



## Visa Information for China Form

*Please download, print and thoroughly review the VISA INFORMATION FOR CHINA FORM now. After you have gathered the required items and information please begin the online Chinese Visa application process by clicking on the link at the bottom of the GYLC page. (<http://www.passportvisasexpress.com/secure/gylc/index.xml> )*

Step 1: Choose your jurisdiction

Select: Find your state of residence and click on the appropriate link to apply

Step 2: Under “Select Visa Type and Validity”

Select: “China Tourist multiple – 1 yr” then click Continue

Step 3: Under “Select Processing Time”

Select: “7 business days” then click Continue

*Note: You may opt for a faster and more expensive processing, but this is not necessary under normal circumstances.*

Step 4: Carefully read the 8 steps of the visa application requirements page, then click Continue

Step 5: Complete the Chinese Visa Application Form.

The Chinese visa application **must be typed in CAPITAL letters**- it cannot be completed by hand. Handwritten applications will be rejected. Do not leave any questions unanswered.

*Note: You must enter your information in the fields provided on the form, and then print the form. The information found on page three (3) of this document will address how to specifically answer the visa application form questions.*

Step 6: When you are finished completing the visa application please print the form, sign in box 6.1 and then click “Add to Cart”

Step 7: Select the preferred method of shipping in order to have your passport and Chinese visa returned to you after processing.

Step 8: Read through the Terms and Conditions

Check: I agree with the Terms & Conditions, then click “Proceed to Checkout”

Step 9: Log in or register to place your order:

Step 10: Complete your Shipping Address

Complete your Billing Address

Complete your Travel Information and under Cost Center / Account Number type in **GYLC**, then click Continue

Step 11: Review your Order Summary, then click "Payment"

Step 12: Enter your credit card information, then click Continue

Step 13: Your order has been sent electronically to Passport Visa Express.com. Print the Order Confirmation page.

Step 14: Using the form on the next page called, **COMPLETING YOUR CHINESE VISA APPLICATION FORM**, complete, print and sign the Chinese Visa Application form. The application *must be typed in CAPITAL letters*- it cannot be completed by hand.

Step 15: Assemble all the required items and enclose them in a sturdy, padded envelope. Be sure to include:

- Original passport** (please make sure that it is signed and that it is valid for six months from the date you plan to depart China)
- One recent, passport-sized and quality photo** (do not affix this photo to your application forms)
- Completed and Signed Visa Application Form** (information to complete this form is on the next page of this document)
- Printed Order Confirmation page**
- Your prepaid express mail envelope **only** if you did not purchase the optional return shipping online through Passport Visa Express.com*

If any of these required items are missing, incomplete or completed incorrectly, this will delay the processing of your visa.

Step 16:

- **Mail your Visa Application Packet to:**  
After you place your order using the Passport Visas Express.com website you will be provided with the appropriate address to send your visa application to. The address will be indicated in the confirmation of your order.
- Remember the Deadline!  
You must submit your Visa Application Packet to Passport Visas Express.com in time to arrive by **May 1, 2012**. Receipt of documents after this date may delay processing and incur additional fees.
- Remember to submit your travel document information!  
GYLC must receive your passport information no later than **May 31, 2012** and your Chinese visa number no later than **July 1, 2012**. You may go to the CYLC web site to submit this information online.

**COMPLETING YOUR CHINESE VISA APPLICATION FORM**

The *Visa Application Form* **must be typed in capital letters**- it cannot be completed by hand. Do not leave any questions unanswered. Mark N/A for any question that is not applicable. The application must have an original signature in section 6. Please read the instructions below for specific guidelines on how to complete each section of the *Visa Application Form*:

- 1.1 **Full Name:** Fill in your Surname: (Last name) Given name: (First name) (Middle name).  
**\*Please note that you must write your name exactly as it appears on your passport.**
- 1.2 **Sex:** Check the appropriate box.
- 1.3 **Chinese Name:** Fill in your Chinese name in Chinese characters if applicable. This applies to those born in China PRC, Taiwan, Macau or Hong Kong.
- 1.4 **Other Name:** If you have a former name, such as a maiden name, fill in this information here.
- 1.5 **Ethnic Script:** Fill in your name in non-Roman characters if applicable.
- 1.6 **Current Nationality:** Complete appropriately.
- 1.7 **Former Nationality:** Complete appropriately if applicable.
- 1.8 **Other Nationality:** If you have dual citizenship, complete appropriately if applicable.
- 1.9 **Date of Birth:** Complete with year-month-day.
- 1.10 **Place of Birth:** Complete with city, state and country where you were born. If born in Taiwan, Macau, or Hong Kong enter city and CHINA.
- 1.11 **Local ID:** Fill in N/A or Driver's license #
- 1.12 **Marital Status:** Complete appropriately.
- 1.13 **Current Occupation:** Check "Teacher or Student."
- 1.14 **Passport Type:** Check "Ordinary"
- 1.15 **Passport Number:** Complete appropriately.
- 1.16 **Date of Issue:** Complete with year-month-day.
- 1.17 **Place of Issue:** Refer to your passport's information page for "Issuing Authority" and complete appropriately. If a US citizen and no city name is listed as the issuing authority, write "USA"
- 1.18 **Expiration Date:** Complete with year-month-day.
- 1.19 **Processing Time:** Check "Regular" unless you have elected to pay for rushed service.
- 2.1 **Purpose of Your Visit:** Check "Tourism."
- 2.2 **Number of Entries:** Multi-entry valid for 12 months.
- 2.3 **Date of First Entry into China:** Complete Appropriately with year-month-day.
- 2.4 **Your Longest Intended Stay in China:** Complete appropriately.
- 2.5 **Residences in China:** Complete appropriately. Reference the hotel chart in the Enrolled Student information.
- 2.6 **Who Will Pay:** Check "Yourself."
- 2.7 **Medical Insurance:** Complete appropriately.
- 2.8 **Inviter in China:** Fill in:  
China International Travel Service Head Office  
RM 708, CITS Building, No. 1 Dogdan North Street,  
Dongcheng District, 100005 Beijing, P.R. China  
Phone: +86(10)8522 8059.
- 2.9 **Friend or Relative:** Fill in N/A
- 3.1 **Home Address:** Complete appropriately.
- 3.2 **Home Phone Number:** Complete appropriately.
- 3.3 **Mobile Phone Number:** Complete appropriately.
- 3.4 **E-mail:** Complete appropriately with school address and phone number
- 3.5 **Employer or School:** Complete all fields appropriately.
- 3.6 **Major Family members:** If married must fill in spouse information. Fill in primary immediate family members only. Do not add more than five.
- 3.7 **Emergency Contact person:** Complete appropriately.
- 3.8 **Emergency Contact phone:** Complete appropriately.
- 4.1 **Prior Visits to China:** Complete appropriately.
- 4.2 **Prior Visit to Other Countries:** Complete appropriately.
- 4.3 **Overstay of Visa/Permit:** Complete appropriately.
- 4.4 **Refused a Visa:** Complete appropriately.
- 4.5 **Criminal Record:** Complete appropriately.

- 4.6 **Serious Health Concerns:** Complete appropriately.
- 4.7 **Visits to Countries with Serious Health Concerns:** Complete appropriately.
- 4.8 **Details for 4.3 to 4.7:** Complete appropriately if applicable or mark N/A.
- 5 **Relevant Declaration:** Complete appropriately if applicable.
- 6 **Signature:** Complete appropriately. You must return the application with your original signature and be sure to include the date.
- 7.1 **Name of Person Completing Form:** Complete appropriately if applicable.
- 7.2 **Relationship to the Applicant:** Complete appropriately if applicable.
- 7.3 **Address of that Person:** Complete appropriately if applicable.
- 7.4 **Phone Number of that Person:** Complete appropriately if applicable.
- 7.5 **ID Type of that Person:** Complete appropriately if applicable. (e.g. Passport)
- 7.6 **Number of ID of that Person:** Complete appropriately if applicable.
- 7.7 **Signature of that Person:** Complete appropriately if applicable.