



China Visa Information July 11-13, 2006

.....
OVERVIEW: This document is a guide to assist you with your China travel preparation for the Beijing conference. It is by no means an official document. We highly recommend that you review and follow all of the “rules” of your organization’s travel and security offices.
.....

BOOK YOUR FLIGHT TO CHINA: ASAP

China is becoming one of the top destinations to visit for business and pleasure, especially as Beijing prepares for the 2008 Summer Olympic Games. Travel has increased dramatically and flights typically sell out. Many airlines are now adding China flights to their roster. Therefore, we recommend that you purchase your air ticket very soon to secure your preference of carriers, flights, and rate.

CHECK YOUR PASSPORT: ASAP

Everyone is required to have a valid passport to enter and leave China. *The passport must have at least one blank page.* For US citizens to add pages to your passport, you will need to submit a completed DS-4085, Application for Additional Visa Pages, with your passport to National Passport Processing. To get the DS-4085 application and additional information including the mailing address, please go to this link: http://travel.state.gov/passport/fri/add/add_850.html

Note: There is no additional fee to add pages to your passport unless you require expedited service.

For additional US passport information please visit:
http://travel.state.gov/passport/passport_1738.html

For non-US citizens, please check your government’s web site for specific information on adding pages to your passport.

APPLY FOR BUSINESS VISA: 30-60 Days prior to your departure to China

All visitors are required to apply for a visa to enter China for our conference in Beijing. For this trip, we recommend that you get a business visa, otherwise known as an “F” Visa. *The single visit visa is good for up to 90 days.* **In order to get a business visa, you will be required to submit a letter of invitation to China.** TTI/Vanguard will provide you with this letter of invitation after you register for the conference.

If members of your family will be joining you in China, they can get a tourist visa, also known as an “L” Visa, which is good for sightseeing and visiting family members/friends. The application process is the same except they do not need a letter of invitation to apply for a tourist visa. For more information on tourist visas, go to this link:
<http://www.china-embassy.org/eng/hzqz/zgqz/t84246.htm>

To apply for the business visa, the following documents are required, unless otherwise indicated:

1. **Visa application form:** Please ensure that you fill out the application carefully, completely, and clearly, to avoid delays in the process, or even denial of the application.
Visa Application Form Link: <http://www.china-embassy.org/chn/hzqz/zgqz/Q1-1.pdf>
2. **Passport Photo:** One recently taken 2” x 2” full-faced passport photo. *Must be an official passport photo.*
3. **Valid passport, with at least one blank page in it:** If you do not have at least one blank page, you will need to add pages to your passport (see above). ***New Requirement for 2006: Your passport must also be valid for at least six months beyond the date of application.***
4. **Letter of Invitation:** After you register for the conference, you will receive a confirmation e-mail that includes the “Letter of Invitation.”
5. **Flight Itinerary:** Including this with your application is OPTIONAL, yet recommended if available, as it shows that you do intend to return to your country of origin.

VISA VALIDITY AND DURATION OF STAY

Usually, the validity of an “F” visa is 90 days from the date of issue for single entry or 180 days for double entry. This means the holder of the visa shall enter China no later than 90 days or 180 days from the date of issue, otherwise the visa is expired and is null and void. *The duration of stay of an “F” visa is 30 days, which means the holder of the visa may stay in China for up to 30 days from the date of entry. We encourage you to not apply for your visa prior to May.*

HOW TO APPLY FOR A BUSINESS VISA: US CITIZENS

Mailed applications are no longer accepted. There are two ways you can submit your application.

You can:

1. Go to the visa office of the [Chinese Embassy or Consulate](#) in the jurisdiction in where you live to submit the application.
Chinese Embassy Link: <http://www.china-embassy.org/eng/hzqz/t84229.htm>

OR

2. If you do not live near an embassy or consulate or time does not permit you to visit in person, you may send your information via a travel agent/visa courier service that will take your paperwork to the Chinese Embassy. There are many companies who provide this service. A reputable courier service we found is China International Travel Service (CITS); they are the only China Travel company in the US that is officially appointed by the Chinese Consulate. In addition to the visa fee (see following table), CITS charges a \$35 fee to courier your visa to and from the Chinese Embassy. For the return of your passport with visa, you will need to enclose a self-addressed stamped envelope or a pre-paid airbill for FedEx, UPS, DHL, or USPS. Additional information on using CITS as your courier can be found at <http://www.citsusa.com/visa.htm> or call +1 626.568.8993 and you can speak with any staff member there.

The website: <http://www.asststork.com/pages/consulate.html> can also provide you with several other courier services that can submit your paperwork to the Chinese Embassy. Please note TTI/Vanguard offers this information to be helpful. We do not guarantee the services, nor receive commissions from any of the listed vendors.

Visa fee

| Number of Entries into China | US Citizens | Non-US Citizens * |
|--------------------------------|-------------|-------------------|
| Single Entry | \$50 | \$30 |
| Double Entry | \$75 | \$45 |
| Multiple Entries for 6 Months | \$100 | \$60 |
| Multiple Entries for 12 Months | \$150 | \$90 |
| Multiple Entries for 24 Months | \$150 | \$90 |

*Visa fee for non-US citizens applying for a visa in the United States to China.

Chinese Embassy Processing Time

If you go directly to the Chinese Embassy or consulate to get your visa, the regular processing time is four working days. For express service, an additional fee of \$30 will get your visa processed in one working day, or a \$20 fee will get it processed in two to three working days. You can pay by Visa, MasterCard, money order, cashier’s check, company check, or cash. Personal checks are not acceptable. You should make the check or money order payable to the “Chinese Embassy.” *If you use a courier service to obtain your visa, please refer to their information for fees and processing time, as these will be different from the Embassy’s or Consulate’s information.*

HOW TO APPLY FOR A VISA: NON-US CITIZENS

The web addresses listed below will provide with information to apply for a visa in your country. If there is not a link for visa on the home page, click on Consular Affairs to find visa information.

- Australia:** <http://au.china-embassy.org/eng/>
- Canada:** <http://www.chinaembassycanada.org>
- Germany:** <http://www.china-botschaft.de/det/>
- Japan:** <http://www.china-embassy.or.jp/chn/>
- United Kingdom:** <http://www.chinese-embassy.org.uk/eng/>
- Belgium:** <http://www.chinaembassy-org.be>
- France:** <http://www.amb-chine.fr/fra>
- India:** <http://www.chinaembassy.org.in>
- Netherlands:** <http://www.chinaembassy.nl>

ADDITIONAL INFORMATION

Please check with the Chinese Embassy website for any health issues that may prevent you from entering China.

At this time there are no vaccinations required to enter China. Please continue to monitor the Center for Disease Control’s website for the most current information on health related issues at <http://www.cdc.gov/travel/eastasia.htm>.

INFORMATION WAS COMPILED FROM SEVERAL SOURCES INCLUDING:

US State Department Official Website

<http://travel.state.gov/>

US Government Passport Information

http://travel.state.gov/passport/passport_1738.html

US Government Passport Application

http://travel.state.gov/passport/forms/forms_847.html

Embassy of the People's Republic of China in the USA

<http://www.china-embassy.org/eng/>

Business Visa Information

<http://www.china-embassy.org/eng/hzqz/zgqz/t84247.htm>

Tourist Visa Information

<http://www.china-embassy.org/eng/hzqz/zgqz/t84246.htm>

Add extra pages to your US passport

http://travel.state.gov/passport/fri/add/add_850.html

US Embassy Locations

<http://www.china-embassy.org/eng/hzqz/t84229.htm>

CITS Visa Courier Service

<http://www.citsusa.com/visa.htm>

Other Courier Services

<http://www.asststork.com/pages/consulate.html>

Center for Disease Control

<http://www.cdc.gov>