

CHINA BUSINESS VISA

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



NOTE: The embassy no longer accepts applications completed by hand, only applications completed online are accepted. Therefore it is very important that applicants ensure to fully complete the initial form in order to avoid further delays in the application process. Please scan, email the completed application form to china@visafirst.com and we will email you back the completed online application form. You need to print it out, sign it and post/e-mail it back to us. As soon as we receive the typed signed form we will process your application. However, note that this processing time **only begins once the application is submitted to the Chinese Embassy** on the day of your scheduled appointment. Please be advised that the Chinese embassy is closed every Friday. Friday is not included in the processing time.

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

Completed application form.

Original passport with at least six months of remaining validity and two blank visa pages.

A recent colour passport-sized photograph taken against a white background. A photo is required in digital format. The full list of photo requirements can be found here:

https://www.visafirst.com/packs/visafirstweb/chinese_photo_requirement.pdf

For non-Irish, EU passport holders: a recent original and official signed letter from your Irish employer printed on company letter headed paper stating the following: name of applicant, title/ position of employee within company, commencement date of employment, date of issue and expiry date of passport, address of applicant, telephone number of applicant OR a recent utility bill.

For non-Irish, non-EU passport holders: the above requirement AND an original and a photocopy of your valid Irish Residence Permit card.

An invitation letter issued by the Chinese host company* stating the following: full name of applicant, date of birth of applicant, the passport number of the applicant, the date of issue and expiry date of the applicant's passport. Please note, in the event that you would like to be granted a double or a multiple entry visa, the invitation letter should state that you will be entering China on more than one occasion.

Visa processing fee.

Please note that Visa First can only book an appointment with the Chinese Embassy to lodge your application **after your application has been typed**. Therefore it is very important that applicants ensure to fully complete the initial form in order to avoid further delays in the application process.

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

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

It is at the discretion of the embassy to request additional documents. The outlined processing time is given as an estimate while 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 6 working days after your application has been submitted to the embassy. The express service processing time is 3 working days after submission. However, note that this processing time **only begins once the application is submitted to the Chinese Embassy** on the day of your scheduled appointment. Once Visa First receives the signed typed application from the applicant, we will endeavour to book the earliest possible appointment available at the Embassy. However, please note that due to a high demand for appointments, there may be delays in securing an immediate appointment. Please be advised that the Chinese embassy is closed every Friday. Friday is not included in the processing time.

How much time can I spend in China?

The standard allowed stay per entry is 30 days, however 60 or 90 days can be granted if specifically requested on the application form.

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):	
How did you book your flight? (name of the website, travel agency)	
How did you hear about our services?	

* Please be advised that all necessary correspondence for this visa application process will be directed to the email address and/or the postal address you provided on this application form. Please bear this in mind when providing your contact details, as necessary email/postal correspondence may include a client's personal information.

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): €12 | |
| <input type="checkbox"/> Swiftpost* (next day delivery): €15 | <input type="checkbox"/> Self-pick up |
| <input type="checkbox"/> Courier in Ireland (Overnight): €40 | <input type="checkbox"/> Personal courier (fill in full address below): |
| <input type="checkbox"/> Courier in Europe EU (1-3 working days): €60 | |

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

BUSINESS VISA OPTIONS FOR IRISH PASSPORT HOLDERS:

Single Entry Visa:		6 - Month Multiple Entry Visa:*	
<input type="checkbox"/> Express Service:	€170	<input type="checkbox"/> Express Service:	€210
<input type="checkbox"/> Standard Service:	€140	<input type="checkbox"/> Standard Service:	€190
Double Entry Visa:		12 - Month Multiple Entry Visa:*	
<input type="checkbox"/> Express Service:	€190	<input type="checkbox"/> Express Service:	€250
<input type="checkbox"/> Standard Service:	€160	<input type="checkbox"/> Standard Service:	€215

***Note:** It is not possible for first time applicants to receive a multiple entry visa.

Please scroll down for information regarding processing times.

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The standard processing time is 6 working days after your application has been submitted to the embassy. The express service processing time is 3 working days after submission. However, note that this processing time **only begins once the application is submitted to the Chinese Embassy on the day of your scheduled appointment**. Once Visa First receives the signed typed application from the applicant, we will endeavour to book the earliest possible appointment available at the Embassy. However, please note that that due to a high demand for appointments, there may be delays in securing an immediate appointment. Please be advised that the Chinese embassy is closed every Friday. Friday is not included in the processing time.

BUSINESS VISA OPTIONS FOR NON-IRISH PASSPORT HOLDERS:

Single Entry Visa:		6 - Month Multiple Entry Visa:*	
<input type="checkbox"/> Express Service:	€165	<input type="checkbox"/> Express Service:	€200
<input type="checkbox"/> Standard Service:	€130	<input type="checkbox"/> Standard Service:	€185
Double Entry Visa:		12 - Month Multiple Entry Visa:*	
<input type="checkbox"/> Express Service:	€180	<input type="checkbox"/> Express Service:	€240
<input type="checkbox"/> Standard Service:	€155	<input type="checkbox"/> Standard Service:	€215

***Note:** It is not possible for first time applicants to receive a multiple entry visa.

The standard processing time is 6 working days after your application has been submitted to the embassy. The express service processing time is 3 working days after submission. However, note that this processing time **only begins once the application is submitted to the Chinese Embassy on the day of your scheduled appointment**. Once Visa First receives the signed typed application from the applicant, we will endeavour to book the earliest possible appointment available at the Embassy. However, please note that that due to a high demand for appointments, there may be delays in securing an immediate appointment. Please be advised that the Chinese embassy is closed every Friday. Friday is not included in the processing time.

BUSINESS VISA OPTIONS FOR USA PASSPORT HODLERS:

Multiple Entry Visa:	
<input type="checkbox"/> Express Service:	€255
<input type="checkbox"/> Standard Service:	€215

***Note:** It is not possible for first time applicants to receive a multiple entry visa.

The standard processing time is 6 working days after your application has been submitted to the embassy. The express service processing time is 3 working days after submission. However, note that this processing time **only begins once the application is submitted to the Chinese Embassy on the day of your scheduled appointment**. Once Visa First receives the signed typed application from the applicant, we will endeavour to book the earliest possible appointment available at the Embassy. However, please note that that due to a high demand for appointments, there may be delays in securing an immediate appointment. Please be advised that the Chinese embassy is closed every Friday. Friday is not included in the processing time.

Please note, the embassy fee is set by the embassy and Visa First does not control this. Usually, the embassy fee varies according to the given embassy, the applicant's nationality, the type and the duration of the visa. The prices stated here consist of the Visa First handling fee and the embassy fee. They are for one person, inclusive of VAT and are an estimate only. Please note that, additional fees may apply. These fees are dependent on the way in which you would like to receive your passport, exchange rate changes and changes in the embassy fees etc. In the event that an additional fee applies to you, we will contact you to organise the payment in the most convenient way possible for you.

For Irish passport holders 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 OPTIONS:

Online payment: a link will be sent to your email so you can securely pay online.

Bank draft or postal order, payable to Taxback - Visa First Division.

Bank transfer

Account name:	Taxback
Bank:	AIB Bank
Bank Address:	IDA Business & Technology Park, Ring Road, Kilkenny
Bank code:	93-34-22
Account number:	75025074
IBAN:	IE78AIBK93342275025074
Swift:	AIBKIE2D

NB: Please make postal order, bank draft and bank transfer payments payable to Taxback - Visa First Division.

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 the 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.

It is the client's own responsibility to ensure that they familiarize themselves with their visa validity dates and ensures all details on the visa are correct. The client must enter the country to activate the visa before the visa expiration date. The client's visa is liable to be canceled once the visa expiration passes if the client has not entered before this date. The client bears all responsibility and liability in such situations.

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

Signature of applicant:

POWER OF ATTORNEY

I, _____ (name), authorize _____ (name), who is my _____ (describe the type of the relationship, i.e. partner/spouse, employer/colleague, relative, etc.) to act on my behalf in relation to the organization of my visa, including sending and collecting my documents.

Signature of applicant:

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APPLICATION FORM	
<i>Please note that all fields are mandatory</i>	
Personal details	
Full name (as per passport):	
Other names:	
Name as written in native language::	
Date of birth: DAY / MONTH / YEAR	Sex: Male Female
Country of birth:	City and province of birth:
Marital status: Married Divorced Single Widowed Other:	
Nationality:	National Identification Number:
Do you hold or have you held any nationality other than the one indicated above on nationality? <i>(if yes, please provide nationality and passport/ ID number):</i>	
	Yes No
Are you a permanent resident of a country/region other than your country/region of origin (nationality) indicated above? <i>(if yes, please provide name of the country/region):</i>	
	Yes No
Please provide the following information if you ever held Chinese nationality: Chinese name(in Chinese): Former Chinese ID number: Number of your last Chinese passport:	
Type of passport: Diplomatic Official Ordinary Service Special Other:	
Passport number:	Country that issued the passport:
Place of issue:	Authority that issued the passport:
Date of issue: DAY / MONTH / YEAR	Date of expiry: DAY / MONTH / YEAR
Have you ever lost a passport or had one stolen? <i>(if yes, please provide details about passport number, place where it was lost, county of issue and when it was lost):</i>	
	Yes No
Type of visa	
(L)/ Tourism	Independent tourist Group member If you choose B, please provide the following information: Travel agency in China: Travel agency license No:
(M)/ Commercial trade activities	Trade Participation in Competition(s) Other commercial activities
(F)/ Exchanges, visits, study tours or other relevant activities	Academic exchanges Cultural exchanges (e.g. a non-profit performance) Religious exchanges NGO activities Volunteering (no more than 90 days) Foreign expert with pre-approved letters of invitation Geographic surveying and mapping activities

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<p>(Q1, Q2)/ Family member or relative of Chinese citizen(s) or foreigner(s) with permanent residence status in China</p>	<p>Family member of Chinese citizen applying for residence in China for family reunion</p> <p>Family member with permanent residence status in China who is applying for residence in China for a family</p> <p>Residence visa for child to be fostered in China</p> <p>Relative of Chinese citizen(s) living in China applying for a visa for visit no more than 180 days</p> <p>Relative of foreigner with permanent residence status in China applying for a visa for visit no more than 180 days</p>	<p>Please provide the following information:</p> <p>Name of the Chinese citizen/ Guardian(s)/ Foreigner(s) with permanent resident status:</p> <p>Relationship(s) to you:</p> <p>ID or permanent residence permit number(s):</p>
<p>(S1, S2)/ Family member of foreigner(s) staying or residing in China or person who needs to come to China for personal matters</p>	<p>Spouse, parent, child under the age of 18 or parent-in-law of foreigner(s) residing in China for work, study or other purposes</p> <p>Person who needs to reside in China for other personal matters</p> <p>Family member of foreigner(s) staying or residing in China for work, study or other purposes who visit China for no more than 180 days</p> <p>Applying for a visa to stay in China for other personal matters, such as handling litigation, inheritance, real estate or medical treatment</p>	<p>Please provide the following information:</p> <p>Name of the residing foreigner(s);</p> <p>Relationship to you:</p> <p>Residence permit(s) number:</p>
<p>(Z)/ Work</p>	<p>Foreign expert working in China</p> <p>For commercial performance</p> <p>Chief representative or representative of a foreign company</p> <p>Offshore oil operations</p> <p>Volunteering (more than 90 days)</p> <p>Foreigner working in China with a Work Permit issued by the Chinese government</p>	
<p>(X1, X2)/ Study</p>	<p>Long term study (more than 180 days)</p> <p>Short term study (no more than 180 days)</p>	
<p>(J1, J2)/ Journalist</p>	<p>Foreign journalist visiting China for short-term news coverage</p> <p>Resident foreign journalist of permanent office of a foreign newsagency in China</p>	
<p>(C)/ Crew member</p>	<p>Crew member performing duties on board an international train</p> <p>Crew member performing duties on board an international aircraft</p> <p>Crew member performing duties on board an international vessel or accompanying family member</p> <p>Vehicle driver engaged in international transportation services</p>	
<p>(G)/ Transit</p>	<p>Transit through China</p>	
<p>(D)/ Permanent residence</p>	<p>Person coming to China to take up permanent residence</p>	
<p>Diplomatic visa</p>	<p>Head of state or government, foreign minister or other official with equivalent rank invited for an official visit and accompanying spouse and/or child(ren) under the age of 18</p> <p>Government official, official of international organizations holding a diplomatic passport or other corresponding travel document visiting China for official purposes and accompanying spouse and/or child(ren) under the age of 18</p> <p>Diplomatic courier or consular courier</p> <p>Other personnel visiting China for diplomatic purposes</p>	

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Official visa	<p>Government official, official of international organizations holding a service/official passport or other corresponding travel document visiting China for official purposes and accompanying spouse and/or child(ren) under the age of 18</p> <p>Holder of a diplomatic, service/official passport visiting China to implement a programme of exchange and cooperation according to relevant agreements between China and other countries or international organizations and accompanying spouse and/or child(ren) under the age of 18</p> <p>Military personnel invited to implement military programme of exchange and cooperation according to relevant agreements between China and other countries or international organizations and accompanying spouse and/or child(ren) under the age of 18</p> <p>Other personnel visiting China for official purposes</p>
Member of diplomatic posts and international organizations and their accompanying family members	<p>Member of diplomatic missions, consular posts or international organizations in China</p> <p>Spouse or dependent, child(ren) under the age of 18 accompanying the member</p> <p>Other accompanying relative of the member</p> <p>Spouse, child(ren) under the age of 18 or other relative visiting member of diplomatic missions, consular posts or international organizations for a short visit</p> <p>Short-term (no more than 90 days) employee (including private employee), intern in diplomatic missions, consular posts or international organizations</p> <p>Long-term (more than 90 days) employee (including private employee), intern in diplomatic missions, consular posts or international organizations -</p>
Other purposes	Please specify:
Visa service:	Standard Express
Visa details:	<p>Validity of the visa: month(s)</p> <p>Maximum duration of the longest stay: day(s)</p> <p>Entries required: Single Double Multiple</p>

Work information

Current occupation: Business person Company employee Entertainer Industrial/Agricultural worker Student:
 Member of Parliament Government official NGO staff Military personnel Religious personnel Media representative
 Crew member: Self employed Unemployed Retired Other (please specify):

Annual income:

Work experience (list in reverse chronological order):

Date		Name, address and telephone of your current and previous employers	Supervisor's name and telephone	Your position
From (dd/mm/yyyy)	To (dd/mm/yyyy)			

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Education

Language skills:
(Conversational level or above)

Education since high school (list in reverse chronological order): Not applicable

Date		Name and address of the institution	Diploma/degree	Major
From (dd/mm/yyyy)	To (dd/mm/yyyy)			

Family details

Current residence address: (Country or region, Province, City, Postcode, Street No:

Phone number:

Mobile number:

Email address:

Family members:

Spouse

Name		Nationality		Occupation	
Date of birth		Country of birth		City of birth	

Residential address:

Father Deceased (no need to fill in the information below)

Name		Nationality		Occupation	
Date of birth		Residential address:			
Is your father in China?	Yes	No	If yes, what is his status in China:		
			Citizen	Permanent resident	Resident Stay

Mother Deceased (no need to fill in the information below)

Name		Nationality		Occupation	
Date of birth		Residential address:			
Is your mother in China?	Yes	No	If yes, what is her status in China:		
			Citizen	Permanent resident	Resident Stay

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Child(ren):					
Name		Nationality		Occupation	
Date of birth:		Residential address:			
Name		Nationality		Occupation	
Date of birth:		Residential address:			
Name		Nationality		Occupation	
Date of birth:		Residential address:			
Name		Nationality		Occupation	
Date of birth:		Residential address:			
Do you have any immediate relatives, not including parents, in China? <i>(if yes, please provide):</i>					
				Yes	No
Name:		Relationship to you:			
Status in China:	Citizen	Permanent resident	Resident	Stay	

Information about your intended trip			
Date of arrival:	Arrival vessel No:	City and district of arrival:	
Date of departure:	Arrival vessel No:	City and district of departure:	
Please provide detailed itinerary about the addresses of stay while in China:			
City and district:	Address	Date of arrival:	Date of departure:
* List on a separate page if there is not enough space			

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Inviting person or organization/ hotel or temporary residence in China							
Name of person or organization:				Relationship to you: <i>(if invited by an individual):</i>			
Phone number:				Email address:			
Address (city, district, state, postal code):							
Serial number of invitation letter of the authorised organization:							
Emergency contact							
Name of emergency contact:				Relationship to you:			
Phone number:				Email address:			
Address (city, province, state, postal code):							
Who will pay for this trip?							
Self Other - please specify: name, telephone and email Organization - please specify name, relationship to you, address and country:							
Domestic/ foreign sponsor							
Type of sponsor:		Individual		Organization		Name:	
Relationship to you:				Phone number:			
Address (city, province, state, postal code):							
Travel companion							
Are you travelling with someone else this time? Yes No <i>(if yes, please provide details):</i>							
Name of travelling companion(s)							
Gender	Male	Female	Male	Female	Male	Female	Male Female
Date of birth							
Will the person use the same passport?	Yes	No	Yes	No	Yes	No	Yes No
* List on a separate page if there is not enough space							
Travel history							
Have you been to China in the previous 3 years? Yes No <i>(if yes, please give details):</i>							
City visited	District visited	Date of arrival			Date of departure		

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Have you been issued a Chinese visa?	Yes	No	<i>(if yes, please provide details):</i>
Type of visa	Number of visa		
Place of issue:	Date of issue:		
Have you ever been fingerprinted when applying for a Chinese visa?	Yes	No	
Have you ever been issued a Chinese residence permit?	Yes	No	<i>(if yes, please provide the number):</i>

Have you ever lost a Chinese visa or had one stolen? <i>(if yes, please provide information where and when did you lose or have it stolen, what was the number):</i>	Yes	No
Do you currently hold any valid visas issued by other countries? <i>(if yes, please list below):</i>	Yes	No
Have you travelled to any other countries in the last 5 years? <i>(if yes, please list below):</i>	Yes	No
Have you ever been refused a visa for China, or been refused entry into China?	Yes	No
Has your Chinese visa ever been cancelled?	Yes	No
Have you ever entered China illegally, overstayed, or worked illegally?	Yes	No
Do you have any criminal record in China or any other country?	Yes	No
Do you have any serious mental disorder or infectious disease?	Yes	No
Have you ever visited countries or territories where there is an epidemic in the last 30 days?	Yes	No
Have you ever been trained or do you have any special skills in the field of firearms, explosives, nuclear devices, biological or chemical products?	Yes	No
Are you serving or have you ever served in the military? <i>(if yes, please provide the following information):</i>	Yes	No
Country of service:	Branch of service:	
Rank in military:	Military specialty:	
Date of service from:	Date of service to:	
Have you served or participated in any paramilitary organization, civil armed units, guerrilla forces or armed organizations, or been its member?	Yes	No
Have you belonged to, contributed to, or worked for any professional, social, or charitable organizations?	Yes	No
<i>(please provide details if you have answered "Yes" on any of the above):</i>		