

Visa Application Form Instructions

Please refer to the following step by step instructions when completing the visa application form for the People's Republic of China. **It is very important that you complete the form accurately and truthfully.** Any failure to do so may result in your visa being delayed or even rejected, which can adversely affect your placement. The form has a couple of quirks so **please do pay careful attention.**

If you make any errors on the form you will be required to fill it in again, so please try to fill it in correctly first time. If you should have any questions while completing the form, don't hesitate to contact us on (UK) 0044 207 193 7907.

Requirements for the visa application form:

Please complete the visa application form **electronically**. You must however **hand sign** the final page.

Write all dates in Chinese date format – YYYY-MM-DD

You must cross through or write N/A in all boxes that are not relevant to you. Be consistent in your choice.

The Form

1.1 Fill out your last name, middle name (s) and first name. You must record all your middle names. If you do not have a middle name you should cross through this box. Note that on the form you are asked to fill in your surname before your given name.

1.2 Only fill out this section if you are of Chinese origin and have a Chinese name in Chinese characters.

1.3 This section should only be filled out with previous *legal* names (such as maiden names). Do not include nick names.

1.4 Please tick the relevant box.

1.5 **Make sure you fill out your date of birth correctly and in Chinese date format (Year – Month – Date).**

1.6 Nationality - being the country whose passport you will be travelling on. Please be aware, you do not need to specify your race or ethnicity. You only need to include dual nationalities if you are applying for your visa on a different passport from the one you used to enter the UK.

1.7 Please mention any previous nationality you held. It is not obligatory to mention a former nationality – only if you were born in a different country.

1.8 Please include the city and country of your place of birth.

1.9 You only need to fill this out if you have a local ID card.

1.10 You should tick Ordinary. If you hold a different type of passport please contact us.

1.11 Fill out your passport number. **Make sure that this is filled in correctly – it is very important.**

1.12 **Make sure you fill out the date of issue of your passport correctly and in Chinese date format (Year – Month – Date).**



1.13 The place of issue of your passport should be written on your passport photo page. If you are a UK citizen it may be FCO, UKPA, IPS or similar.

1.14 **Please make sure you fill out the date of expiry of your passport correctly and in Chinese date format (Year – Month – Date).** **REMEMBER**, your **passport must be valid for at least 6 months** from your intended China departure date e.g. if you are leaving China on 1st January 2012, your passport must not expire before 1st June 2012.

1.15 **Please tick student even if you have already graduated.**

1.16 Please tick the highest level of study you have attained. If you are currently studying your undergraduate degree you can tick College.

1.17 **Please enter the details of your university.**

1.18 – 1.19 Fill out your home address in the UK. If you are applying for your own visa abroad please fill out a home address in that country.

1.20 This can be your home or mobile number.

1.21 Please write down any current email address you hold.

1.22 Select your marital status

1.23 You must write at least one major family member – your parents would be sufficient. If you are under the age of 18 and from a single parent family please make a note of this.

1.24 Write the Name and Mobile Number of your emergency contact, as well as their relationship to you.

1.25 You must write UK in this box. If you are applying for your own visa in another country please write the country in which you are applying.

2.1 **Please tick business and trade.**

2.2 If you are a British citizen applying with a UK passport, you should be issued a multiple-entry visa as standard. This is due to a bilateral agreement between the UK and China governments. While this agreement is in place, you should be issued with a two-year multiple-entry visa regardless of the box you tick in this section. Please tick any box.

If you're applying with a non-UK passport, please tick single-entry. If you wish to apply for a double or multiple-entry visa, please let us know as you will be required to cover the extra cost.

Please remember that all decisions regarding visas are at the discretion of the Chinese consulate .

2.3 Select No.

2.4 Your entry date will be the date of which your program begins, always a Thursday. If you plan to arrive early or late please write your intended date of entry.

2.5 Write the length of time you plan to stay in China. The maximum you can write is 90 days, but please only write this if you are going to be staying for that long.

2.6 **PLEASE LEAVE THESE BOXES BLANK.**

2.7 Write that you will be paying for your own expenses.



2.8 **PLEASE LEAVE THESE BOXES BLANK.** We will fill them in for you.

2.9 If you have been issued a previous Chinese visa write the date that it was issued and the city in which you applied for the visa. You will be required to provide a photocopy of your previous China visa.

2.10 List any previous countries you have visited in the previous 12 months for which you have stamps in your passport. You should also note the purpose of your travel (eg tourism or study) and the dates of your trips.

3.1 – 3.5 You should tick No for all of these sections. If you think that one of these statements may be relevant to you please contact your local office.

3.6 Please leave blank unless you have been informed to fill this part out by your local office.

3.7 Please leave blank.

3.8 This section is unlikely to be applicable to you, so please leave blank.

4 REMEMBER TO HAND SIGN YOUR VISA APPLICATION FORM BUT DO NOT DATE IT.

Section 5: Try and complete the form yourself. If someone is completing the form on your behalf, ask them to accurately fill in their details including country code for the phone number.

