



## China Business Visa Requirements – Washington DC Embassy

This information applies to any US-based traveler living in the following States:

- Alabama
- Arkansas
- Delaware
- Florida
- Georgia
- Idaho
- Kentucky
- Louisiana
- Maryland
- Mississippi
- Montana
- Nebraska
- North Carolina
- North Dakota
- Oklahoma
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Virginia
- Washington DC
- West Virginia
- Wyoming

China Business Visas are typically issued for ten (10) years with multiple entries and stays up to 60 days in country, whereas non-US passport holders will be issued no more than a six- month double entry visa.

### Visa Overview:

The traveler will complete an online application, upload a recent passport photo, then print and sign the application. Further, the traveler will collect all supporting documentation listed below and the full kit (including the signed passport) is sent to our office where we will complete a final review and then submit the application.

### Documents Required:

- Signed passport – passport not expiring in the next 18 months.
- If a foreign national – provide a color photocopy of your green card, front and back; or your long-term visa (H1B, L1).
- One recent passport photo – no more than six months old.
- [Online China Application](#).
- Signed Where you Stay form – attached.
- Cancel current China visa form (if applicable) - attached.
- Previous Travel Information form – attached.
- Letter of Invitation from China with red chop – ([for LOI template, click here](#)).

Note: this invitation needs to be addressed to the Chinese Embassy or Consulate that serves your state, not you or your company.

- The original business company letter with logo and signed. ([for BCL template, click here](#)).
- Copy of Driver's License
- If you have had a previous China Visa and it is in a previous passport, the old passport must be submitted as well. The old passport will be returned with the new passport and visa.

### **Prep Process:**

- **Option 1** – Create the online application, when satisfied, submit, and print all documents and sign the first page below the two QRC codes, and then in section 9.1 (not 9.2), the last or second to last page, depending on how the application's last section was completed.
- **Option 2** – Create the online application, save the draft, and email the draft application ID and the passport number to us securely and we will review the documents, make changes (if we can), or advise what changes need to be made. Sharing the BCL, the LOI, and a scan of the passport is most helpful when reviewing the application.
- [Click here to upload files securely.](#)

### **Frequent Application mistakes to be aware:**

- US citizens don't have a National ID number. Leave this blank.
- All passports are issued at, and by, the US Department of State
- The applicant shouldn't have a termination date for current employment.
- The Chinese want to see at least ten (10) years of work experience (although they ask for only five (5) years of experience unless the applicant is in the first few years of their work carrier.
- Be sure to cite full titles (Chief Financial Officer, not CFO); a complete job description.
- If you need more room, fill out a subsequent employment form (attached).
- If there is a significant gap between when the applicant left school and their earliest job, this gap will need to be explained (unless the applicant was in the military)
- In the Itinerary section, if the flight has not been booked, you must list, "Not Booked Yet."
- Countries visited in the last five years must be listed (they'll go through the passport to check) • Best to leave volunteer work off the application unless you're ready to explain what each organization does, what the traveler's role is, and if payment is involved.

### **Next Steps:**

- Regardless of the option selected above, after the application is printed and signed then it should be sent to our offices along with the other supporting documents.
- After completing a manifest, we will send it to our offices and submit it on the next business day.
- The Chinese will give us a pick-up chit and we will return on that day to collect the passport.
- The passport will be scanned and sent to you securely and from there we'll ship back to the address you have provided to us.

### **Shipping Address:**

Marc Gilland  
Passport Visa Advisors  
250 N. Trade St, Ste 205  
Matthews, NC 28105  
704-246-6373  
[mgilland@passportvisaadvisors.com](mailto:mgilland@passportvisaadvisors.com)

PS: Make sure the passport is signed.

**Fees:**

- PVA - \$245 standard processing / \$295 rush processing
- PVA - \$95 (optional) – document review
- China - \$185 – 4–5-day processing, \$210 for 3–4-day rush processing.
- Shipping - \$40 x 2

We will send a QB link for payment purposes.

Let me know if you have any questions.

Best Regards,

Marc

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