



# GLOBAL PASSPORT EXPRESS

## China Business Visa Requirements (M Visa)

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 Click Here](#)**

**PLEASE REVIEW OUR SAMPLE APPLICATION ON OUR WEBSITE [OR CLICK HERE](#). Must be printed SINGLE-SIDED. Application must be signed and dated- YEAR/MONTH/DAY**

\_\_\_ **Two (2) passport photo. No glasses, must be able to see ears, Must be a recent photo. Not the picture in your passport.**

\_\_\_ **Three (3) copies of your driver's license or proof of residence including:**

- Major utility bill- Gas, electric, Water
- Mortgage statement or lease agreement

\_\_\_ **Three (3) copies of your letter of invitation from Chinese company (See below for sample)**

**Three (3) copies of your letter of guarantee from your sponsoring company in USA (See below for sample)**

\_\_\_ **Three (3) copies of your airline reservations. Must show round trip into China. If you are flying into Hong Kong or Macau, please include a letter how you plan to cross the border. (Ferry, train, car)**

\_\_\_ **Three (3) Health declaration form ([See Below](#))**

\_\_\_ **Three (3) copies Where You stay form ([See Below](#))**

Global Passport Express  
8000 IH 10 W Ste 600  
San Antonio, TX, 78230  
210-375-7525

Updated March 2023

**Validity-** The consulate/embassy will typically issue a 120-month (10 year) multi-entry visa with each stay of 30-60 days. Validity is determined by the Chinese Embassy/Consulate and is subject to change without notice.

**Processing time-** China now requires an appointment to be scheduled to submit the visa. The earliest appointments can be sometimes 2-4 weeks out. Once the visa is submitted to the embassy, it can take 4-7 days for the visa to be processed and mailed back.

Global Passport Express recommends applying for your China Visa a minimum of 2-3 months before your trip to ensure you receive your visa prior to your trip.

**Fees:**

**China Consulate fee:                                 \$140.00**

**Global Passport China visa fee:                 \$280.00**

**Optional fees:**

**Assist in completing China visa app in office                 \$35.00**

**Printing application or making copies                                 \$5.00**

(One-time fee for any copies 30 pages or more)

**Debit/Credit card fee   3% of total bill on card**

Cash, Check or money orders are gladly accepted.

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: \_\_\_\_\_

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## Health Declaration Form

I (Full name: \_\_\_\_\_, Passport number: \_\_\_\_\_) hereby declare that I have had none of the following situations in the 14 days immediately preceding the date on this Health Declaration Form:

1. Being confirmed or suspected of COVID-19 infection by any medical institution;
2. Running a fever at or above 37.3°C or showing respiratory symptoms;
3. Coming into contact with confirmed or suspected COVID-19 cases;
4. Coming into contact with patients with a fever or respiratory symptoms;
5. Staying in a community or hotel reporting confirmed or suspected COVID-19 cases;
6. At least two persons in my office or family running a fever or showing respiratory symptoms;
7. Taking medicine for fever or cold;
8. Visiting public spaces like hospitals, theaters, restaurants and leisure facilities or taking part in group activities without taking protective measures like wearing a mask.

I declare the truthfulness and veracity of the statements above and the COVID-19 negative certificate I have provided. If any of the above-mentioned situations happens to me before leaving for China, I shall cancel the trip.

I acknowledge and accept the responsibilities under this Declaration pursuant to the relevant laws and regulations of the People's Republic of China should I conceal any health condition that might cause the spread of quarantinable infectious diseases or give rise to serious risks of such spread.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(Day/Month/Year)

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To be completed by consular officers of the Chinese Embassy or Consulate:

The Chinese Embassy/Consulate has examined the COVID-19 negative certificate (No. \_\_\_\_\_, Issuance date: \_\_\_\_/\_\_\_\_/\_\_\_\_) provided by the declarant. Used for the sole purpose of pre-boarding screening by airlines, this health declaration form is valid until \_\_\_\_/\_\_\_\_/\_\_\_\_.

Seal: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(Day/Month/Year)

# 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

# Company letterhead

**Sample 1**

May 18, 2023

Embassy of the People's Republic of China, Washington DC  
Visa Office  
3505 International PI NW,  
Washington, DC 20008

Dear Sirs/Madam:

This letter is to inform you that our employee, <<Your 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. <<Your Name>> needs to visit China frequently for business purpose.

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

Sincerely,

<<Authorized Signature>>

<<Title>>

<<Phone Number>>

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# Company letterhead

**Sample 2**

May 18, 2023

Embassy of the People's Republic of China, Washington DC  
Visa Office  
3505 International PI NW,  
Washington, DC 20008

Dear Sirs/Madam:

This letter is to introduce <<Applicant's Name>>, the <<Position>> with <<Company name>>. <<Applicant's name>> wishes to visit your country from <<Proposed date of entry>> to <<Proposed date of exit>> in order to <<Purpose of trip>>.

While in your country, he/she will be contacting <<Contact Persons Name>>, <<Company Name and Company Street Address>>.

<<Applicant's Name>> needs to travel to China frequently for business purpose.

We request your assistance in issuing multiple entry business visa for him. <<Company Name>> hereby guarantees the expenses of his trip including return airfare to the United States.

Sincerely,

<<Authorized Signature>>

<<Title>>

<<Phone Number>>

# COMPANY LETTERHEAD

(Date)

To the Chinese Consulate:

We would like to invite the following individual to visit China for business purposes:

Name (as appeared in passport): John Smith

Gender: Male

Date of Birth: 1980-01-01

Nationality: US Citizen

Passport Number: 1234567

Mr. Smith is the General Manager of ABC Company. During the visit, he will (Explain the Business Activities to Be Undertaken). Mr. Smith will arrive in (Arrival City) on (Arrival Date) and remain for approximately (Number of Days). He will visit the cities of (Names of all cities to visit) and leave China on (Departure Date). Since Mr. Smith is expected to make several trips to China in the near future, we would appreciate it if you could issue him a multiple entry business visa.

(Explain the relationship between Chinese company and US company, or the inviter and the invited.)

Mr. Smith's company will be financially responsible for his visit, including round-trip international airfare, room and board and other travel expenses.

If you have any questions, please feel free to contact us at any time.

Sincerely,

(Name and Signature of inviter)

(Inviter's Job Title)

(Inviter's address)

(Inviter's direct phone number and email address)

(Inviting company's official seal)

