



A visa is an advanced approval to enter a specific country for a specific purpose. A visa is required to visit the People's Republic of China. Envision's visa service provider, Passport Visas Express.com, coordinates the application process for your visa.

APPLYING FOR A CHINESE VISA

STEP 1:

Please Review this Document Carefully

It is important that you forward all necessary documents to Passport Visas Express.com as soon as possible, and no later than:

ISLP: May 1, 2015

Global Young Leaders Conference: June 21, 2015

Receipt of documents after this date may delay processing and incur additional fees.

STEP 2:

Request an Invitation Letter for Tourist

For 2015, one piece of required documentation is an *Invitation Letter for Tourist*. This is a letter that our partner in China, CITS, creates and then will e-mail to you. This letter needs to be included with your visa application. To secure this letter:

1. Email the following information to the inbox Chinavisa@cits.com.cn.
 - a. Name as in Passport
 - b. Passport Number
 - c. Gender
 - d. Date of Birth
 - e. Nationality
 - f. Date of First Entry into China (year-month-day)
 - g. **NOTE:** Be sure to mention in the email that you are a Faculty Advisor, your program assignment and dates you will be in China.
 - h. Please cc your Envision contact
2. CITS will then email the approved letter back to you within 5 business days
3. Print the Invitation Letter

STEP 3:

Visit the Passport Visas Express Website

1. All Envision staff must use the following link to secure your visa. **NOTE:** This is the only way that Envision and PassportVisasExpress.com can track the application and make sure that Envision, not you, are billed for the Chinese visa. As a reminder, Envision will not cover any rush or passport fees.
https://www.passportvisasexpress.com/partner/envision_emi/envision_emi_staff
2. Click "Apply for China Visa Now"

3. On the right side of the screen will be a drop down menu bar, select "China Visa"
4. When prompted, please enter zip code of "22182"(since Envision is covering the fee)
5. Complete the China Visa Application Form referencing the comments in the PDF. application (yellow square icons) and page 3 of this document

NOTE: The Chinese visa application **must be typed in CAPITAL letters**- it cannot be completed by hand. Handwritten applications will be rejected. The form does allow you to input direct onto the form. Do not leave any questions unanswered as you must type "N/A". The application must have an original signature.

DO NOT FORGET:

- You **must** include your **actual physical passport** in your Visa Application Packet. To ensure the safety and security of your passport, we highly recommend that you enclose your passport and application documents in a sturdy padded envelope and send them via overnight priority mail using a traceable service. Once your visa is processed and placed in your passport, it will be returned to you via FedEx prior to your program departure date, if submitted on time and with no errors.
- You **must** include a **passport photo**, which will be attached to your Visa application.
- You **must** print and include your **flight itinerary**, DO NOT include the actual ticket

STEP 4

Have you done the following?

- Secured a padded envelope and shipping label to send your documents to Passport Visa Express?*
- Printed your flight itinerary?*
- Printed your Invitation Letter?*
- Correctly completed your Visa application using page 3 of this document?*
- Attached one passport photo to your Visa application?*
- Signed your Visa application?*
- Put all documents in padded envelop, seal and mail to Passport Visa Express*

Contact Information

If you have any questions regarding the process to obtain a valid passport or apply for a Chinese visa, please contact Passport Visas Express.com and identify yourself as Envision Staff.

Passports Visa Express.com Contact Information:

Mailing Address

Passport Visas Express.com
ATTN: Envision Staff - China
1911 North Fort Myer Drive, Suite 104
Arlington, VA 22209

Telephone (703) 351-0992 or (888) 596-6028

Fax (703) 351-0995

E-mail Envision-China@passportvisasexpress.com

Web Site https://www.passportvisasexpress.com/partner/envision_emi/envision_emi_staff

COMPLETING YOUR CHINESE VISA APPLICATION FORM

The *Visa Application Form* **must be typed** - 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 **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.
- 1.3 **Other Name (s):** If you have a former name, such as a maiden name, fill in this information here.
- 1.4 **Sex:** Check the appropriate box.
- 1.5 **Date of Birth:** Complete with year-month-day.
- 1.6 **Current Nationality:** Complete appropriately.
- 1.7 **Former Nationality:** Complete appropriately if applicable.
- 1.8 **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. E.g: Hong Kong, China.
- 1.9 **Local ID/Citizenship number:** Fill in N/A or Driver's license #
- 1.10 **Passport Type:** Check "Ordinary"
- 1.11 **Passport Number:** Complete appropriately.
- 1.12 **Date of Issue:** Complete with year-month-day.
- 1.13 **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"
- 1.14 **Expiration Date:** Complete with year-month-day.
- 1.15 **Current Occupation:** Check "Teacher or Student."
- 1.16 **Education:** Check appropriate box.
- 1.17 **Employer/School:** Fill in: Envision, 1919 Gallows Road, Suite 700, Vienna, VA 22182.
Phone: 703-584-9200.
- 1.18 **Home Address:** Complete appropriately.
- 1.19 **Zip Code:** Complete appropriately.
- 1.20 **Home/mobile phone number:** Complete appropriately.
- 1.21 **Email address:** Complete appropriately.
- 1.22 **Marital Status:** Complete appropriately.
- 1.23 **Major Family members:** If married must fill in spouse information. Fill in primary immediate family members only. Do not add more than five.
- 1.24 **Emergency Contact person:** Complete appropriately.
- 1.25 **Country or territory where applying for visa:** Fill in "USA"
- 2.1 **Purpose of Your Visit:** Check "Non-business visit"
- 2.2 **Number of Entries:** Two-entry valid for 6 months.
- 2.3 **Processing Time:** Check "No" unless you have elected to pay for rushed service.
- 2.4 **Date of First Entry into China:** Complete appropriately with year-month-day.
- 2.5 **Your Longest Intended Stay in China:** Complete appropriately.
- 2.6 **Residences in China:** Complete appropriately. Reference the hotel chart in the Enrolled Student information.
- 2.7 **Who Will Pay:** Fill in "Yourself."
- 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
Relationship with the applicant: Travel Services.
- 2.9 **Have you ever been granted a Chinese visa:** Complete appropriately. Refer to the last China issued.
- 2.10 **Prior Visit to Other Countries:** Complete appropriately.
- 3.1 **Overstay of Visa/Permit:** Complete appropriately.
- 3.2 **Refused a Visa:** Complete appropriately.
- 3.3 **Criminal Record:** Complete appropriately.

- 3.4 **Serious Health Concerns:** Complete appropriately.
- 3.5 **Visits to Countries with Serious Health Concerns:** Complete appropriately.
- 3.6 **Details for 3.1 to 3.5:** Complete appropriately if applicable or mark N/A.
- 3.7 **Additional Information about visa application:** Complete appropriately if applicable or mark N/A.
- 3.8 **If someone else travels and shares the same passport with the applicant:** mark N/A or leave it blank.
- 4. **Signature:** Complete appropriately. You must return the application with your original signature and be sure to include the date.
- 5.1 **Name of Person Completing Form:** Complete appropriately if applicable.
- 5.2 **Relationship to the Applicant:** Complete appropriately if applicable.
- 5.3 **Address of that Person:** Complete appropriately if applicable.
- 5.4 **Phone number:** Complete appropriately if applicable.
- 5.5 **Signature of that Person:** Complete appropriately if applicable.