



## **PASSPORT AND VISA SERVICES**

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### **REQUIREMENT:**

#### **1. Basic requirements**

- (1) One completely filled out visa application form; all blanks on the application form should be filled in with genuine information.
- (2) One recently taken 2X2 inch photo showing entire face and without a hat on. Please affix the photo to the application form.
- (3) Original passport with at least 2 blank visa pages and valid for at least 6 months beyond the date of application.

#### **2. A brief introduction to Chinese visas**

##### **(1) Tourist visa (L- visa)**

There are single entry (valid for 3 months) and double entry tourist visas. Multiple-entry tourist visa can only be permitted by the Embassy on applicant's particular situation.

- a) The latest 3 months bank-statements with adequate money.
- b) Hotel reservation in China.
- c) Round-trip ticket booking.

##### **(2) Business visa (F-visa)**

There are single entry (valid for 3 months) and double entry business visas. Multiple entry Business visa can only be permitted by the Embassy on applicant's particular situation.

- a) Qualified original invitation & guarantee letter with signature and stamp from the applicant's sponsor and business partner in China. The letter should state clearly applicant's name, position and passport number, applicant's company name, address and telephone number, purpose of visit, duration of stay and specific itinerary in China.
- b) Qualified original introduction letter with the full name, title, date & signature of the issuing

person from applicant`s company. The letter should state clearly applicant`s name, present occupation and position in the company, purpose of the visit, intended duration of stay, city intended to visit, name and address of applicant`s business partner in China, items and quantity of goods planned to order and purchase .

c) Round-trip ticket booking.

d) Updated bank statement

5-7 working days