



CHINA VISA APPLICATION PROCEDURES

PLEASE READ THE FOLLOWING INSTRUCTIONS AND INFORMATION CAREFULLY BEFORE COMPLETING THE VISA APPLICATION FORM!

PLEASE SEND THE THREE ITEMS LISTED BELOW PLUS A COPY OF THIS NOTICE WITH YOUR FINAL PAYMENT DIRECTLY TO OUR OFFICE AND NOT TO THE CHINESE CONSULATE! If your passport(s) and documents cannot be sent with your payment, please send them ASAP, but no later than 10 days before your departure date. It's best to send your passport(s) either by: 1) FedEx, 2) UPS, or 3) Express Mail through the post office. **Never** use regular, certified or registered mail because it is not safe or reliable. China Focus is **not** responsible for any lost passports. Please select how you would like to receive your passport(s) back:

OPTION 1: I want China Focus to keep my passport and I understand a representative from your office will deliver it in person at the SFO airport on the day of my departure. If I decide to pick it up at your office, I will be sure to call ahead to make an appointment.

OPTION 2: I want my passport to be sent by 2-day Federal Express along with my final package. If you choose this option, someone needs to be present to sign for the package. If you will not be home 2 weeks prior to your departure date, you may supply us an alternate address, such as your work address plus a daytime phone number. No additional shipping fees apply if your passports are shipped back with your final package. **Keep in mind that FedEx does not deliver to P.O. Box addresses!!!**

The following **3 ITEMS** are necessary in order to obtain your visa to China. It is very important to follow the directions carefully because the consulate will reject your application if any of the requirements below are not met entirely. Each person must complete a separate visa application form, which is attached with this notice. If you live nearby a Chinese Consulate (turn over for list), you have the option to obtain your own visa. Simply notify us so that we may adjust your invoice or issue a refund for the visa fee you have already paid. To ensure nothing is left out, please check off each box once you have verified/completed the item listed below:

1) ACTUAL PASSPORT. (For **non-U.S.** passport holders, send your actual passport **and** a copy of your resident alien card).

a) Must be **signed in order to be valid!** Parents/Guardians may sign for minors.

b) Must be **valid for at least six months** from the date of your departure from the U.S.

c) Must have **one full blank page** (pgs. 7-21) for a visa to be stamped in your passport.

(Anything beyond page 21 cannot be used because amendment and endorsement pages **do not** count).

2) ONE PASSPORT SIZE PHOTO in addition to the one in your passport. See other side for example of photo requirements. →

a) Photo must have a **completely white or light background** with no obstructions (people, furniture, trees, etc.).

b) Photo must be taken within the last six months with a full front view of your face (side views will not be accepted).

c) Photos **cannot** be scanned! If taken with a digital camera, it **must** be printed on glossy photo paper.

d) **Do not** affix (glue, tape, staple or paperclip) the photo to the visa form. We will take care of it for you.

3) A COMPLETED VISA APPLICATION FORM for each passenger (attached with this notice). Handwritten is allowed.

1.1-1.2: Must be completed.

1.3: Only complete if you were born in China, Hong Kong or Taiwan (must be in Chinese characters).

1.4: If you hold a U.S. Passport, input U.S.A. (not your ethnicity). If you are a non-U.S. passport holder (i.e. Canada, Mexico, India, British, Swedish, Dutch, etc.), input the proper passport you are currently holding.

1.5: Only complete if you are married and had a name change or if you went by any previous aliases.

1.6: Only complete if you used to hold a non-U.S. passport.

1.7: Enter your date of birth. Year, month and then day.

1.8: If you were born in China (Hong Kong and Taiwan do not count), you must provide a clear copy of either your:

1) Naturalization Certificate or 2) Certificate of Citizenship. Some cases may require more documents.

1.9-1.13: Must be completed. On section 1.12, Place of Issue is same as Authority on your passport.

1.14: Check the box that best describes your **CURRENT** occupation. If none apply, check "Other" and input "Retired" or your current job title. Call our office if your occupation is: 1) Staff of Media, 2) Clergy, 3) Lawyer or 4) Attorney.

2.1: Check the first box that states "Tourism."

2.2-2.4: Please skip this section, we will complete for you. If you are obtaining your own, see other side for instructions. →

2.5: Fill in a few cities from your tour itinerary (mainly Beijing & Shanghai). ****If you're on tour code YRD or ST, see remark below****

2.6: Do not check any boxes unless you intend to pay more for rushed services.

3.1-3.5: All questions must be answered. Only complete 3.6 if you answered yes to any of the questions between 3.1-3.5.

4.1-4.3: Must be completed unless you are retired. Section 4.2 cannot be left blank even if applicant is a student/minor.

4.5: Must be completed with your residential address. A P.O. Box address will be rejected!

4.4 and 4.6: Optional.

4.7-5.0: Leave this section blank.

6.1-6.4: Only complete if applicable (i.e. if the applicant is disabled or a minor).

7.0: **DON'T FORGET TO SIGN AND DATE AT THE BOTTOM OF THE FORM!**

** On section 2.5, for YRD, **don't input: Tibet or Lhasa.** For ST, **don't input: Tibet, Lhasa, Urumqi, Turpan or Dunhuang.** Your visa application will be rejected! Only fill in the following: Beijing, Xi'an, Wuhan, Yangtze River, Chongqing & Shanghai.

▶▶ **IMPORTANT NOTE** ◀◀ **Visas are normally applied for no later than 3 weeks prior to your departure date and sent back about 2 weeks prior. If you have another trip planned during this visa processing period and need your passport(s) back earlier, please attach details with this notice on exactly when you need your passport(s) back by, where to send it to plus a \$20 shipping fee per address. Keep in mind that once your visa has been obtained, it is non-refundable. Please supply an email address below if you would like to receive a tracking number from FedEx once the package leaves our office:**

If you have any questions, don't hesitate to contact us at 1.800.868.7244, Monday-Friday, 9am-5pm Pacific Time or send us an email at support@chinafocustravel.com. We truly appreciate your cooperation regarding this matter! ☺

CHINESE CONSULATES IN THE U.S.

List of All Chinese Consulates & Embassy Located in the U.S.	Resident of These States Must Apply at the Corresponding Office	Contact Numbers	Office Hours
San Francisco Office 1450 Laguna Street San Francisco, CA 94115	AK, CA (Northern), OR, NV, WA	Tel: (415) 674-2900* Tel: (415) 674-2940 Fax: (415) 563-4861	Monday-Friday 9:00am-12:00pm 1:00pm-3:00pm
Los Angeles Office 500 Shatto Place, 3rd Floor Los Angeles, CA 90020	AZ, CA (Southern), HI, NM, Pacific Islands	Tel: (213) 807-8006 Fax: (213) 380-1961	Monday-Friday 9:00am-12:00 12:30pm-3:00pm
New York Office 520 12th Avenue New York, NY 10036	CT, ME, MA, NH, NJ, NY, OH, PA, RI, VT	Tel: (212) 868-2078 Tel: (212) 244-9456 Fax: (212) 465-1745	Monday-Friday 9:00am-12:00pm 1:00pm-2:30pm
Chicago Office 1 East Erie Street, Suite 500 Chicago, IL 60611	CO, IL, IN, IA, KS, MI, MN, MO, WI	Tel: (312) 573-3070 Tel: (312) 803-0098 Fax: (312) 803-0122	Monday-Friday 9:00am-12:00pm 1:00pm-2:30pm
Houston Office 3417 Montrose Blvd. Houston, TX 77006	AL, AR, FL, GA, LA, MS, OK, TX, Puerto Rico (USA)	Tel: (713) 520-1462 Tel: (713) 521-7459* Fax: (713) 521-3064	Monday-Friday 9:00am-11:30am 1:30pm-3:00pm
Chinese Embassy 2201 Wisconsin Ave, NW #110 Washington, DC 20007	DC, DE, ID, KY, MD, MT, NC, ND, NE, SC, SD, TN, UT, VA, WV, WY	Tel: (202) 338-6688 Fax: (202) 588-9760	Monday-Friday 10:00am-12:30pm 1:00pm-3:00pm

NOTE: Phone numbers with an asterisk (*) denotes it is an automated service.

If you live near a consulate and decide to obtain your own visa, please follow the instructions on the reverse side. However, instead of mailing the 3 items to our office, you must drop them off in person at the corresponding consulate during their normal business hours. Effective as of May 1, 2003, all consulates no longer accept visa applications by postal mail due to security purposes. And as of May 1, 2008, you are required to go to the consulate listed for your state. For example, if you live in Florida, you must apply at the Houston office, but if you send your documents to us, we can apply for your visa regardless of where you reside in the U.S. If you are a non-U.S. resident/citizen, you must apply in your own country (i.e. Canada or Mexico). It is not necessary to make an appointment nor for each applicant to be present; therefore, one person is allowed to apply for the entire group. You will be given a receipt which indicates when the passport(s) are ready for pick up (normally within 4 business days). You are not required to pay the visa fee until your second trip to pick up the passports. Be sure to verify that the visa is issued in the correct name and number of entries before you leave the consulate. There have been instances where customers had to pay for new visa even though it was the consulate's mistake. If you decide to obtain your own visa, don't forget to indicate it on your reservation form or on a separate sheet of paper so that we do not charge you the processing fee.

If you decide to obtain your own visa, please enter the following for #2.2-2.6 on the visa form:

- #2.2: You may check either "Single entry valid for 3 months," "Multi-entry valid for 6 months," or "Multi-entry valid for 12 months." It's the same price for all 3 types, but your passport must be valid for the same length as the visa.
- #2.3: Enter the day after your departure date (i.e. if your tour departs on Jan. 1st, enter Jan. 2nd).
- #2.4: Enter the total number of days of your tour (i.e. if you're taking the Historic China tour, input 11 days).
- #2.5: List the cities (as many as possible in the space provided) on your itinerary in the order they're visited.
- #2.6: Only check one of these boxes if you intend to pay more for expedited services. An express visa costs \$20 more per person. A rush costs \$30 more per person. Otherwise, do not check any boxes and your visa will be processed in 4 business days.

IMPORTANT NOTE: If your passport is expired or due to expire, send it in for a renewal immediately because the normal process takes at least 6 weeks. If your tour is departing in less than 6 weeks, you must expedite the renewal.

EXAMPLE OF PASSPORT SIZE PHOTO (color or black & white) → →
Your head doesn't have to be the exact measurement as you see in the sample. Just be sure your head doesn't take up the entire 2" x 2" space. Your neck and part of your shoulders should be in the picture as well.

Chin to top of hair is from 1" (dotted line) to 1 3/8" (solid line) on passport photo.

