



VISA REQUIREMENTS – CHINA

These visa requirements are for U.S. passport holders only.

Contact ZVS
toll free at
(866) 788-1100

Send required documents via traceable shipping service to:

ZIERER VISA SERVICE
1625 K Street NW, Suite 102
Washington DC 20006-1667
Toll Free: (866) 788-1100

If your passport states that you were born in China, you must also submit your former Chinese passport.

TOURIST VISA:

- Your actual passport signed and valid for at least 6 months beyond the completion of your trip*
- One completed and signed visa application form per person
- One passport type photograph per person (home or machine photos not acceptable)
- One completed ZVS ORDER FORM
- Payment

BUSINESS VISA:

- Your actual passport signed and valid for at least 6 months beyond the completion of your trip*
- One completed and signed visa application form per person
- One passport type photograph per person (home or machine photos not acceptable)
- One letter from your company (See “Sample Business Letter”.)
- One letter of invitation from Chinese host company, government department or organization
- One completed ZVS ORDER FORM
- Payment

NOTE: Business letter and invitation must state single, double or multiple entry visa. For a multiple entry visa, the invitation must be issued by a governmental organization authorized by Chinese Ministry of Foreign Affairs.

STANDARD PROCESSING TIME: 7 business days/varies

NOTE: Rush processing is available however it must meet approval of the consular official processing the application. Please include an additional \$20.00 per visa for 2-3 days processing or \$30.00 per visa for 1 business day processing. Business days refers to days the Consular Visa Section is open to the public. Example: 2 business days = submitted to consulate on Monday and retrieved from consulate on Tuesday.

VISA TYPE:

- | | |
|---|------------------------------|
| • Tourist or Business visa, single entry, 3 month validity: | \$ 50.00 per visa per person |
| • Tourist or Business visa, double entry, 6 month validity: | \$ 75.00 per visa per person |
| • Business visa, multiple entry, 6 month validity: | \$100.00 per visa per person |
| • Business visa, multiple entry, 1 year validity: | \$150.00 per visa per person |

CONSULAR FEE:

(Consular fees are subject to change without advance notice at any time by various governments.)

***ZVS offers passport services such as *passport renewal* and *additional passport pages* for U.S. passport holders. Please see the **PASSPORTS** section of our website for complete instructions and forms (www.zvs.com).**

Zierer Visa Service, Inc. will make every effort to secure the visa or visas you require for your trip, and for the dates requested. However, it is important that when we return your passport and documents to you, that you verify that all the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for the appropriate time you are abroad. By engaging Zierer Visa Service, Inc. you agree that the sole remedy against Zierer Visa Service, Inc. for damages in connection with the failure to obtain a requested visa or visas shall be the return of the service fee charged.

Sample Business Letter

If a business letter is required for a business visa, please include the following items within your letter:

- Full name of the traveler
- Full itinerary of the traveler (dates of trip, cities/countries of stay)
- Reason for the trip
- Name of organization/persons with whom the traveler will meet
- Statement that the organization takes financial responsibility for the traveler

For your reference, see sample business letter below. **This is only a sample.** The actual letter must be original, on company letterhead, indicating company address and contact information and signed by someone from the company other than the traveler. Insert your specific content within the *italicized parentheses*. (NOTE: Letters for Brazil must guarantee applicant's Moral Conduct. Letters for Argentine visas must be translated into Spanish.)

(Date),

(Embassy or Consulate) of (name of country) i.e. Embassy of Brazil*
(city where embassy/consulate is located) i.e. Washington DC

Dear Sirs,

This letter is to introduce *(traveler's name)*, who holds the position of *(traveler's title/position)*. *(Name of U.S. company)* is sending *(traveler's name)* to *(name of country)* in order to *(reason for trip indicating activities to be performed)*. While in *((name of country)*, he/she will be contacting:

(name of company to be contacted – indicate type of company)
(name of local contact)
(position/title of local contact)
(full address of local contact)
(phone/fax/email of contact)

He/she will arrive in *(name of country)* on *(date of entry)* and depart on *(date of exit)*. For the duration of his/her stay, *(name of U.S. company)* guarantees all expenses for *(traveler's name)* including return airfare to the United States.

Thank you in advance for your assistance in granting this visa. (NOTE: If a multiple entry visa is required, mention it here.)

Sincerely,
(signature of supervisor or authorized employee of the company other than the traveler)
(name of the signatory)
(title of the signatory)

*Use "Embassy" for Washington DC. Use "Consulate" for all other city locations.

