

# **Instructions for Completion of the Visa Application Form Form V.2011A**

## **Section 1**

- 1.1 Please fill in your name as it appears on your passport. Please separate your surname/family name/last name and given name (including first name, second name and more).
- 1.2 Please select your gender.
- 1.3 Please fill in your Chinese name, if any.
- 1.4 Please fill in other names you are using or have used, including nick name, maiden name, religious name, professional name, alias, etc.
- 1.5 Please fill in your name in native language.
- 1.6 Please fill in your current nationality/citizenship as is stated on your passport.
- 1.7 Please fill in your former nationality/citizenship, if applicable.
- 1.8 Please fill in your concurrent nationality/citizenship, if any.
- 1.9 Please fill in your date of birth.
- 1.10 Please fill in your birth place (City, Province/State and Country).
- 1.11 Please fill in the number of your US ID Card (such as Driver's License, Permanent Residence Card, Employment Card, etc.), if applicable.
- 1.12 Please fill in your marital status.
- 1.13 Please select your current occupation(s). If you can't find your occupation in the list, please select "Other" and specify.
- 1.14 Please select the type of passport with which you are applying for a visa. If you use a travel document other than a passport, please specify.
- 1.15 Please fill in the number of the passport with which you are applying for a visa.
- 1.16 Please fill in the date of issue of your passport.
- 1.17 Please fill in the place (City, Province/State and Country) of issue of your passport.
- 1.18 Please fill in the expiry date of your passport.
- 1.19 Please select visa pick up day.

## **Section 2**

- 2.1 Please select the purpose(s) of your visit to China. If your purpose is not listed, please select "Other" and specify.
- 2.2 Please select the number of entry required for your trip to China.
- 2.3 Please fill in the intended entry date of your first trip to China.
- 2.4 If you will visit China more than once, please select the longest duration of stay desirable for any of your visits to China.
- 2.5
  - Please list in a time sequence all the cities you will visit in China.
  - Please list your residential address and phone number during your visit in China. If you will stay in a hotel, please provide the name, address and phone number of the hotel.
- 2.6 Please answer who will pay for your visit(s) to China.
- 2.7 Please state whether your trip to China is covered by any medical insurance. If you answer "Yes", please give name of the insurance company and your account number.
- 2.8 Please fill in the name, address and phone number of your inviting or contact institution in China, if applicable.
- 2.9 Please fill in the name, address and phone number of your relative, friend or contact person in China, if applicable.

## **Section 3**

- 3.1 Please fill in your current residential address. Please do not use P.O. Box.
- 3.2 Please fill in phone number of your residence.

- 3.3** Please fill in your mobile phone number.
- 3.4** Please fill in your Email address.
- 3.5** Please fill in the full name, detailed address and phone number of your current employer or school.
- Please do not use initials.
  - Where necessary, please specify the nature of your organization, e.g. news media, trading company, consulting firm, NGO, religious organization, etc.
  - If you are "self-employed", please state the nature of your business.
  - Work visa or student visa applicants should fill in details of your current employer or school in the US, not your future employer or school in China.
- 3.6** Please fill in the details of your major family members, including your spouse, children and parents.
- 3.7** Please fill in name of contact person in case of emergency.
- 3.8** Please fill in the contact person's phone number.

#### **Section 4**

- 4.1** If you have visited China, please select "Yes" and specify date, places and purpose of the most recent visit. Otherwise, please select "No".
- 4.2** If you have visited other countries or territories in the past 12 months, please specify name of countries or territories visited, as well as date and purpose of the visit. Otherwise, please select "No".
- 4.3** If you have ever overstayed your visa of residence permit in China, please select "Yes". Otherwise, please select "No".
- 4.4** If you have ever been refused a visa to China or entry into China, please select "Yes". Otherwise, please select "No".
- 4.5** If you have any criminal record in China or any other country, please select "Yes". Otherwise, please select "No".
- 4.6** If you are suffering from any of the diseases specified, please select "Yes". Otherwise, please select "No".
- 4.7** If you visited endemic areas of infectious diseases in the past 30 days, please select "Yes". Otherwise, please select "No".
- 4.8** If your answer is "Yes" to any of the questions 4.3-4.7, please give details and submit relevant official documentation, e.g. punishment decision on overstay in China issued by Chinese public security organs, final court judgment with details on the crime, diagnosis certificate issued by a hospital, doctor's advice on long distance travel, etc.

#### **Section 5**

- 5.1** Note that the Supplementary Visa Application Form (Form V.2011B) should be completed and submitted along with this application form if you are not a US citizen, or you are applying for a work visa or student visa, or if you will be accompanied by anyone who shares the same passport with you.
- 5.2** Please use the space provided or a separate sheet for any additional information/statement/declaration that is not already stated in the application form.

#### **Section 6**

Please sign and date the application form to confirm that you understand and agree with paragraphs 6.1 and 6.2. Please note that all applicants must sign the application form even if the form is completed by another person, except that a parent or guardian can sign on behalf of an applicant under 18 years of age.

#### **Section 7**

If someone has assisted in completing this application form, please have that person fill out this section.

- 7.1** Please fill in the name of the person who has assisted in completing this application form.
- 7.2** Please state the assisting person's relationship to the applicant.
- 7.3** Please fill in the address of the person who has assisted in completing this application form.

- 7.4 Please fill in the phone number of the person who has assisted in completing this application form.
- 7.5 Please fill in the type of ID card of the person who has assisted in completing this application form, such as Driver's License, Permanent Residence Card, Employment Card, etc..
- 7.6 Please fill in the ID card number of the person who has assisted in completing this application form.
- 7.7 Please sign and date this section.

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