, China Spree will usually apply for multiple entry visas for our customers. Please note that the actual number of entries granted to you is at sole discretion of China Consulate.

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

If you prefer to have China Spree obtain a visa for you, a nominal $40 visa processing fee will be added on top of the consulate charge amounting to $180 for single/double/multiple entry visa, and is an added service for China Spree customers. Please note that you must participate in 1 of China Spree’s tours to be eligible for using our visa handling service. China visa fee is not part of the tour fare and is subject to change without prior notice. The visa payment is non-refundable once the visa is granted.

Non-U.S. Passport Holders
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 same as the procedure for green card holders. Please copy these visas and send the copy to us with your application form.

Visa Requirement to Hong Kong
U. S. & 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 non-U.S. & non-Canadian citizens 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 China Spree regarding this issue after you obtain your visa to Hong Kong.

If you are Chinese passport holder and your tour includes Hong Kong, you must take care of your visa to Hong Kong on your own. China 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 requirement for Chinese passport holders to Hong Kong and back to mainland China may change at any time without prior notice.
China Visa Application Procedure

China has an embassy in Washington DC and consulates in Los Angeles, San Francisco, Chicago, Huston, and New York. Please find the detailed address and contact information below. You may submit your visa application at any of these consulates. Please be advised that China Consulate does not accept mail-in visa application 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 five 5 business days for the consulate to process a visa application and rush fees apply if you require an express service.

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

If you were born in mainland China, Hong Kong, Macau, and 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, that is all you need. Please send the old passport with the old visa to China Spree along with your visa application kit, and we will submit the old documents with your visa application, which includes your current passport, and completed China Visa Application form with a photo.

If there is no 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, and Taiwan a copy of the name change document, or copy of the marriage certificate is required.

We regret any inconvenience this may cause, but these are requirements made by the China Consulate and are beyond the control of China Spree.

It is your responsibility to read and understand the requirements of Chinese Consulate BEFORE making your deposit. Once deposit is made regular cancellation policies apply. Also take note that these requirements are subject to change by the Chinese Consulate and China Spree does not have any control over when and how these requirements may change.
China Visa By China Spree

If you choose to have China Spree handle your visa application, you must mail your actual passport, the completed and signed China Visa Application Form with one 2x2 passport photo glued to the form, along with your balance payment check (where applicable) to our company by balance payment due date (about 75 days prior to departure date) as specified on the invoice. Please don’t mail out your passport too early in case you need it to travel abroad. China Visa is only valid for 3 months; therefore we will not process the visa application until about 75 days prior to departure date. If you cannot send the passport to us in a timely manner due to your other travel arrangements, please contact us for details.

Your passport and China visa will be returned to you, using FedEx, with other travel documents about 2 weeks prior to departure. Signature is required upon delivery. If you request the passport being processed or returned to you sooner, additional service and mailing fees apply.

We strongly encourage you to mail your passport and visa application to the following address, using a traceable delivery method such as FedEx or UPS.

China Spree Travel
2320 130th Ave. NE, Suite 200
Bellevue, WA 98005
Phone: 425-556-8888 Ext. 20 or 23

You must provide the following items in order for China Spree to handle your visa application.

1) Your ACTUAL passport:
   - Be valid for 6 months after the scheduled entry date to China.
   - Have at least 2 blank pages to affix the visa and for the entry/exit stamps
   - Be signed (parents/guardians may sign for minors)

2) 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 a glossy paper

3) A completed, signed and dated China Visa Application Form.

4) A copy of Birth Certification for travelers of 18 years and under.

Return Your Passport & China Visa

Your passport and China visa will be returned to you via FedEx or U.S. Postal Service priority mail along with other travel documents about 2 weeks prior to departure. The FedEx/USPS tracking number will be sent to you by email when the waybill is created. Please note that a signature is required upon delivery, so someone must be available to sign for the packet when it arrives. Rerouting the FedEx/USPS packet to a different address after it has been sent is NOT possible.

All packets sent to Puerto Rico will be sent via U.S. Postal Service priority mail. A signature will be required if passports are included. Packets sent to foreign addresses, except Canada, are by special arrangement only, and extra charges will apply.
China Visa By Yourself

P. R. China has an embassy in Washington DC and consulates in Los Angeles, San Francisco, Chicago, Huston, and New York. Please find the detailed address and contact information in the table below; this table will also specify which consulate offices will handle certain states. Please be advised that China Consulate do not accept mail-in visa application 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 a rush fee applies if you require express service.

China Consulate charges a flat fee of $140 for single/double/multiple entry visa for regular service. You can pay with credit card (Visa and Master only), money order, cashier's check or Company Check. Cash and personal check are not acceptable. Please contact China Consulate to verify the updated form of payment before you go.

If you would like to handle China visa application yourself and your China tour includes Tibet, you must send us a copy of your passport information and China visa pages so we can handle the Tibet Permit for you.

You may be required to submit additional documents, please read further information at China Visa Docs at the Member Area.
China Consulates In The U.S.

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

<table>
<thead>
<tr>
<th>Offices</th>
<th>States</th>
<th>Contact Information</th>
<th>Office Hours</th>
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<tbody>
<tr>
<td><strong>Los Angeles Office</strong></td>
<td>Southern CA</td>
<td>Tel: 213-807-8006</td>
<td>Monday-Friday 9:00am-12:00pm</td>
</tr>
<tr>
<td>Add: 500 Shatto Place, 3rd Floor, Los Angeles, CA 90020</td>
<td>HI, AZ, NM</td>
<td>Fax: 213-380-1961</td>
<td>12:30pm-3:00pm</td>
</tr>
<tr>
<td></td>
<td>Northern CA</td>
<td>Tel: 415-674-2940</td>
<td>Monday-Friday 9:00am-2:30pm</td>
</tr>
<tr>
<td><strong>San Francisco Office</strong></td>
<td>AK, OR, NV, WA</td>
<td>Fax: 415-563-4861</td>
<td></td>
</tr>
<tr>
<td>Add: 1450 Laguna Street</td>
<td>TTY: 415-674-2900</td>
<td>(automated service)</td>
<td></td>
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<tr>
<td>San Francisco, CA 94115</td>
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<tr>
<td><strong>Chicago Office</strong></td>
<td>IL, IN, MI,</td>
<td>Tel: 312-803-0095</td>
<td>Monday-Friday 9:00am-12:00pm</td>
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<tr>
<td>Add: 100 West Erie Street</td>
<td>MN, WI, IA,</td>
<td>Fax: 312-803-0122</td>
<td>1:00pm-2:30pm</td>
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<tr>
<td>Chicago, IL 60610</td>
<td>MO, KS, CO</td>
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<tr>
<td><strong>New York Office</strong></td>
<td>NY, PA, MA</td>
<td>Tel: 212-868-2078</td>
<td>Monday-Friday 9:00am-12:00pm</td>
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<tr>
<td>Add: 520 12th Ave.</td>
<td>CT, VT, RI</td>
<td>Fax: 212-465-1745</td>
<td>1:00pm-2:30pm</td>
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<tr>
<td>New York, NY 10036</td>
<td>ME, NJ, OH, NH</td>
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<tr>
<td><strong>Houston Office</strong></td>
<td>TX, LA, MS, AL</td>
<td>Tel: 713-521-9589</td>
<td>Monday-Friday 9:00am-11:30pm</td>
</tr>
<tr>
<td>Add: 3417 Montrose Blvd.</td>
<td>GA, FL, AR, OK</td>
<td>Fax: 713-521-0237</td>
<td>1:30pm-3:00pm</td>
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<tr>
<td>Houston, TX 77006</td>
<td></td>
<td>TTY: 713-521-7459</td>
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<tr>
<td><strong>China Embassy</strong></td>
<td>DC, TN, WY,VA</td>
<td>Tel: 202-338-6688</td>
<td>Monday-Friday 10:00am-12:00pm</td>
</tr>
<tr>
<td>Add: 2201 Wisconsin Ave. NW #110, Washington, DC 2007</td>
<td>NC, SC, ND, SD</td>
<td>Fax: 202-588-9760</td>
<td>1:00pm-3:00pm</td>
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<td>NE, KY, IA, MD</td>
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Common Mistakes In Preparing China Visa Application

You must download and read Passport & China Visa Instructions before you fill in the China Visa Application Form. If you have any question regarding any specific section (such as name/contact of the Inviter, residences and phone number during your stay in China, etc.) on the Visa Application Form, you should refer to "How to Complete China Visa Application Form" in the Instruction file.

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.
- Foreign nationals residing in the U.S. must submit a copy (both sides) of their U.S. Alien 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 page 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 visa application form needs to be filled in, even you travel alone or your family members do not accompany you on the China trip. Please provide your spouse, children, parents or siblings information where applicable.
- If you are self-employed (must specify nature of the job) or if you own a Business , provide your Business name, address and phone number

Please provide your special attention to the issues listed above, as such mistakes occur frequently, causing China Spree to take additional time and attention to fix such mistakes, and incurring additional expenses. 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.

Note that you must participate in China Spree tours to be eligible for using our visa handling service. If you would like to handle your own visa application, you should send us a copy of your passport for our records. Visa application fees are non-refundable.
How to Complete China Visa Application Form

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.

China Consulates prefer the visa applications 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 must 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
1.5 DOB (Date of Birth)
1.6 Current nationality
1.7 Former nationality if applicable
1.8 Place of birth
1.9 Local ID/Citizenship number: input your U.S. /Canadian driver license number
1.10 Passport/Travel document: select "Ordinary" if applicable
1.11 Passport number
1.12 Date of issue
1.13 Place of issue: This is actually the “Authority” such as National Passport Center, etc.
1.14 Date of expiry
1.15 **Current occupation:** It’s a tricky question. Choose one from the following: Businessperson, Company employee, Industrial/Agricultural worker, self-employed (must specify nature of the job), Retired. Doing otherwise may complicate your visa application.
1.16 Education
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
1.21 Email address
1.22 Marital status
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 passport.
2.3 Are you applying for express service: leave it blank, we will complete it for you.
2.4 **Expected date of your first entry into China:** The second day is the beginning of your tour. For example, you leave 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 website. Instead of contacting China Spree please refer to the Hotel Information page by logging into your Member Area, then click China Visa Docs link. We prepare the hotel list for your convenience. You may wipe out the cities which is 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, Urumqi, Kashgar, or Turpan” 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 it 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

**Part 3: Other Information**

3.1-3.7 Complete as it is
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. You must sign for client below 18 years old.

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