

THANK YOU FOR CHOOSING VISA FIRST TO PROCESS YOUR VISA APPLICATION. THIS IS YOUR VISA FIRST APPLICATION PACK WHICH CONTAINS:



INFORMATION ON THE
DOCUMENTS YOU WILL
NEED TO PROVIDE IN
ORDER TO OBTAIN A VISA



ORDER FORM



VISA APPLICATION
FORM

Please make sure to read all information provided carefully. Once you have gathered all required documents please print off, fill out and sign the application form provided. Please then send the completed form and the required documents to our address, which is outlined below. We strongly recommend that you use **registered post**, as you will be sending your passport. If you have any further questions please do not hesitate to contact us.

You can contact us by:



info@visafirst.com



+44(0) 207 659 9180 from the UK



+353(0) 1 878 3329 from Ireland

WHAT DO I NEED TO APPLY FOR MY CHINESE BUSINESS VISA?

Business visa:

- Application Form
- Visa Processing Fee
- Original Passport - must be valid for at least 6 months
- Recent color passport-sized photograph taken against white background and printed on standard photographic paper. The full list of photo requirements can be found here:
https://www.visafirst.com/packs/visafirstweb/chinese_photo_requirement.pdf
- Invitation letter issued by the Chinese host company** stating applicant's full name, Date of Birth and passport number. Please note that in case you would like to be issued a double or a multiple entry visa, the Invitation letter should state that you will be entering China on more than one occasions.

Applicants applying for multiple entry visa must enclose copy of their previous Chinese visa and a copy of the passport that the visa is in.

**The invitation letter must be written on headed paper and also stamped with the company's stamp and signed. The letter must also outline the full name and passport number of the applicant.

Please note, other documents may be requested at the discretion of the embassy. The outlined processing time is given as an estimate - actual waiting times may vary.

Where should I send my documents?

VISA FIRST 14 St. Stephen's Green Dublin 2 Ireland.

How long does the visa take to be organised?

The standard processing time is 10 working days and express processing is 5 working days from when we receive your passport and application.

How much time can I spend in China?

The standard allowed stay per entry is for up to 30 days however 90 days can be granted if specifically requested on the application form.

Where can I direct my questions to?

You can contact any of the Visa First officials at 01 878 3329.

ORDER FORM

First Name:	Surname:
Date of Birth: DAY / MONTH / YEAR	Estimated Date of Departure: DAY / MONTH / YEAR
Home Phone:	Mobile:
E-mail:	
Address (to return passport to):	

POSTAGE DETAILS

How would you like your passport and visa returned to you?

NOTE: If you do not select an option below, we will hold your passport in our offices for self pick-up unless you advise in writing of an alternative preferred option.

<input type="checkbox"/> Registered post delivery*, including handling fee (delivered within 48 hours) - €10	
<input type="checkbox"/> Swiftpost* (next day delivery): - €12	<input type="checkbox"/> Self-pick up
<input type="checkbox"/> Courier in Ireland (Overnight): - €35	<input type="checkbox"/> Personal courier (fill in full address below):
<input type="checkbox"/> Courier in Europe EU (1-3 working days) - €50	

* The above services are available only within the Republic of Ireland.
For delivery options outside of the Republic of Ireland, please contact Visa First Help Desk on 01 878 3329.

FOR BUSINESS VISA:

How did you book your flight?(name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel?(name of travel agency)
Main city of stay (where you will spend most of your time)
Name of the company you are working for?
What is your occupation?
Name of HR Manager in your company:
Name and telephone number of staff member in your company that organises travel for staff:
Accounts Contact:
Where possible please provide the name of the person in your accounts team that manages payments:

VISA OPTIONS:													
Business Visa Options:													
<table border="1"> <thead> <tr> <th colspan="2">Single Entry Visa:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Express Service (5 working days):</td> <td>€145</td> </tr> <tr> <td><input type="checkbox"/> Standard Service (10 working days):</td> <td>€125</td> </tr> </tbody> </table>	Single Entry Visa:		<input type="checkbox"/> Express Service (5 working days):	€145	<input type="checkbox"/> Standard Service (10 working days):	€125	<table border="1"> <thead> <tr> <th colspan="2">6 - Month Multiple Entry Visa*:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Express Service (5 working days):</td> <td>€195</td> </tr> <tr> <td><input type="checkbox"/> Standard Service (10 working days):</td> <td>€175</td> </tr> </tbody> </table>	6 - Month Multiple Entry Visa*:		<input type="checkbox"/> Express Service (5 working days):	€195	<input type="checkbox"/> Standard Service (10 working days):	€175
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<input type="checkbox"/> Standard Service (10 working days):	€205												
<input type="checkbox"/> Overnight service available only for applications received on Monday, Tuesday and Wednesday (on Wednesday, overnight service available only if application is received by 9am). The overnight service is available at additional fee of €20.													
**Note: First time applicants cannot obtain a multiple entry visa!													

Please also note that the embassy fee is set by the embassy and Visa First has no control over the fees which the embassy sets. The prices outlined here consist of Visa First's handling fee which also includes the embassy fee. Please also note that additional fees may apply depending on how you would like to receive your passport, exchange rates and possible changes in embassy fees etc. In the event that an additional fee is required in your case, we will contact you directly to notify you of this and to organise any additional payments which may be required.

For Clients in Ireland: If your passport is misplaced by the embassy or courier, we will replace your passport with the passport office. There is an additional fee of €20 for passport cover which is recommended to all clients. Tick this box only if you wish to avail of passport cover.

PAYMENT DETAILS

Method of payment:	Credit Card	Postal Order	Bank Draft
Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Laser <input type="checkbox"/> Maestro/Solo		
Name of Card Holder:			
Card Number:	_____		
Card Expiry Date:	MONTH YEAR	SECURITY CODE	
Registered Card Address:			
Mailing Address: /If different/			

*If you are paying by credit card simply fill out your credit card details and return this application to us.
All postal order and bank draft payments should be returned with this application to one of the following addresses:*

VISA FIRST
14 St. Stephen's Green
Dublin 2
Ireland
Fax: +353 1 878 3329

VISA FIRST
3rd Floor
9 White Lion Street
London N1 9PD
United Kingdom
Fax : +44 20 7659 9180

NB: Please make postal order and bank draft payments payable to TaxBack - Visa First Division.
For all payments made by a credit or debit card there is a 3% transaction fee.

Signature of Card Holder:

Date:

Cancellation fees apply.

TERMS AND CONDITIONS

Visa First reserves the right to return any passport without the requested visa if the passport and/or the documents provided do not comply with the requirements or if there is insufficient time to process the visa. Please note that, other documents may be requested at the discretion of the embassy. The provided processing time is given as a general guidelines - actual waiting times may vary. The visa fee is non-refundable even in the event that your application is delayed or rejected. Passports are required for the entire processing time. In the event of loss or damage to any passport or documents received, Visa First liability will be limited to the actual value of the passport/document. Visa First accepts no liability for consequential loss.

You must travel with the same passport you hold at time of completing this application. If you obtain a new passport after your visa has been issued, please contact Visa First Help Desk for advice. In this case Reallocation fees may apply.

Visa First advises against purchasing restricted or inflexible tickets prior to visa issuance. Processing times shown on this application are standard processing times. While Visa First makes every effort to ensure that visas are processed according to advertised timelines, Visa First does not accept any claims for delays caused by postal strikes or delayed post handling by postal companies or embassies which are outside of our control.

Please confirm that by engaging the services of Visa First, you agree to our terms and conditions listed above, which you can view at <http://www.visafirst.com/terms.asp>.

Signature of applicant:

1.18 家庭住址 Home address		1.19 邮政编码 Zip Code		
1.20 电话/手机 Home/mobile phone number		1.21 电子邮箱 E-mail address		
1.22 婚姻状况 Marital status <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 单身 Single <input type="checkbox"/> 其他 Other(Please specify):				
1.23 主要家庭成员 (配偶、子女、父母等,可另纸) Major family members (spouse, children, parents, et c., may type on separate paper)	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
1.24 紧急联络人信息 Emergency Contact	姓名 Name		手机 Mobile phone number	
	与申请人的关系 Relationship with the applicant			
1.25 申请人申请签证时所在的国家或地区 Country or territory where the applicant is located when applying for this visa				

二、旅行信息 Part 2: Travel Information

2.1 申请入境事由 Major purpose of your visit	<input type="checkbox"/> 官方访问 Official Visit	<input type="checkbox"/> 常驻外交、领事、国际组织人员 As resident diplomat, consul or staff of international organization <input type="checkbox"/> 永久居留 As permanent resident <input type="checkbox"/> 工作 Work <input type="checkbox"/> 寄养 As child in foster care
	<input type="checkbox"/> 旅游 Tourism	
	<input type="checkbox"/> 交流、考察、访问 Non-business visit	
	<input type="checkbox"/> 商业贸易 Business & Trade	
	<input type="checkbox"/> 人才引进 As introduced talent	
	<input type="checkbox"/> 执行乘务 As crew member	
	<input type="checkbox"/> 过境 Transit	
<input type="checkbox"/> 短期探望中国公民或者具有中国永久居留资格的外国人 Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status	<input type="checkbox"/> 与中国公民或者具有中国永久居留资格的外国人家庭团聚居留超过 180 日 Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status	
<input type="checkbox"/> 短期探望因工作、学习等事由在中国停留居留的外国人 Short-term visit to foreigner residing in China due to work, study or other reasons	<input type="checkbox"/> 长期探望因工作、学习等事由在中国居留的外国人 As accompanying family member of foreigner residing in China due to work, study or other reasons	
<input type="checkbox"/> 短期学习 Short-term study for less than 180 days	<input type="checkbox"/> 长期学习 Long-term study for over 180 days	
<input type="checkbox"/> 短期采访报道 As journalist for temporary news coverage	<input type="checkbox"/> 外国常驻中国新闻机构记者 As resident journalist	
<input type="checkbox"/> 其他(请说明)Other (Please specify):		
2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue	
	<input type="checkbox"/> 二次(自签发之日起 3-6 个月有效) Two entries valid for 3 to 6 months from the date of issue	
	<input type="checkbox"/> 半年多次(自签发之日起 6 个月有效) Multiple entries valid for 6 months from the date of issue	
	<input type="checkbox"/> 一年多次(自签发之日起 1 年有效) Multiple entries valid for 1 year from the date of issue	
	<input type="checkbox"/> 其他(请说明) Other (Please specify):	
2.3 是否申请加急服务 Are you applying for express service? 注: 加急服务须经领事官员批准, 将加收费用。Note: Express service needs approval of consular officials, and extra fees may apply.		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
2.4 本次行程预计首次抵达中国的日期 Expected date of your first entry into China on this trip (yyyy-mm-dd)		

2.5 预计行程中单次在华停留的最长天数 Longest intended stay in China among all entries		Days
2.6 在中国境内行程（按时间顺序，可附另纸填写） Itinerary in China (in time sequence, may type on separate paper)	日期 Date	详细地址 Detailed address
2.7 谁将承担在中国期间的费用？ Who will pay for your travel and expenses during your stay in China?		
2.8 中国境内邀请单位或个人信息 Information of inviter in China	姓名或名称 Name	
	地址 Address	
	联系电话 Phone number	
	与申请人关系 Relationship with the applicant	
2.9 是否曾经获得过中国签证？如有，请说明最近一次获得中国签证的时间和地点。 Have you ever been granted a Chinese visa? If applicable, please specify the date and place of the last time you were granted the visa.		
2.10 过去 12 个月中访问的其他国家或地区 Other countries or territories you visited in the last 12 months		

三、其他事项 Part 3: Other Information

3.1 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.2 是否曾经被拒绝签发中国签证, 或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.3 是否在中国或其他国家有犯罪记录？ Do you have any criminal record in China or any other country?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions? ①严重精神障碍 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能危害公共卫生的其他传染病 Other infectious disease of public health hazards	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.5 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories affected by infectious diseases in the last 30 days?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.6 如果对 3.1 到 3.5 的任何一个问题选择“是”，请在下面详细说明。 If you select Yes to any questions from 3.1 to 3.5, please give details below.	

3.7 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此或另纸说明。

If you have more information about your visa application other than the above to declare, please give details below or type on a separate paper.

3.8 如申请人护照中的偕行人与申请人一同旅行，请将偕行人照片粘贴在下面并填写偕行人信息。**If someone else travels and shares the same passport with the applicant, please affix their photos and give their information below.**

偕行人信息 <i>Information</i>	偕行人 1 Person 1 粘贴照片于此 <i>Affix Photo here</i>	偕行人 2 Person 2 粘贴照片于此 <i>Affix Photo here</i>	偕行人 3 Person 3 粘贴照片于此 <i>Affix Photo here</i>
姓名 Full name			
性别 Sex			
生日 DOB(yyyy-mm-dd)			

四、声明及签名 Part 4: Declaration & Signature

4.1 我声明，我已阅读并理解此表所有内容要求，并愿就所填报信息和申请材料的真实性承担一切法律后果。

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

4.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。

I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be determined by consular official, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.

4.3 我理解，根据中国法律，申请人即使持有中国签证仍有可能被拒绝入境。

I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted.

➡ 申请人签名

Applicant's signature:

日期

Date (yyyy-mm-dd):

注：未满 18 周岁的未成年人须由父母或监护人代签。Note: The parent or guardian shall sign on behalf of a minor under 18 years of age.

五、他人代填申请表时填写以下内容 Part 5: If the application form is completed by another person on the applicant's behalf, please fill out the information of the one who completes the form

5.1 姓名 Name		5.2 与申请人关系 Relationship with the applicant	
5.3 地址 Address		5.4 电话 Phone number	
5.5 声明 Declaration 我声明本人是根据申请人要求而协助填表，证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct.			
代填人签名/Signature:		日期/Date (yyyy-mm-dd):	