

TOURIST VISA REQUIREMENTS FOR GEMS OF CHINA & JAPAN (TIBET)

Total Cost: One Person - \$ 412

Total Cost: Two People - \$776

Cost includes service fees, consular fees* and return shipping. For **Overnight** Delivery add \$15 per address. ☐

For delivery outside the **contiguous** U.S (HI, AK, etc.), please add an additional \$55.00. ☐

Please Send to GENERATIONS VISA SERVICE: (see address below)

- ___ **Your SIGNED passport:** having two completely blank "visa" pages & six months remaining validity beyond the travel date. For help with passport processing call GenVisa at 1-800-845-8968.
- ___ **Two professional photos** per person, paper clipped to the application form - **ears and forehead visible!**
- ___ **One completed online application** per person. The China visa application must be submitted online via the following link: <https://cova.mfa.gov.cn>. A sample completed China application form is enclosed for your reference. For White Glove Service, please click [HERE](#) to access the fillable **CHINA WHITE GLOVE FORM** (see details below).
- ___ **Where You Stay Form**, per person, original signature is required in Blue or Black Ink.
- ___ **A copy of the Viking Guest Statement**, showing ports of call in each traveler's name.
- ___ **Clear copy of Driver's License or government ID** for each traveler as proof of residence.
- ___ Copies of all previously issued Chinese visa, if applicable.
- ___ **Payment:** a check or money order payable to GenVisa in US Dollars and drawn on a US bank.
Complete and *return this entire form* with the requested materials – use a traceable form of delivery.
Important: Do not send your passport/materials more than 9 months prior to your China trip date.

Visa processing generally takes up to 6 weeks. If you need your passport returned **within 30 days:** add \$70 per person for rush service, **within 21 days:** add \$110 per person for express service.

These requirements are for U.S. passport holders and legal U.S. residents. ***Consular fees, processing times and forms are subject to change without notice.** For terms and conditions, current requirements, updated forms, and fees please check at www.genvisa.com/viking

YOUR RETURN SHIPPING ADDRESS

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Return to: ☐ Home or ☐ Business (recommended for security reasons) Name & c/o: _____

EXACT address: _____ Apt/Ste#: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Date you need your passport: _____ Your E-mail address (Important): _____

Date You Depart the US: _____ **Date you Enter China** _____

Optional insurance: \$12 per passport: in the unlikely event that your passport is lost or damaged in transit, this will cover your full out of pocket **direct** visa(s) and passport replacement costs up to \$2,000. Please check one of the boxes below:

☐ **Yes**, I have added an additional \$12 per person for the optional insurance. [FedEx signature required upon delivery].

☐ **No**, I decline the optional insurance and understand that in the unlikely event my passport is lost or damaged; Generations Visa Service liability is limited to \$100 [No signature required upon delivery].

Send materials to:

GENERATIONS VISA SERVICE
5335 WISCONSIN AVE N.W. #380
WASHINGTON D.C. 20015-2030
1-800-845-8968

Viking – China (Gems of China & Japan)



For GenVisa Staff: Copies of China visa and passport information page provided to Viking Cruises on _____

SEND THE FOLLOWING DOCUMENTS TO GENVISA

☐ **ACTUAL PASSPORT**

You must provide your ***physical***, signed passport book, including **TWO** (2) color copies of the data page of your passport (pages 2 & 3 of passport). Citizens of the United States must always use their ten-year passports for the China visa process. Second valid (four year) passports may not be used for Chinese visa services at Chinese Consulates in the USA. Your passport must:

- Be valid for six months beyond your trip.
- Contain at least two blank “visa” pages for the visa stamp (the amendment and endorsement pages in the back cannot be used for visa placement).
- Not be torn, separated, or frayed.

☐ **PHOTOGRAPHS**

You must send two professional passport photos. Your photos must:

- Be taken within the last six (6) months.
- Be in color.
- Be taken on all-white background and printed on high-quality photo paper.
- No homemade photos will be accepted.
- Do not staple, tape or glue the photos to the application.

☐ **PROOF OF RESIDENCY**

You must provide **TWO** (2) color copies of your driver’s license or government-issued ID with a current address for proof of residency. Your driver’s license must:

- Be valid at the time of application (not expired).
- If you have a “P.O Box” for your address, you **must** provide a utility bill in each applicant’s name. Utility bills include water, gas, and electricity. **Phone bills, cable bills or bank statements are not accepted.**

* If you are a U.S Green Card holder, please send a legible color copy of the front & back of your card to show proof of legal status in the U.S.

☐ **WHERE YOU STAY FORM**

— **Where You Stay Form**, original signature is required in Blue or Black Ink.

☐ **VIKING GUEST STATEMENT**

— You must provide the complete Viking Guest Statement.

IMPORTANT VISA INFORMATION FOR VISITING TIBET

Tibet is within mainland China and does not require an additional visa. Please be sure that there is **NO** Tibet information on the visa application, or any itineraries provided by the tour operator. **All required documentation for your Tibet permit will be provided to Viking Cruises on your behalf upon completion of the visa.** If you are applying for your China visa on your own, you are responsible for providing the required documentation to Viking Cruises no later than 60 days prior to your departure from the US.

□ VISA APPLICATION

- **One online application form per person.** The China visa application must be submitted online via the following link: <https://cova.mfa.gov.cn>. Select “**WASHINGTON DC**” as the jurisdiction. Once submitted, you must print and sign in **two places** (Declaration on page 1 and page 8, section 9.1) A sample of the completed China application form can be seen for reference by clicking [HERE](#). **Please note, GenVisa cannot provide assistance with the online application.**
- Due to the complexity of the online China visa application, GenVisa strongly recommends the use of the White Glove Service to have GenVisa staff complete the application on your behalf with no mistakes. (The White Glove Service fee is \$129 PER application in addition to the visa fees). All questions must be answered in full for GenVisa to complete the application accurately. **If you choose White Glove Service, complete the White Glove Service forms only, do not complete the online application. The White Glove Service is NOT an expediting service.**

----- **ADDITIONAL CHINA VISA INSTRUCTIONS (PLEASE READ THOROUGHLY & CAREFULLY)** -----

SPECIAL INSTRUCTIONS FOR FORMER PEOPLES REPUBLIC OF CHINA NATIONALS OR INDIVIDUALS BORN IN CHINESE TERRITORIES

If you are a former Peoples Republic of China passport holder or were born in China, Taiwan, Hong Kong, or Macau:

- You must write your name in Chinese characters in field 1.1D on the China visa application.
- If you have been issued a China visa in the past, you must provide a copy of your most recent China visa along with a copy of the data page of the passport in which the visa was issued. If you are no longer in the possession of that passport, you must write a personal statement explaining what happened to that passport and the visa.
- If you have **never** been issued a China visa, you must submit your **ORIGINAL** Chinese passport, copy of your Naturalization Certificate, copy of your birth certificate, copy of your parents’ passports, copy of parents’ naturalization certificates, and a copy of your Green Card (if applicable). If your name has changed since birth, you must provide all name change documents. If you do not have access to any of these records, you must provide a statement stating why you cannot provide these documents. Processing delays may occur.
- If you were born in the U.S but your parents were born in China, you must submit copy of your birth certificate, copy of your parents’ passports, copy of parents’ naturalization certificates, and a copy of their Green Card (if applicable). If you do not have access to any of these records, you must provide a statement stating why you cannot provide these documents. **Processing delays may occur.**
- If you were adopted from China, you must include copies of the adoption papers in Chinese with translation and court documents showing adoptive parents’ names and any subsequent name changes. Please also include a copy of the naturalization certificate and a copy of your birth certificate (if applicable).

Chinese consular authorities may request any additional information at their discretion in addition to the documents listed above.

SPECIAL INSTRUCTIONS FOR CANADIAN PASSPORT HOLDERS RESIDING IN CANADA

Starting January 1, 2019, all Canadian passport holders, residing in Canada, ages 14 to 70 years old, are required to apply in person at a designated Service Center in Canada. For more information, go to the official website of the Chinese Visa Application Service Center – www.visaforchina.org.

➤ CERTAIN FORMER NATIONALITIES

At this time, GenVisa cannot assist U.S. Citizens that were born in Afghanistan, Iraq, Iran, Pakistan, Nigeria, Turkey, Syria, and Cameroon. You will need to apply to the Chinese Consulate in person.

➤ MINORS

All minors under the age of 18 that are traveling to China must include the following documents in addition to the requirements listed on pages 2-4:

- Copy of their Birth Certificate.
- Copy of both parents' passports **and** driver's licenses are required. Parents who are non-U.S. citizens must submit copies of their green cards.
- Parent must sign the application (Declaration page 1, and section 9.1 & 9.2 on page 8)

➤ NGO/ NON-PROFIT EMPLOYEES

All NGO/Non-profit employees must include an employment verification letter and personal statement. They must describe the nature of the NGO/Non-profit organization, provide what their job title is, job description and state that they will be going to China for tourism only. Please note, Chinese consular authorities may request any additional information at their discretion. **Please expect processing delays.**

➤ PREVIOUS TRAVEL

If your passport has evidence of travel to Afghanistan, Azerbaijan, Pakistan, Kazakhstan, Tajikistan, Kyrgyzstan, Turkey, Uzbekistan, Syria, Yemen, Iraq, Libya, Mali, South Sudan, Nigeria, Somalia, Tunisia, Lebanon, Algeria, Kenya, Cameroon, Chad, Bangladesh, Sri Lanka, Iran, Ghana or Congo, you must provide a complete **5-year** travel history, giving details of your travel, such as dates of stay in the country, the reason for travel to the country. Please click [here](#) to download the form. Use as many sheets as you need. **Processing delays may occur.**

***If you traveled to China in the past, and have been issued a Chinese visa, you must provide copies of the previously issued China visa(s) along with a copy of the data page of the passport it was issued in*.**

PLEASE NOTE – The processing and issuance of China visas are solely at the discretion of the Embassy and Consular officers. All applications, once submitted, are subject to review and scrutiny, which may result in additional documentation, additional processing time, and, in some instances, requests for personal appearances at the Embassy/Consulate. GenVisa has no control over the Embassy and Consulate's rules and regulations.

Where You Stay Form

Dear visa applicant,

If you need to apply for a Chinese visa in our Embassy, you **MUST** be IN the US now. If currently you are NOT IN the US, your visa application will not be processed.

Please tick and fill in the place you are currently in.

☐

Yes, I am currently in the US.

The State name is _____ .

☐

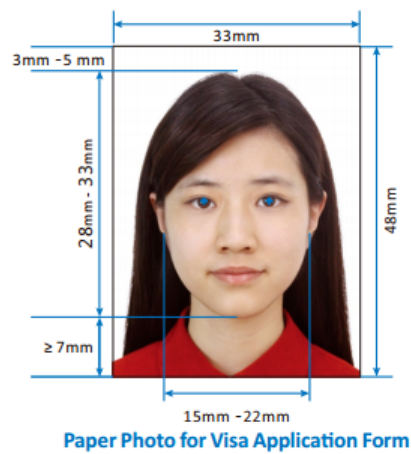
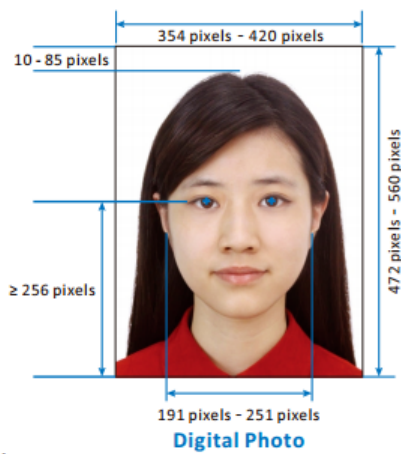
No, I am currently not in the US.

I am in _____ (name of the Country/Region).

Please sign your name,

Date,

_____MM_____DD_____YYYY



General Photo Requirements

- **Templates:** As indicated in the sample photos for digital and paper photos.
- **Dimensions:** The digital photo should be between 354 pixels (width) × 472 pixels (height) and 420 pixels (width) × 560 pixels (height). The paper photo should be 33 mm (width) × 48 mm (height).
- **Colour Space:** RGB 24bit true colour.
- **Image Compression:** JPEG and the image file size: 40 KB - 120 KB.
- **Facial Requirements:** The applicant is required to present the frontal view to the camera with the entire head and face clearly visible. The facial expression must be neutral with eyes open, mouth closed and ears visible. There should be no visible distortion of the facial features. There should not be any object such as hand or toy or another person visible in the photo. Eyeglasses are allowed in the photo only if the lenses are not tinted and there is no glare, shadows, or frames obscuring the eyes. The head position: $\leq 20^\circ$ for left or right tilt (Yaw and Roll) and $\leq 25^\circ$ for up or down tilt (Pitch).
- **Head Coverings:** Hats or other head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.
- **Photo Quality:** The photo should have no damage or impurities, no background light or shadow over face. There should not be over- or under-exposure. The face should be centered in the photo with all the features clearly visible and natural skin tone. The inter-eye distance should be > 60 pixels.
- **Head Size and Orientation for the Digital Photo:** With the digital photo of 354 pixels (width) × 472 pixels (height) as an example, the head should be horizontally centered in the image with the face width at 205 pixels ± 14 pixels. The space from the upper edge of the image to the crown of the head should be 10 - 70 pixels. The vertical distance from the bottom edge of the image to the horizontal line through the centre of the eyes should be > 256 pixels. In special cases, when the hair is too high, the voluminous hair can be trimmed off to ensure the size of the face.
- **Head Size and Orientation for the Paper Photo:** The head width should be between 15 mm and 22 mm and the head height, measured from the base of the chin to the crown of the head, should be between 28 mm and 33 mm. The space between the crown and the upper edge of the photo should be between 3 mm and 5 mm. The space between the chin and the bottom edge of the photo should be ≥ 7 mm.
- **Background and Borders:** The background of the photo should be white or close to white with no borders around the edge of the image.
- **The photo should be recent, taken within 6 months.**



The application portal has a strict photo verification system in place. When taking your photos, please make sure to adhere to the following guidelines: avoid wearing glasses, do not smile, and ensure that your forehead, ears, and entire face are visible. If you have bangs, kindly clip them back before taking the photo. If you are unable to obtain photos with the specific dimensions shown, we also accept regular 2" x 2" passport photos. Please refrain from cropping the photos.



LIFETIME US PASSPORT REPLACEMENT INSURANCE FOR \$29.99 PER PERSON

This affordable passport replacement program offers **expedited** replacement of your lost, stolen, or damaged US passport— **up to \$399 in replacement service fees**. Upon receipt of your claim, we will arrange for the fastest available turnaround to process your passport replacement application under specific circumstances.

By enrolling, you agree to the following:

- ✓ GenVisa will waive its expedited processing fees. You are responsible for applicable Government and shipping fees only.
- ✓ GenVisa will select the fastest available processing speed based on your scheduled departure date.
- ✓ Coverage does not include replacement of expired passports, passports that ran out of visa pages, name changes, or valid travel visas.
- ✓ Coverage cannot exceed our service fee for an EMERGENCY passport at the time of the claim.

Insurance coverage excludes:

- ✓ Replacement of expired passports, passports that ran out of visa pages. name changes, or valid travel visas.
- ✓ Replacement of lost, stolen, or damaged passports while outside the United States and its territories. Should that happen, you must apply in person at the nearest US Embassy for an emergency passport.

To make a claim, please call (800) 845-8968 or email us at info@genvisa.com.

Optional LIFETIME Passport Replacement insurance: \$29.99 per passport.

In the unlikely event that your passport is lost or damaged, Genvisa will arrange for expedited passport replacement in the United States.

Please choose one of the boxes below.

☐ **No**, I decline the Lifetime Passport Replacement insurance.

☐ **Yes**, I have added an additional \$29.99 per person for the Lifetime Passport Replacement insurance. **Please include insurance fees in the total payment for visa processing.**

Name and Signature: _____ Date: _____

Name and Signature: _____ Date: _____



Smart Traveler Enrollment Program

“Stay Informed, Stay Connected, Stay Safe!”

For a nominal fee Generations Visa Service will register you and your travel details with the nearest U.S. Embassy or Consulate in the countries you are visiting. This registration allows the US government to efficiently safeguard its citizens while overseas.

Benefits of Enrolling in Smart Traveler Enrollment Program:

- Receive important information from the Embassy about up-to-the-minute safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in the case of an emergency.

Personal Information (Please fill out legibly in block letters)

Traveler #1's full name (LAST, First, Middle):
Date of Birth (MM/DD/YYYY): / /
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Passport Number: P_____
Email Address*:
Phone Number:

Traveler #2's full name (LAST, First, Middle):
Date of Birth (MM/DD/YYYY): / /
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Passport Number: P_____
Email Address*:
Phone Number:

*Email addresses will not be used for solicitation purposes

Travel Information

Country #1:
Approx. Date of Entry (MM/DD/YYYY): / /
Approx. Date of Exit (MM/DD/YYYY): / /
Name and Address of the first hotel:
Name of the Tour Operator: Viking Cruises
Contact in Country, if known (phone or email):
(855) 338-4546

Country #2 (if applicable):
Approx. Date of Entry (MM/DD/YYYY): / /
Approx. Date of Exit (MM/DD/YYYY): / /
Name and Address of the first hotel:
Name of the Tour Operator: Viking Cruises
Contact in Country, if known (phone or email):
(855) 338-4546

☐ **Yes**, please enroll me in Smart Traveler Program. I have added an additional **\$15.00 per person** for this service. Please include STEP enrollment fees in the total payment for visa processing.

PLEASE NOTE: If you receive an email confirmation from the Department of State titled “Smart Traveler Enrollment Program Invitation,” one of our agents has enrolled you in the Program with the information provided. No further action is required on your part.