

# TOURIST VISA REQUIREMENTS FOR CHINA

Consular fee: \$140 p/person  
GenVisa service fee: \$299 p/person  
Return FedEx fee: \$ 48 p/address  
**Total Cost: \$487 One Person**

Consular fee: \$140 p/person  
GenVisa service fee: \$299 p/person  
Return FedEx fee: \$ 48 p/address  
**Total Cost: \$926 Two People**

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

For **FedEx Overnight Delivery** please add \$15.00 ☐

## **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 pictures** 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.
- **Flights & Hotel Itinerary** showing dates of travel and accommodations in China 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 6 months prior to your China trip date.

**Visa processing generally up to 6 weeks.** If you need your passport returned **within 30 days** of submission: **add \$70 per person** for expedited service, **within 21 days: add \$110 per person** for expedited service. These requirements are for U.S. passport holders and U.S. residents only, for all other nationalities call 800-845-8968 for additional requirements. \*Consular fees and forms are subject to change without notice. For current requirements, terms and conditions, updated forms and fees please check at [www.genvisa.com](http://www.genvisa.com)

## **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 **THIS TOUR** Departs the U.S.: \_\_\_\_\_ Date you enter China: \_\_\_\_\_

**Optional insurance: \$12.00 per passport.** In the unlikely event that your passport is lost or damaged in transit. It will cover your full **direct** out of pocket visa(s) and passport replacement costs up to \$2,000. Please check one of the boxes below.

☐ **Yes**, I have added an additional **\$12.00** 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].

Mail materials to:

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



## 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.

### ☐ FLIGHT, CRUISE ITINERARIES & HOTEL RESERVATIONS

Flight itineraries should show details of every leg of your trip from the US to China and back. Each applicant’s name must be on the itinerary. It needs to be a formal itinerary from the tour company or the booking engine (Expedia, American Airlines, Delta, United, etc). You must provide copies of hotel confirmations from each hotel you stay at. If you are on a cruise, please provide a copy of your cruise itinerary from the cruise operator, showing ports and dates of call. No typed-up, self-prepared itineraries will be accepted.

### ☐ BUSINESS VISA ONLY

You must provide a copy of the Letter of Invitation from the host company in China. Please be sure that the letter has the signature of the inviter and the official red seal.

□ 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 expedited service.**

□ WHERE YOU STAY FORM

- [Where You Stay Form](#), original signature is required in Blue or Black Ink.

----- **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 possession of that passport, you must write a personal statement explaining what happen 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](http://www.visaforchina.org).**

#### **➤ 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 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 as you need. **Please expect processing delays.**

**\*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.

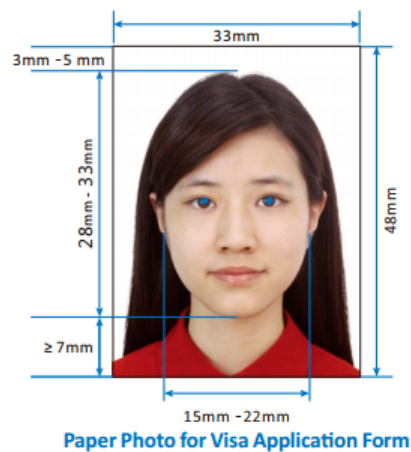
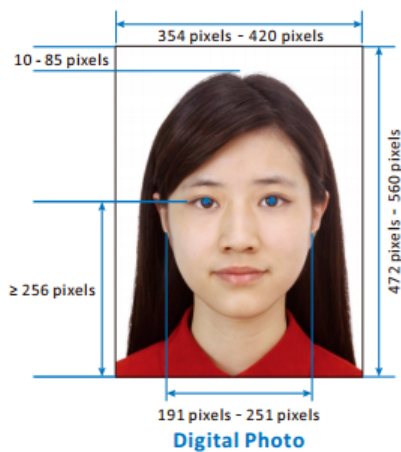
I am in \_\_\_\_\_(name of the Country/Region).

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  $\pm$  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  $\geq 7$  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](mailto: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:                     |
| Contact in Country, if known (phone or email): |
|                                                |

|                                                |
|------------------------------------------------|
| 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:                     |
| Contact in Country, if known (phone or email): |
|                                                |

☐ **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.