

GLOBAL PASSPORT EXPRESS

China Business Visa Requirements Checklist

Please check off each item as you collect them and sign the bottom.

____ ORIGINAL U.S. PASSPORT with 2 blank pages and 6 months remaining validity from date of travel. The Visa is affixed inside the Passport so the original Passport is required. The Passport must be signed by the person named in the Passport. If a minor, the minor can sign or a parent can print the minor's name and then "signed by" + your signature.

____ Three (3) copies of your application, filled out online following our example application.

IMPORTANT INFORMATION ABOUT THE APPLICATION:

- ALWAYS PUT "N/A" instead of leaving something blank
- QUESTION 1.9 is your Drivers License
- QUESTION 1.18 is your Full Address including City and State
- QUESTION 2.2 IS MULTIPLE ENTRY FOR 1 YEAR.
- QUESTION 2.4 YEAR / MONTH / DAY
- QUESTION 2.5 How many days in China
- QUESTION 2.6 YEAR / MONTH / DAY AND FULL ADDRESS OF HOTEL
- QUESTION 4.1 YEAR / MONTH / DAY on Signature Line

____ Three (3) copies of your driver's license

____ Three (3) copies of your hotel confirmation

____ Three (3) copies of your airline reservations must show travel to and from china, not hong kong

____ One (1) passport photo no glasses, must be able to see ears, NO SMILE

____ If you are going on a Cruise: Airline Reservations to and from the Ship

____ **If a Texas Resident:** One (1) copy of the Applicant Details form. It must be completed online or typed. For your date of birth use format YEAR / MONTH / DAY.

____ Must Include a Resume (recommended)

GLOBAL PASSPORT EXPRESS

China Business Visa Requirements Checklist

_____ Company Letter of Guarantee (see example at bottom of document)

_____ Copy of Invitation Letter from Chinese Government, Corporation or Company and issued by Chinese agency. If the invitation is not issued by a Chinese agency you will need the following on the letter:

- Name, Gender, Date of Birth of 'INVITER'
- Information about the purpose of the trip, the relationship between the 'INVITER' and Applicant, Dates of Arrival, Dates of Departure, Places to Visit, Places and Address of Place to Stay.
- Who will bear the cost of the Applicants Accommodations in China, information from the 'INVITER' including Name, Address and Company Seal.
- The City of the inviting Company. City must match the City of the Hotel of the Applicant
- Copies of previous Visas and Passports with those Visas
- Your invitation must be Address to the Consulate of your jurisdiction
- The consulate does not accept incomplete or incorrect Applications. Global Passports will charge a **FEE of \$10.00 per page** for making the corrections to the Application

China 1 Year Business	Consulate Fee	Global Passport Express Fee	Out of Texas Global Passport Fee	One Time Return Fedex Fee	Total
Texas Resident	\$140.00	\$135.00	-	\$27.00	\$302.00
Non-Texas Resident	\$140.00	-	\$150.00	\$27.00	\$317.00*

*Prices do not include Fedex overnight fees.

GLOBAL PASSPORT EXPRESS

China Business Visa Requirements Checklist

Global Passport Express provides services on behalf of our clients and is not a government agency. The fees for services provided by Global Passport Express are charged to the client upfront. These fees are not based on whether the various government entities that we work with approve or decline your application. Global Passport Express is not responsible for and has no control over delays caused by any government agency and/or mail delivery service or any other third party that is used in the process. This includes errors and/or omissions by the client on any of the required documents that are required. Embassy/Consulate fees and timeframes are subject to change without notice and are beyond the control of Global Passport Express. These are the most accurate fees and timeframes available to us at this time. If there are any changes, we will advise our clients upfront during the initial conversation.

Signature: _____ Date: _____

Example of a Company Letter of Guarantee:

JUN 14 2017

Consulate General of the People's Republic of China, Houston

Dear Sirs/Madam:

This letter is to inform you that our employee, Employee Name, will be traveling on Date of Entry to China leaving Date of Exit to Purpose of visit. Company Name guarantees expenses and return airfare to the United States for this trip. He/She has sufficient funds for this trip. Your Name needs to visit China frequently for business purpose. State detailed purpose of business here

Thank you for your assistance in granting this multiple entry visa.

Sincerely,

Authorized Signature

Title must be supervisor

Phone Number

8000 IH-10 West, Suite 920
San Antonio, TX 78230
210-375-7525