



My China Docs Visa Service Instructions for Completing New China Visa Form

The new China Visa form became effective on September 1, 2007. The new form has been created in Adobe Acrobat® and is designed to be opened and completed online. However, you may also open it and print out the blank form to be completed by hand. The choice is up to you.

If you decide to complete the form by hand, please write legibly. Printing is often better than cursive writing. Either way, your penmanship must be clear enough for Consulate staff to read it.

If you decide to complete the form online, the trick is to locate the **Highlight Fields** button in the upper, right-hand corner and click it (see graphic below). That will put highlight boxes around each field on the form - making it a lot easier for you to work with them. After typing in your information, click the Highlight Fields button once again to turn the highlights off before printing the form.

If you are going to complete more than one form online, you may save each one by using the **File → Save As** option from the top menu and entering a different name for each form. To clear a form that has been filled in, click the **Reset Form** button locate just above the Photo field on page 1.

Some people really like the online form and others don't. Fortunately, the Consulate will accept them either way.

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

My China Docs
Adoption Documents & Visas
1560 FM-359 Road, #125
Richmond, TX 77469
832-216-0700

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

请填写项在空。使用中文或英文大写字母打印填写，或在□打×选择。
Please type your answer in capital English letters in the spaces provided or check the appropriate box to select.

一、关于你本人的信息 / Section 1. Information about Yourself

1.1 外文姓名 / Full Name: 姓 / Surname: _____ 中间名 / Middle Name: _____ 名 / Given Name: _____		1.2 性别 / Sex: <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F	照片 / Photo 请将 1 张近期正面免冠、浅色背景的彩色护照照片贴于此。 <i>Please affix one recent passport style color photo, with full face, front view, no hat, and against a plain light background.</i>
1.3 中文姓名 / Chinese Name if Applicable: _____			
1.5 别名或曾用名 / Other or Former Name: _____		1.6 曾有国籍 / Former Nationality: _____	
1.7 出生日期 / Date of Birth (YY-MM-DD): _____		1.8 出生地点 (国、省/市) / Place (Province/State, Country) of Birth: _____	
1.9 护照种类 <input type="checkbox"/> 外交 / Diplomatic		<input type="checkbox"/> 公务、官员 / Service or Official <input type="checkbox"/> 普通 / Regular	

清空重填 / Reset Form

Click the Highlight Fields Button to Display the Fields on the Visa Form.

Section 1: Information about Yourself	
1.1	Please fill in your name as in your passport and separate your last name (surname), middle name and first (given) name.
1.2	Please select your sex.
1.3	If you have a Chinese name, please write the Chinese characters here.
1.4	Please fill in your current nationality as in your passport. <i>(U.S. passport holders may write "American" or "USA".)</i>
1.5	Please fill in your other Chinese name or foreign maiden, religious, professional, aliases names if applicable. <i>(If you have an adopted child from China, you may write the pinyin version of their original Chinese name in this box. Write the surname first, followed by the given names. For example: "Zhang Xuemeng". If your adopted Chinese child is age 13 or older, you must also write the Chinese characters for her or his original, orphanage name – for example, 张雪萌. If you are not certain that you are able to render the Chinese characters accurately, send a copy of the photo page from your child's original Chinese passport and we will have one of our Chinese staff write them for you.)</i>
1.6	Please fill in your former nationality if applicable. <i>(For an adopted Chinese child, write "Chinese". If you are a naturalized U.S. citizen, write your former nationality in this space. For example: French, British, Mexican.)</i>
1.7	Please fill in the date of your birth as shown in your passport. <i>(Date of birth on the application should match that in your passport.)</i>
1.8	Please fill in the name of your birth place (City, Province/State and Country).
1.9	Please select the type of your passport with which you are applying for the visa. If you use travel document other than a passport, please specify. <i>(Unless you are applying for a diplomatic visa, select "Regular.")</i>
1.10	Please fill in the number of your passport with which you are applying for the visa.
1.11	Please fill in the date of issue of your passport.
1.12	Please fill the name of place (City, Province/State and country) of issue of your passport.
1.13	Please fill in the expiration date of your passport. <i>(Your passport must be valid for at least 6 months after your proposed date of entry.)</i>
1.14	Please select your current occupation(s). If your occupation is not listed above, please select "Other" and specify an occupation. <i>(If you work at home caring for your family, you may select "Other" and write "Homemaker" or similar description.)</i>

Section 2: Your Visit to China	
2.1	<p>Please select the purposes of your visit(s) to China. If your purpose(s) to China are not listed above, please specify the details.</p> <p><i>(For adoption travel, select "Tourism". Most of our clients travel for either tourism or business. If you are traveling for another purpose and need help making this selection, e-mail the details to us and we will advise you.)</i></p>
2.2	<p>Please select "Multil-Entry valid for 12 months." This will allow you to enter China as many times as you need for a 12-month period.</p> <p><i>(As of January 20, 2008, the Consulate fee (\$130) is the same no matter how many entries you request. As a result, the Consulate is issuing all visas for multiple entries.)</i></p>
2.3	<p>The date of your first planned entry into China.</p> <p><i>(If your travel plans are not final, just put down your best estimate of what the date will be. The Consulate does not hold you strictly to the date on your application.)</i></p>
2.4	<p>Please fill in the number days for your longest intended stay in China during the 12-month term of your visa.</p> <p><i>(Normally, the Consulate will issue the visa for up to a 60-day stay on each entry. However, they will approve up to 90 days or longer for good reason.)</i></p>
2.5	<p>Please list the name of cities/counties, provinces you intend to visit in China in chronological order.</p> <p><i>(For a tourist itinerary beginning in Shanghai and ending in Guangzhou, write down the names of each city in the order of the visit. For example: "Shanghai, Beijing, Chengdu, Nanning, and Guangzhou".)</i></p>
2.6	<p>Please select the type of service desired. For normal service, leave this field blank. For rush service, select "Express for 2-3 Business Days".</p> <p><i>(At the Houston Consulate, normal service is 4 business days. Rush service is overnight - "next business day" – processing. Same-day service is not available.)</i></p>
Section 3: Your Health Condition and Previous Overseas Tour	
3.1	<p>If you have been refused for a Chinese visa in or out of China, please select YES. Otherwise, please select No.</p>
3.2	<p>If you have been refused to enter into or been deported from China, please select YES. Otherwise, please select No.</p>
3.3	<p>If you have any criminal record in any country including China, please select YES. Otherwise, please select No.</p> <p><i>(Minor traffic infractions may be omitted.)</i></p>

Section 3: Your Health Condition and Previous Overseas Tour (continued)	
3.4	If you suffer from any one of the listed diseases, please select YES. Otherwise, please select No.
3.5	If you have visited China before, please select YES. Otherwise, please select No.
3.6	If you selected YES to any questions from 3.1 to 3.4, please specify the details in this space.
Section 4: Your Contact Information	
4.1	Please fill in the full name of your employer or school. <i>(If you are retired or work as a homemaker, just write "retired" or "homemaker" in this field.)</i>
4.2	Please fill in your daytime phone number.
4.3	Please fill in the post address of your employer or school. <i>(In most cases, the street address is not needed. City and state will be fine. We will contact you if we need additional information.)</i>
4.4	Please fill in your nighttime phone number.
4.5	Please fill in the postal address of your home address. <i>(Street address, city, state, and zip code.)</i>
4.6	Please fill in your email address.
NOTE: <i>If you are applying for a tourist visa, questions 4.7 to 4.10 do not apply. You may leave them blank.</i>	
4.7	Please fill in the name of the company in China which invite your visit, or the name of your reception unit in China, or the name of the School you intend to study in, or the name of your relatives or friends in China whom you intend to visit.
4.8	Please fill in the phone number of the company, school or person filled in item 4.7
4.9	Please fill in the post address of the company, school or person filled in item 4.7.
4.10	Please fill in the email of the company, school or person filled in item 4.7
Section 5: Other Declarations	
5.1	If you have more information relevant to your application to declare , please specify the details in this box.

Section 6: Application Form Completed by Another Person

6.1	Please fill in the name of the person filling out the form for the applicant. <i>(Complete this section ONLY if you have filled out the application for your minor child. Otherwise, leave 6.1 through 6.4 blank.)</i>
6.2	Please fill in the relationship of the person filling out the form and the applicant.
6.3	Please fill in the post address and phone number of the person filling out the form.
6.4	The person filling out the form should sign.

Section 7: Important Statement and Signature

- Applicant should read the declaration carefully and sign to indicate agreement.
- ALL applicants MUST sign except the minor under 18 and whose form is prepared by his or her legal guardian.
NOTE: *For a minor child, either parent may sign using this format:
(Child's Name by Parent Name – Relationship)*
- After signing, please fill in the date of completing this form.