

## Visa Application Documents

### I. General Documents

1. Passport (The remaining validity must be more than 6 months with at least 1 blank visa page)
2. Photocopy of the personal information page of the passport.
3. COVA Visa Form. Please log on to <https://cova.mfa.gov.cn> to fill out the form online, print out the confirmation page and form, and sign the confirmation page and Item 9 of the form. Please refer to Annex 1 for the filling tips.
4. Photocopy of the latest Chinese visa or the Chinese Residence Permit.
5. Proof of Residence (e.g. driver's license, utility bill, bank bill)
6. If the applicant is a foreigner in the US, he/she needs to provide a photocopy of green card, visa, I20, or I94 to prove their legal residence in the US.
7. If the applicant was of Chinese nationality, this application is the first Chinese visa application after naturalization in a foreign country, please provide a photocopy of the personal information page of the Chinese passport. In addition, the last physical Chinese passport is needed for the visa application.
8. If the applicant's name has been changed, and it is the first time to apply for a Chinese visa after the name change, a photocopy of the name change document is required.
9. For the visa application by a minor of Chinese origin born in the US, please follow the guidance. [http://us.china-embassy.gov.cn/lsw/zj/qz/201502/t20150205\\_5098662.htm](http://us.china-embassy.gov.cn/lsw/zj/qz/201502/t20150205_5098662.htm).
11. If visa photo uploaded succeed, no need to provide visa photo. Otherwise one picture is needed.
12. If you have valid China visa on an old passport, please send that passport too.

### II. Basic Documents By Visa Types

Visa Type	Applicable Situation	Required Documents (The applicant will be informed by email for supporting documents if necessary)
M	Issued to those who intend to go to China for commercial and trade activities.	Invitation Letter issued by the trade partner in China
F	Issued to those who intend to go to China for exchanges, visits, study tours and other activities.	Invitation Letter issued by a relevant entity or individual in China
Z	Issued to those who intend to work in China	Valid "Notification Letter of Foreigner's Work Permit" or the original "Foreigner's Work Permit"
X1	Issued to those who intend to study in China for a period of more than 180 days.	1. Visa Application for Study in China (original JW201 / JW202 Form)

		2. The original Admission Letter issued by a school or other entities in China.
X2	Issued to those who intend to study in China for a period of no more than 180 days.	The original Admission Notice issued by a school or other entities in China.
S1	Issued to those who intend to go to China to visit the foreigners working or studying in China to whom they are spouses, parents, sons or daughters under the age of 18 or parents-in-law, or to those who intend to go to China for other private affairs. The intended duration of stay in China exceeds 180 days.	<p>1. Invitation Letter</p> <p>2. Photocopy of the personal information page of the inviting individual's passport and Residence Permit ( or photocopy of Z visa / X1 visa application documents)</p> <p>3. The original proof of kinship between the applicant and the inviting individual (e.g. Marriage Certificate, Birth Certificate etc. )</p> <p>*In case of private affairs, relevant supporting documents shall be provided upon request.</p>
S2	<p>Issued to those who intend to visit their family members who are foreigners working or studying in China, or to those who intend to go to China for other private affairs. The intended duration of stay in China is no more than 180 days.</p> <p>"family members" refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law.</p>	<p>1. Invitation Letter</p> <p>2. Photocopy of the personal information page of the inviting individual's passport and Stay or Residence Permit or visa</p> <p>3. The proof of kinship between the applicant and the inviting individual (e.g. Marriage Certificate, Birth Certificate etc. )</p> <p>*In case of private affairs, relevant supporting documents shall be provided upon request.</p>
Q1	Issued to those who are family members of Chinese citizens or of foreigners with Chinese permanent residence and intend to go to China for family reunion, or to those who intend to go to China for	<p>1. Invitation Letter</p> <p>2. Photocopy of the inviting individual's Chinese ID card or the personal information page of the foreigner's passport and</p>

	<p>foster care. The intended duration of stay in China exceeds 180 days.</p> <p>"Family members" refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law.</p>	<p>photocopy of the Chinese Permanent Residence Permit</p> <p>3. The original proof of kinship between the applicant and the inviting individual (e.g. Marriage Certificate, Birth Certificate etc. )</p> <p>*In case of foster care, relevant supporting documents shall be provided upon request.</p>
Q2	<p>Issued to those who intend to visit their relatives who are Chinese citizens residing in China or foreigners with permanent residence in China. The intended duration of stay in China is no more than 180 days.</p>	<p>1. Invitation letter (which proves the relationship between the inviting individual and the applicant)</p> <p>2. Photocopy of the inviting individual's Chinese ID card or the personal information page of the foreigner's passport and photocopy of the Chinese Permanent Residence Permit</p>
R	<p>Issued to high level foreign talents</p>	<p>"Confirmation Letter for High Level Foreign Talents"</p> <p>* spouse or minor child (under 18 years of age) submits proof of kinship (e.g. Marriage Certificate, Birth Certificate) to apply for S2 visa.</p>
C	<p>Issued to crew member</p>	<p>1. Guarantee Letter from transport company</p> <p>2. Photocopy of crew member ID (both sides) if any</p>
D	<p>Issued to those who intend to reside in China permanently.</p>	<p>The original Confirmation Form for Foreigners Permanent Residence Status</p>
G	<p>Issued to those who intend to transit through China.</p>	<p>An onward air (train or ship) ticket with confirmed date and seat to the destination country or region.</p>

Please note: If the original application documents are required, please submit both the original and photocopies (or faxed or printed copies). If the original documents are not required, photocopies (or faxed or printed copies) will be accepted.

Invitation Letter: please refer to

Annex 2 for Contents of S1, S2, Q1, Q2 Visa Invitation Letter

Annex 3 for Contents of M and F Visa Invitation Letter

## **Annex 1 Important Tips for online COVA visa form filling**

(1) Please carefully read the prompts and requirements of the COVA form system, and complete the entries of the visa application COVA online form step by step, making sure that the information is true, accurate and complete. Please note: Once the application form has been submitted, it cannot be modified in any way.

(2) The "location" option for submitting the visa application should be in line with the consular jurisdiction.

(3) Basic personal information. Surname, given names, gender, date of birth, nationality, passport number, passport type, etc. must be exactly the same as those on the passport information page, otherwise your visa application will be returned.

(4) If you were born in China (including Hong Kong, Macao and Taiwan), please note:

1. Application form 1.1E the native language name must be entered in Chinese with the Chinese character input method, please do not fill in "Chinese", "Chinese", etc.

2. In the application form 1.6G, select "Yes" for "former nationality", and then select the nationality information.

3. Item 1.6H of the application form is required. If the applicant is applying for a Chinese visa for the first time, this entry will be automatically generated during the form filling process; but if the applicant has previously applied for a Chinese visa, this entry will not be displayed when filling in the online form, and the form must be printed out and supplemented by hand-written Chinese name and other information. This Item cannot be empty.

(5) Completely fill in the work experience and educational background

1. Please fill in the complete work experience after graduation from school.

2. The "position" and "duty" of the application form 3.3D and 3.3E must be filled in completely.

3. Please fill in the complete learning experience since high school in 4.2, and the diploma/degree and major in 4.2C and 4.2D must be completed.

(6) Completely fill in each address

The address of the spouse in 5.5A of the application form, and the addresses of the parents in 5.5B and 5.5C must fill in the address of the current location, not the address of the place of birth. The address must be filled in completely, including street, city, state, and country.

(7) If you choose "not applicable" for any entry in the form, you need to state the reason for "not applicable".

(8) Printing and signing. After completing the COVA online form filling, you must print out a full set of application forms, including the "Confirmation of Online Visa application" and "Visa Application Form of the People's Republic of China" (depending on the individual filling situation, a total of 9 to 10 pages will be generated). All the pages of the forms must be printed to turn in, the signature and date on the Confirmation Page and the 8th page of Visa Application Form of the People's Republic of China must be handwritten by the applicant him/herself. Visa applicant under the age of 18 is signed by their guardian, and meanwhile add a handwritten signature in the "For person filling in the application on the applicant's behalf".

## **Annex 2 Contents of S1, S2, Q1, Q2 Visa Invitation Letter**

Inviter's name XX, gender X, date of birth: XX, Chinese ID number XXX (or foreign passport number XX, Chinese permanent residence card number XX), current address in China is XX, contact phone number XX, email XX.

I hereby invite the following relatives to visit China for a short-term visit/long-term residence. He/She plans to go to China on XX, and stay in China for XX days.

Invitee information: name XX, gender X, date of birth XX, nationality XX, passport number XX, and the relative relationship with the inviter is XX.

Inviter's signature:            Date:

## **Annex 3 Contents of M and F Visa Invitation Letter**

(1) Personal information of the invitee: name, gender, date of birth, passport number, etc.

(2) Information about the invitee's visit to China: reason for coming to China, date of arrival and departure, place of visit, relationship with the inviting unit or inviter, who will pay for the travel, etc.

(3) Inviting party information: inviting party name, address, telephone number, official seal, legal representative or inviter's signature, date, etc. (the information must be included in the text of the invitation letter)