

TOURIST VISA APPLICATION

Passport Requirements: Send us your original, signed passport valid for 6 months beyond stay, and with at least one blank visa page available for visa stamp(s). The Amendment pages in the back of the passport cannot be used for visa stamp.

We recommend that you do not use the United States Postal Service for mailing passports. You will be contacted by our office upon receipt of your passport. Once the Visa process has been completed, you will again be contacted by our office with the shipping information.

Visa Application Form: One visa application form per applicant properly completed and signed. Signature must be original on the application. Improperly completed forms may delay the processing of your visa.

Photo Requirements: One recent 2 x 2 passport type photograph(s), in color, front view and with a plain/light background.

China Visa Fee Form: All applicants must fill out one copy of the Chinese Visa Fee Form for travNET.

Visa Validity: Single entry visas are to be used before the stated “Enter before” date of issue on the Visa. Double entry visas can be issued for 3 or 6 months, but usually 3 months. Multiple entry visas are based on the invitation letter for either 6 or 12 months. ****Please Note, once approved; applicants must enter China prior to the Visa Validity date. The Visa will state what date the applicant must enter the country by. If the applicant does not enter the country by the stated “Enter before” date, the Visa is no longer valid.**

Visa Processing Time: Visas are usually processed in 4 business days. Rush and Emergency service may be available for additional fees.

Non-refundable tickets or reservations should not be purchased until all visas and passports are secured and in your possession.

Non US Passport holders: Applicants should apply for visas from the Chinese Embassy or Consulates in their home country. If applicants need to apply for visas in our Consulate, they need to provide proof of their valid status of long term residency in the US, e.g. green card or valid visas, and a bank statement. Our Consulate does not accept individual tourist visa applications from non US passport holders. **There is no multiple entry for non-US passports.**

BUSINESS VISA APPLICATION

Passport Requirements: Send us your original, signed passport valid for 6 months beyond stay, and with at least one blank visa page available for visa stamp(s). The Amendment pages in the back of

the passport can't be used for visa stamp.

We recommend that you do not use the United States Postal Service for mailing passports. You will be contacted by our office upon receipt of your passport. Once the Visa process has been completed, you will again be contacted by our office with the shipping information.

Visa Application Form: One visa application form per applicant properly completed and signed. Signature must be original on the application. Improperly completed forms may delay the processing of your visa.

Photo Requirements: One recent 2 x 2 passport type photograph(s), in color, front view and with a plain/light background.

Business Letter: Letter from employer or sponsoring company, on company letterhead, introducing the applicant, indicating the applicant's employment status/position held in the company, and clearly stating the purpose of visit to China. The business letter must also indicate who will be financially responsible for the applicant, provide detailed contact information in host country, and specify the number of entries being requested.

Instructions for preparing a BUSINESS LETTER (required for all business visas)

Letter must be **TYPED on the COMPANY LETTERHEAD** which is sponsoring the applicant.

Letter must be addressed to the appropriate Embassy or Consulate. Chicago's Chinese Consulate address is 1 East Erie Street, Suite 500, Chicago, IL 60611

The first paragraph of the body of the letter should introduce the applicant and state the specific nature of business to be conducted.

The next paragraph should indicate the names of companies and persons to be contacted by the applicant in the country, along with the address of contact(s).

Guarantee of financial support for the applicant must be stated -- i.e.; XYZ Company guarantees financial responsibility for Mr. Smith while in your country.

The letter must be signed by someone other than the applicant, with their name and title typed below. It does not necessarily have to be signed by an officer of the company.

One business letter per applicant is required for each embassy or consulate.

China Visa Fee Form: All applicants must fill out one copy of the Chinese Visa Fee Form for travNET.

Visa Validity: Visas are issued based on the consulate's discretion. ****Please Note**, once approved; applicants must enter China prior to the Visa Validity date. The Visa will state what date the applicant must enter the country by. If the applicant does not enter the country by the stated "Enter before" date, the Visa is no longer valid.

Visa Processing Time- Visas are usually processed in 4 business days. Rush and Emergency service may be available for additional fees.

Non-refundable tickets or reservations should not be purchased until all visas and passports are secured and in your possession.

Non US Passport holders: Applicants should apply for visas from the Chinese Embassy or Consulates in their home country. If applicants need to apply for visas in our Consulate, they need to provide proof of their valid status of long term residency in the US, e.g. green card or valid visas, and a bank statement. Our Consulate does not accept individual tourist visa applications from non US passport holders. **There is no multiple entry for non-US passports.**