



PEOPLE'S REPUBLIC OF CHINA

BUSINESS VISA REQUIREMENTS:

1. Passport

You must provide your actual signed passport. Your passport must:

- Be valid for six months beyond the length of your requested visa (for example, if you are requesting a 12 month visa your passport must be valid for 18 months)
- Have at least one blank visa page (amendments and endorsement pages cannot be used)

2. Photographs

You must provide one color, passport-type photograph. The photograph must:

- Be printed on photo paper
- Be two inches by two inches
- Have a white background
- Have been taken within the last six months

3. Business Introduction Letter

A letter of introduction from your US-based company is required. Your completed introduction letter must:

- Be printed on your company's official letterhead with the address and the phone number
- Display your full name, nationality, and job title
- Specify the exact purpose of your trip
- Specify the number of entries requested
- Include the validity of your requested visa
- Be signed by your supervisor or your company's Human Resources department

4. Invitation Letter

You must obtain a letter of invitation. The organization you will be visiting is responsible for obtaining the invitation. A copy is acceptable. This letter must:

- Include the full local address and phone number of the organization or person to be visited
- Request the same validity of visa as in the Business Introduction Letter.
- Be written on company letterhead
- Be signed Letter of invitation from P.R.China

5. IRTC Order Form

6. Visa Application Form

You must provide one completed visa application form. The application form must:

- Include answers for all fields
- Display your full name as it appears in your passport
- Be signed

7. Proof of U.S. Immigration Status

You must provide proof of your current US Immigration status. Evidence of your status must:

- Include a copy of your US Immigration paperwork or a copy of your Green Card

8. Photocopy of All Application Materials

You must provide photocopies of all items that you submit to IRTC. Your photocopies must be provided along with the original version of each document. If you prefer that IRTC make photocopies for you, additional fees will be applied to your order.

Chinese Born Citizens

If you were born in China, you must write your name in Chinese characters for question 1.3 on the visa application form. If you have been previously issued a China visa in your current or expired passport you must submit a copy of that visa. If you have never been issued a China visa you must submit your original Chinese passport or birth certificate showing your name in Chinese characters.

TOURIST VISA REQUIREMENTS:

1. Passport

You must provide your actual signed passport. Your passport must:

- Be valid for six months beyond the length of your requested visa (for example, if you are requesting a 12 month visa your passport must be valid for 18 months)
- Have at least one blank visa page (amendments and endorsement pages cannot be used)

2. Photographs

You must provide one color, passport-type photograph. The photograph must:

- Be printed on photo paper
- Be two inches by two inches
- Have a white background
- Have been taken within the last six months

3. IRTC Order Form

4. Visa Application Form

You must provide one completed visa application form and one supplementary form (both forms are attached). Each form must:

- Include answers for all fields
- Display your full name as it appears in your passport
- Be signed

5. Proof of U.S. Immigration Status

You must provide proof of your current US Immigration status. Evidence of your status must:

- Include a copy of your US Immigration paperwork or a copy of your Green Card

ORDER FORM

DATE OF REQUEST _____

DATE OF DEPARTURE FROM USA _____ NEED PASSPORT BACK BY _____

SHIPPING ADDRESS

COMPANY NAME _____ WORK PHONE NUMBER _____

_____ CELL PHONE NUMBER _____

CITY _____ STATE _____ ZIPCODE _____

TRAVELERS INFORMATION

NAME _____ DATE OF BIRTH _____

PASSPORT NO. _____ EXPIRATION DATE _____

FOR NON-US CITIZENS US Visa _____ Alien Registration Card _____

REQUESTED SERVICES

	US STATE DEPT. FEE	IRTC FEE	TOTAL
PASSPORT NEW / RENEWAL / ADD PAGES _____	_____	_____	_____

COUNTRY	CONSULATE FEE	IRTC FEE	TOTAL
VISA _____ Business/Tourist	_____	_____	_____
VISA _____ Business/Tourist	_____	_____	_____

SHIPPING CHARGES _____ GRAND TOTAL _____

CREDIT CARD AUTHORIZATION:

I, _____, authorize IR Travel Consultants to process
my visa/passport and charge my
VISA/M.CARD/AMEX for the above services.

IF I DECLINE ANY VALID CHARGES ON MY BILLING, THERE WILL BE A \$50.00 SERVICE FEE.

CC/AmEx number _____

exp.date _____

Card verification number _____

Address associated with the CC /Am Ex _____

Signature _____

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		已婚 Married	单身 Single	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	官方访问 Official Visit 旅游 Tourism 交流、考察、访问 Non-business visit 商业贸易 Business & Trade 人才引进 As introduced talent 执行乘务 As crew member 过境 Transit	常驻外交、领事、国际组织人员 As resident diplomat ,consul or staff of international organization 永久居留 As permanent resident 工作 Work 寄养 As child in foster care
	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	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
	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	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
	短期学习 Short-term study for less than 180 days	长期学习 Long-term study for over 180 days
	短期采访报道 As journalist for temporary news coverage	外国常驻中国新闻机构记者 As resident journalist
	其他(请说明)Other (Please specify) :	
2.2 计划入境次数 Intended number of entries	一次(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue 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 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 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 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.	是 Yes	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?	是 Yes	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?	是 Yes	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?	是 Yes	否 No
3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions? 严重精神障碍 Serious mental disorder 传染性肺结核病 Infectious pulmonary tuberculosis 可能危害公共卫生的其他传染病 Other infectious disease of public health hazards	是 Yes	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?	是 Yes	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 Information	偕行人 1 Person 1 粘贴照片于此 Affix Photo here	偕行人 2 Person 2 粘贴照片于此 Affix Photo here	偕行人 3 Person 3 粘贴照片于此 Affix Photo here
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** **日期**
 Applicant's signature: 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):	

中华人民共和国签证申请表附表

Supplementary Visa Application Form of the People's Republic of China

英文姓名 Name in English	
护照号码 Passport number	
出生日期(年月日) Date of birth (yyyy-mm-dd)	

A、如申请到中国工作，请填写。If you are applying to work in China (Z-visa), please fill out the following:

1.受教育状况 Education	<input type="checkbox"/> 本科 Bachelor <input type="checkbox"/> 硕士 Master's <input type="checkbox"/> 博士或更高 Doctorate or higher <input type="checkbox"/> 其他(请说明) Other (Please specify):.....	
2.最后学习的大学名称 Name of your last school, college, university or other educational institution		
3.专业 Your major or focus in studies		
4.职业技术资格 Your professional or technical qualifications		
5.在中国从事何种职业 Your occupation in China		
6.在中国就职单位的名称、地址及联系电话 Name, address and phone number of your employer in China		
7.就业许可编号 Alien Employment License Number		

B、如申请到中国留学，请填写。If you are applying to study in China (X-visa), please fill out the following:

1.受教育状况 Education	<input type="checkbox"/> 本科 Bachelor <input type="checkbox"/> 硕士 Master's <input type="checkbox"/> 博士或更高 Doctorate or higher <input type="checkbox"/> 其他(请说明) Other (Please specify):.....	
2.最后学习的大学名称 Name of your last school, college, university or other educational institution		
3.专业 Your major or focus in studies		
4.职业技术资格 Your professional or technical qualifications		
5.在中国就读学校的名称、地址及联系电话 Name, address and phone number of your school in China		
6.在中国学习的专业或课程 Your major or course in China		

C、如有使用同一本护照一同旅行的偕行人，请在下面填写偕行人情况。If someone else travelling with you shares the same passport with you, please give that person's details below:

	偕行人 1/ Person 1	偕行人 2/ Person 2	偕行人 3/ Person 3
1.姓名 Full name			
2.性别 Sex			
3.出生日期 Date of birth (yyyy-mm-dd)			
4.偕行人照片 Photo(s) of the person(s) traveling with you sharing the same passport	<i>Affix here</i>	<i>Affix here</i>	<i>Affix here</i>

D、如不在国籍国申请签证，请填写。If you are applying for a visa in a country or territory other than the country of your nationality, please fill out the following:

1.在当地的居留或停留时间? Duration of your stay in this country or territory	<input type="checkbox"/> 少于6个月 Less than 6 months <input type="checkbox"/> 超过6个月 More than 6 months <input type="checkbox"/> 超过12个月 More than 12 months	
2.持有何种当地的有效签证或居留证件? What kind of visa or residence permit of this country or territory do you hold?	<input type="checkbox"/> 有效居留证件 Valid residence permit <input type="checkbox"/> 有效签证 Valid visa <input type="checkbox"/> 无 None	
3.签证或居留证件的号码及有效日期 Number of your visa or residence permit and its expiration date	号码 Number	
	有效日期 Expiration date (yyyy-mm-dd)	
4.持上述签证或居留许可是否被允许返回当前所在国家或地区? Do you have permission to return to this country or territory with the visa or residence permit above?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
5.在当地住所的邮政地址 Mailing address of your residence in this country or territory		
6.当地的联系电话 Your phone number in this country or territory		

我谨声明，我理解上述内容和问题，所有填写内容真实无误。

I solemnly declare that I understand all content and questions included on this form, and the information given is accurate and truthful.

→ 申请人签名

日期

Applicant's signature: _____ Date (yyyy-mm-dd): _____.

注：未满18周岁的未成年人可由父母或监护人代签。Note: A parent or guardian may sign on behalf of a minor aged less than 18 years.