



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
- Kentucky
- Louisiana
- Maryland
- Mississippi
- North Carolina
- Oklahoma
- Puerto Rico
- South Carolina
- Tennessee
- Texas
- Virginia
- Washington D.C.
- West Virginia

China Business Visas are typically issued for ten (10) years with multiple entries and stays up to 90 days in country, whereas non-US passport holders will be issued no more than a six- month double entry visa.

Three Steps to applying for your China Visa:

1. **Fill out the Form** below completely and save it to your computer.
2. **Gather and upload the following documents:**
 - Your original Signed Passport – valid for the next 18 months and with at least two blank visa pages side-by-side
 - A scan of your traveler's passport – showing your signature as well as your picture
 - A scan of two blank visa pages of your passport side-by-side
 - If a foreign national – a color scan of your Green Card, front and back; or your long-term visa (H1B, L1)
 - One recent passport photo – no more than six months old
 - Copy of your valid State issued Driver's License
 - A scan of all previous visas in your passport(s).
 - If you have a Chinese visa that is still valid or about to expire and it is not in your current passport, you must submit the original previous passport containing the visa. The Chinese Consulate will cancel the existing visa before issuing the new one. Your previous passport will be returned along with your current passport and the newly issued visa.

- If your Chinese visa has already expired, a clear scanned copy of the expired visa will be sufficient for your application.
- Former military may need to provide a copy of their military discharge documents.
- **For Business Applicants Only**
 - Letter of Invitation from a Chinese Sponsor with red chop – ([for LOI template, click here](#)).
Note: this invitation needs to be addressed to the correct consular jurisdiction, not you or your company.
- Either email all documents to e-visa@passportvisaadvisors.com or securely upload them by [clicking HERE](#).

3. **The Process** - once we receive all your documents, we will prepare your online visa application and upload your information and supporting documents to the Chinese visa portal for consideration.

After approximately 4–5 business days, the Chinese Consulate will review the digital application and notify us when they are ready to receive your physical passport.

At that time, we will personally submit your passport and application at the Chinese Embassy or Consulate. Once the passport is accepted, the official visa processing time begins.

When the visa has been issued, we will return to the Embassy or Consulate to collect your passport with the newly issued visa, pay the applicable visa fees, and securely ship the completed package back to you.

Please allow approximately two weeks for the entire process.

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China Visa Form

PVA Order Number (if available): _____

PERSONAL INFORMATION:

LEGAL NAME (Exactly as in Passport)

Last Name (Surname): _____

First Name (Given Name): _____

Middle Name (s): _____

If your name has legally changed due to marriage, divorce or court order etc. list your previous name(s) here.

Previous Legal Names:

BIRTH INFORMATION

Date of Birth (DD/MM/YYYY): ____ / ____ / ____

Country of Birth: _____

City of Birth: _____

State / Province of Birth: _____

Gender: ☐ Male ☐ Female

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

CONTACT INFORMATION

Full Residential Address (No P.O. Boxes)

Street Address: _____

City _____ State/ Province: _____ Zip Code _____

Home Phone: _____

Mobile Phone: _____ Email: _____

EMERGENCY CONTACT INFORMATION:

Full Name: _____

Relationship to Applicant: _____

Mobile Phone: _____ Email: _____

NATIONALITY & PERMANENT RESIDENCE

Current Nationality (Citizenship): _____ ID Number: _____

Do you have any other Nationality: ☐ No ☐ Yes

If yes, please provide details below.

Other Nationality (Country): _____

Other Nationality ID Number: _____

Other Nationality Passport Number: _____

Please specify the reason why neither (Other Nationality ID Number) nor (Other Nationality Passport Number) is provided.

Previous Nationality (Country): _____

Previous Nationality ID Number: _____

Date of obtaining the Current Nationality (DD/MM/YYYY): _____ / _____ / _____

Do you have Permanent Resident Status in any other Country or Region? ☐ No ☐ Yes

If yes, please provide details below.

Permanent Residence (Country or Region): _____

Permanent Residence ID Number: _____

Are you a Former Chinese National? ☐ No ☐ Yes

If yes, please provide details below:

Name in Chinese (if applicable) _____

Please Note: Your Chinese name must be typed in Chinese characters Please send it via email if necessary to allow Copy and Paste.

Former Chinese Passport #: _____

Former Chinese ID #: _____

PASSPORT INFORMATION

Type of Passport: ☐ Ordinary (Personal/Tourist) ☐ Service ☐ Diplomatic
☐ Official Government ☐ Other

Passport Number: _____

Issuing Country: _____

Place of Issue: _____

Date of Passport Issue: (DD/MM/YYYY): ____ / ____ / ____

Date of Passport Expiry: (DD/MM/YYYY): ____ / ____ / ____

LOST or STOLEN PASSPORT INFORMATION

Have you ever had a stolen Passport? ☐ No ☐ Yes

If yes, please provide details below:

Stolen Passport Number: _____

Stolen Passport Issue Date: (DD/MM/YYYY): ____ / ____ / ____

Stolen Passport Issuing Authority: ☐ US Department of State
☐ Other: _____

Where was lost/stolen (City/Country): _____

When was stolen: (DD/MM/YYYY): ____ / ____ / ____

CHINA VISA REQUEST DETAILS

Purpose of Visit: ☐ Tourist (L) ☐ Business (M) ☐ Employment (Z)
☐ Crew (C) ☐ Other: _____

Number of Entries Requested: ☐ Single ☐ Double ☐ Multiple (US & Canada Citizens Only)

Requested Visa Validity (in Months): _____

Maximum Duration of Stay per Entry (in Days): _____

EMPLOYMENT HISTORY

Please Note: The consulate/embassy requires at least five years of employment. Please start with your current Employer & use a separate sheet of paper if necessary.

Current Employment:

Employer Name: _____

Job Title: _____

Job Description (in two sentences and 175 characters max):

Employer Address: _____

City _____ State/ Province: _____ Zip Code _____

Work Phone: _____

Supervisor's Name: _____ Supervisor's Phone: _____

Dates of Employment (MM/YYYY): _____ / _____ to present.

Previous Employment:

Employer Name: _____

Job Title: _____

Job Description (in two sentences and 175 characters max):

Employer Address: _____

City _____ State/ Province: _____ Zip Code _____

Work Phone: _____

Supervisor's Name: _____ Supervisor's Phone: _____

Dates of Employment (MM/YYYY to MM/YYYY): _____ / _____ to _____ / _____

EDUCATION HISTORY

List your highest education completed, including High School. Begin with your most Recent Educational Institution:

School Name: _____

Degree / Diploma Obtained: _____

Major / Field of Study: _____

FAMILY INFORMATION

Spouse Information:

Last Name: _____

First Name: _____

Middle Name: _____

Spouse's Date of Birth (DD/MM/YYYY): _____ / _____ / _____

Spouse's Place of Birth:

City _____ State/Province _____ Country _____

Spouse's Current Citizenship: _____

Spouse's Occupation: _____

Spouse's Full Address (if different than applicant)

City _____ State/ Province: _____ Zip Code _____

Father Information:

Last Name: _____

First Name: _____

Middle Name: _____

Father Deceased: ☐ No ☐ Yes

Father's Date of Birth (DD/MM/YYYY): _____ / _____ / _____

Father's Current Nationality (Citizenship): _____

Mother Information:

Last Name: _____

First Name: _____

Middle Name: _____

Mother Deceased: ☐ No ☐ Yes

Mother's Date of Birth (DD/MM/YYYY): _____ / _____ / _____

Mother's Current Nationality (Citizenship): _____

Children Information:

Do you have Children? ☐ No ☐ Yes

If yes, complete details below

CHILD'S FULL NAME (Last / First / Middle)	DATE OF BIRTH (DD/MM/YYYY)	CITIZENSHIP (Country)

Relatives in China:

Do you have any relatives in China? ☐ No ☐ Yes

If yes, are they ☐ Chinese Citizen or ☐ Chinese Permanent Resident

What type of visa do they hold (if any): _____

INFORMATION ABOUT YOUR TRIP TO CHINA

Date of Entry (DD/MM/YYYY): _____ / _____ / _____

City / Port of Arrival: _____

Flight Number (if known): _____ Airport: _____

Date of Departure (DD/MM/YYYY): _____ / _____ / _____

City / Port of Departure: _____

Flight Number (if known): _____ Airport: _____

FINANCIAL RESPONSIBILITY

Who will pay for this trip? ☐ Self ☐ Employer ☐ Other

If other, please complete details below:

Guarantor Name: _____

Guarantor's relationship to you: _____

Guarantor's Address: _____

City _____ State/ Province: _____ Zip Code _____

INVITING ORGANIZATION IN CHINA (Business/Work Visas)

Contact Person Name in the People's Republic of China:

Company Name:

Full Address:

District: _____

City: _____

Province/Region: _____

Postal Code: _____

Chinese Phone: _____

Email: _____

HOTEL INFORMATION

Please use the table below to list the hotel information for your entire stay.

Please use FULL ADDRESS (street address, building/unit number, city, state/province & district)

HOTEL NAME	FULL ADDRESS	CHECK IN DATE (DD/MM/YYYY)	CHECK OUT DATE (DD/MM/YYYY)

PRIOR CHINA TRAVEL HISTORY

Have you ever visited China?

☐ No

☐ Yes

If yes, please provide the information below.

Cities Visited:

Prior Date of Entry (DD/MM/YYYY): ____ / ____ / ____

Prior Date of Exit (DD/MM/YYYY): ____ / ____ / ____

Have you previously held a Chinese Visa?

☐ No

☐ Yes

If yes, please provide the information below.

Visa Type: _____

Visa Number: _____

Issued by (Consulate Location) _____

Date of Issue (DD/MM/YYYY): ____ / ____ / ____

Have you ever been fingerprinted when applying for a Chinese Visa?

☐ No

☐ Yes

Have you ever been issued a Chinese Resident Permit?

☐ No

☐ Yes

If yes, please provide the information below.

Chinese Resident Permit Number: _____

Have you ever had a Chinese Visa stolen/lost?

☐ No

☐ Yes

If yes, please provide the information below:

Where was it lost: _____

When was it lost: _____

What was the Chinese Visa Number: _____

SECURITY & BACKGROUND QUESTIONS

Have you ever had a Chinese Visa Cancelled? ☐ No ☐ Yes

Have you ever entered China illegally? ☐ No ☐ Yes

Have you ever been convicted of a crime? ☐ No ☐ Yes

If yes, explain:

Have you ever had a serious mental disorder or infectious disease? ☐ No ☐ Yes

If yes, what?

Have you visited any country where there is an epidemic in the past 30 days? ☐ No ☐ Yes

If yes, where:

MILITARY SERVICE

Have you ever served in the military? ☐ No ☐ Yes

If yes, complete details below

Country: _____

Branch: _____

Highest Rank: _____

Place of Posting (city, state, country): _____

Military Specialization: _____

Dates of Active Service (DD/MM/YYYY): ____ / ____ / ____ to ____ / ____ / ____

Are you currently serving in the military reserves? ☐ No ☐ Yes

Have you received training in weapons, explosives, nuclear, chemical or biological products ☐ No ☐ Yes

Have you ever served in a Paramilitary Organization? ☐ No ☐ Yes

If yes, explain:

Have you ever belonged to a professional, social or charitable organization? ☐ No ☐ Yes

If yes, explain:

GENERAL TRAVEL HISTORY

Please use the table below to list the countries you have visited in the last 12 months, please use a separate sheet of paper if needed.

DATE OF VISIT (DD/MM/YYYY)	COUNTRY	Do you hold a visa for this country?
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes

Visa Application Statement

Dear Visa Applicant,

When submitting your visa application to the Chinese Embassy in the United States, you must confirm that you are currently in the US and reside within the consular jurisdiction of the Embassy. Please also disclose your previous visa application history truthfully. Otherwise your application may not be processed. Please complete the following information accurately and select the appropriate options. (Applicants under the age of 16 may have their application completed by one guardian)

I am currently in the US and residing in the State of _____.

If you have been issued a Chinese visa or residence permit, please select one of the appropriate options:

- ☐ **The original visa/residence permit is still within its validity.** I have uploaded a photo of the visa/residence permit page. I agree to submit the original passport containing the visa/residence permit for cancellation and issuance of a new visa.
- ☐ **The original visa/residence permit is expired.** I have uploaded a photo of the visa/residence permit page.
- ☐ **The original visa/residence permit is lost.** The most recent visa/residence permit I obtained was issued in _____ (please indicate the place of issuance). I won't use the visa/residence permit even if it is found.

If it is your first time applying for a Chinese visa, please select one of the appropriate options:

- ☐ **Neither I nor my parents have ever held Chinese nationality.**
- ☐ **I held Chinese nationality before.** I have uploaded the a photo of my Chinese passport bio page and Naturalization Certificate. I agree to bring the original Chinese passport to the Embassy when submitting document for cancellation and issuance of a visa.
- ☐ **I held Chinese nationality before but cannot provide information of my previous Chinese passport.**(Visa processing time may be longer)
- ☐ **My father/mother has (had) Chinese nationality.** I have uploaded my birth certificate, documents of my parents' U.S. residence status and passport biopage of my parents at the time of my birth.

I hereby declare that I have read and understood all the questions in this form and shall bear all the legal consequences for the authenticity of the information and materials I provide.

Applicant's signature:_____ Date:_____

(Please have a guardian sign on behalf of minors under the age of 16)