



# PEOPLE'S REPUBLIC OF CHINA

## **BUSINESS VISA REQUIREMENTS:**

### 1. Passport

You must provide your actual signed passport. Your passport must:

- Be valid for six months beyond the length of your requested visa (for example, if you are requesting a 12 month visa your passport must be valid for 18 months )
- Have at least one blank visa page (amendments and endorsement pages cannot be used)

### 2. Photographs

You must provide one color, passport-type photograph. The photograph must:

- Be printed on photo paper
- Be two inches by two inches
- Have a white background
- Have been taken within the last six months

### 3. Business Introduction Letter

A letter of introduction from your US-based company is required. Your completed introduction letter must:

- Be printed on your company's official letterhead with the address and the phone number
- Display your full name, nationality, and job title
- Specify the exact purpose of your trip
- Specify the number of entries requested
- Include the validity of your requested visa
- Be signed by your supervisor or your company's Human Resources department

### 4. Invitation Letter

You must obtain a letter of invitation. The organization you will be visiting is responsible for obtaining the invitation. A copy is acceptable. This letter must:

- Include the full local address and phone number of the organization or person to be visited
- Request the same validity of visa as in the Business Introduction Letter.
- Be written on company letterhead
- Be signed Letter of invitation from P.R.China

## 5. IRTC Order Form

## 6. Visa Application Form

You must provide one completed visa application form. The application form must:

- Include answers for all fields
- Display your full name as it appears in your passport
- Be signed

## 7. Proof of U.S. Immigration Status

You must provide proof of your current US Immigration status. Evidence of your status must:

- Include a copy of your US Immigration paperwork or a copy of your Green Card

## 8. Photocopy of All Application Materials

You must provide photocopies of all items that you submit to IRTC. Your photocopies must be provided along with the original version of each document. If you prefer that IRTC make photocopies for you, additional fees will be applied to your order.

## Chinese Born Citizens

If you were born in China, you must write your name in Chinese characters for question 1.3 on the visa application form. If you have been previously issued a China visa in your current or expired passport you must submit a copy of that visa. If you have never been issued a China visa you must submit your original Chinese passport or birth certificate showing your name in Chinese characters.

## **TOURIST VISA REQUIREMENTS:**

### 1. Passport

You must provide your actual signed passport. Your passport must:

- Be valid for six months beyond the length of your requested visa (for example, if you are requesting a 12 month visa your passport must be valid for 18 months )
- Have at least one blank visa page (amendments and endorsement pages cannot be used)

### 2. Photographs

You must provide one color, passport-type photograph. The photograph must:

- Be printed on photo paper
- Be two inches by two inches
- Have a white background
- Have been taken within the last six months

### 3. IRTC Order Form

### 4. Visa Application Form

You must provide one completed visa application form and one supplementary form (both forms are attached). Each form must:

- Include answers for all fields
- Display your full name as it appears in your passport
- Be signed

#### 5. Proof of U.S. Immigration Status

You must provide proof of your current US Immigration status. Evidence of your status must:

- Include a copy of your US Immigration paperwork or a copy of your Green Card

# ORDER FORM

DATE OF REQUEST \_\_\_\_\_

DATE OF DEPARTURE FROM USA \_\_\_\_\_ NEED PASSPORT BACK BY \_\_\_\_\_

## SHIPPING ADDRESS

COMPANY NAME \_\_\_\_\_ WORK PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

## TRAVELERS INFORMATION

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PASSPORT NO. \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

FOR NON-US CITIZENS US Visa \_\_\_\_\_ Alien Registration Card \_\_\_\_\_

## REQUESTED SERVICES

	US STATE DEPT. FEE	IRTC FEE	TOTAL
PASSPORT NEW / RENEWAL / ADD PAGES _____	_____	_____	_____

COUNTRY	CONSULATE FEE	IRTC FEE	TOTAL
VISA _____ Business/Tourist	_____	_____	_____
VISA _____ Business/Tourist	_____	_____	_____

SHIPPING CHARGES \_\_\_\_\_ GRAND TOTAL \_\_\_\_\_

**CREDIT CARD AUTHORIZATION:**

I, \_\_\_\_\_, authorize IR Travel Consultants to process  
my visa/passport and charge my  
VISA/M.CARD/AMEX for the above services.

IF I DECLINE ANY VALID CHARGES ON MY BILLING, THERE WILL BE A \$50.00 SERVICE FEE.

CC/AmEx number \_\_\_\_\_

exp.date \_\_\_\_\_

Card verification number \_\_\_\_\_

Address associated with the CC /Am Ex \_\_\_\_\_

Signature \_\_\_\_\_

# 中华人民共和国签证申请表

## Visa Application Form of the People's Republic of China

申请人必须如实、完整地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□打×选择。如有更多需要声明事项，请附另纸说明。Applicant should fill out this form truly and completely. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. If there is more information to declare, please type on a separate sheet.

如申请到中国工作、留学，或与护照偕行人同行，或不在国籍国申请签证，你还需填写签证申请表附表(Form V.2011B)。If you are applying to work or study in China, or if someone else travelling with you shares the same passport, or if you are applying for a visa in a country or territory other than the country of your current nationality, you should fill out the Supplementary Visa Application Form(Form V.2011B).

### 一、个人信息 Section 1: Personal information

1.1 英文姓名 Full English name as in passport	姓 Surname :	1.2 性别 Sex	<input type="checkbox"/> 男 M	<b>照片 / Photo</b>  请将 1 张近期正面免冠、浅色背景的彩色护照照片粘贴于此。  Please affix one recent identical color photo ( full face, front view, unmounted and against a plain light background ).
	名 Given name :		<input type="checkbox"/> 女 F	
1.3 中文姓名 (如有, 请用汉字) Name in Chinese character (if applicable)				
1.4 别名或曾用名 Other names you are, or have been known by				
1.5 用本国语言书写的名字 Name in ethnic script				
1.6 现有国籍 Current nationality		1.7 曾有国籍 Former nationality		
1.8 同时具有的国籍 Other nationality(ies)		1.9 出生日期 Date of birth (yyyy-mm-dd)		
1.10 出生地点(国、省/市) Place of birth (city, province/state, country)		1.11 当地身份证号码 Local ID card number		
1.12 婚姻状况 Marital status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Never Married <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 丧偶 Widowed <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....			
1.13 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessman <input type="checkbox"/> 政府官员 Government official <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 新闻从业人员 Staff of media <input type="checkbox"/> 教师 Teacher <input type="checkbox"/> 宗教人士 Religious worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 现役军人 Active duty military personnel <input type="checkbox"/> 家庭主妇 Housewife <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 国会议员 Member of national parliament <input type="checkbox"/> 其他(请说明) Other (Please specify): .....			
1.14 护照种类 Passport type	<input type="checkbox"/> 外交 Diplomatic <input type="checkbox"/> 公务、官员 Service or official <input type="checkbox"/> 普通 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify): .....			
1.15 护照号码 Passport number		1.16 签发日期 Date of issue (yyyy-mm-dd)		
1.17 签发地点(省/市及国家) Place of issue (city, province/state, country)		1.18 失效日期 Expiration date (yyyy-mm-dd)		
1.19 办理签证通常需要 4 个工作日。如需加急，请注明，但须另外缴费。Normally visa processing takes 4 working days. Extra fees are charged for express or rush service.		<input type="checkbox"/> 普通(4 个工作日) Regular for 4 working days; <input type="checkbox"/> 加急(2-3 个工作日) Express for 2-3 working days; <input type="checkbox"/> 特急 Rush for 1 working day.		

**二、赴华旅行信息 Section 2: Travel information**

2.1 赴中国主要事由 (可选多项) Major purpose(s) of your visit(s) to China	<input type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 记者常驻 As resident journalist <input type="checkbox"/> 探亲 Family visit <input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage <input type="checkbox"/> 访友 Visiting friends <input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul <input type="checkbox"/> 商务 Business trip <input type="checkbox"/> 商业演出 Commercial performance <input type="checkbox"/> 会议 Meeting <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit <input type="checkbox"/> 留学 Study <input type="checkbox"/> 任职就业 Employment <input type="checkbox"/> 官方访问 Official visit <input type="checkbox"/> 其他(请说明) Other (Please specify): .....															
2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次入境 (自申请日起3个月内有效) One entry valid for 3 months from application <input type="checkbox"/> 二次入境 (自申请日起3-6个月内有效) Two entries valid for 3 to 6 months from application <input type="checkbox"/> 半年多次入境 (自申请日起半年内有效) Multiple entries valid for 6 months from application <input type="checkbox"/> 一年多次入境 (自申请日起一年内有效) Multiple entries valid for 12 months from application <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....															
2.3 首次行程抵达中国的日期 Date of your first entry (yyyy-mm-dd)																
2.4 预计行程中单次在华停留的最长天数 Your longest intended stay among all entries of your intended visits in China	Days															
2.5 在中国逗留期间的住址及电话 (按时间顺序) Residence(s) and phone number(s) during your stay in China (in a time sequence)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">详细邮政地址 Detailed mailing address</th> <th style="width: 25%;">电话 Phone number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> </tr> </tbody> </table>		详细邮政地址 Detailed mailing address	电话 Phone number	1.			2.			3.			4.		
	详细邮政地址 Detailed mailing address	电话 Phone number														
1.																
2.																
3.																
4.																
2.6 谁将承担往返中国及在中国的 费用? Who will pay for your cost of travelling and living during your stay in China?	<input type="checkbox"/> 你本人 Yourself <input type="checkbox"/> 邀请单位或个人 Inviter <input type="checkbox"/> 父母或法定监护人 Parent(s) or legal guardian(s) <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....															
2.7 在华期间有无医疗保险?如有, 请填写保 险公司名称及保险账号。Do you have medical insurance covering your visit in China? If 'Yes', please fill out the name of the medical insurance company and your account number.																
2.8 在华邀请、 联系的单位名称、地址及电 话 Name, address and phone number of your inviter or contact unit in China																
2.9 在华亲友、 联系人的姓名、地址、电 话 Name, address, phone number of your relative, friend or contact person in China																

**三、家庭、工作或学习信息 Section 3: Information about your family, work or study**

3.1 详细家庭邮政住址 Detailed home mailing address					
3.2 家庭电话 Home phone number		3.3 手机号码 Mobile phone number			
3.4 电子信箱 Email address					
3.5 工作单位或学校 Current employer or school	名称 Name				
	邮政地址 Mailing address				
	电话 Phone number				
3.6 主要家庭成员 Major family members	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship	
3.7 紧急情况下的联系人 Contact person in case of emergency		3.8 电话号码 Contact person's phone number			

**四、其他情况 Section 4: Other information**

4.1 是否曾经访问过中国？如果是，请说明最近一次情况。Have you ever visited China before? If 'Yes', please specify date, places and purpose of the recent visit.			
4.2 在过去的 12 个月里是否访问过其他国家或地区。如果是，请说明。Have you ever visited other countries or territories in the last 12 months? If 'yes', please specify date, name of countries or territories and purpose of the visits.			
4.3 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.4 是否曾经被拒绝颁发中国签证,或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.5 是否在中国或其他国家有违法记录？ Do you have any criminal record in China or any other country?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.6 是否患有以下任一种疾病 Are you affiliated with any of the following diseases? ①严重精神疾病 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能对公共卫生造成危害的其他传染病 Other infectious disease of public health hazards		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.7 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories infected by infectious diseases in the last 30 days?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No

4.8 如果对 4.3 到 4.7 的任何一个问题选择“是”，请在下面详细说明。  
 If you select **Yes** to any questions from 4.3 to 4.7, please give details below.

**五、有关声明 Section 5: Relevant declaration**

5.1 如计划赴中国工作、留学，或使用的护照上有一同旅行的携行人，或是在非国籍国申请签证，请填写签证申请表附表(Form V.2011B)，与本表一同递交。If you are seeking to work or study in China, or if someone else travelling with you shares the same passport with you, or if you are making this visa application in a country or territory other than the country of your nationality, please fill out the *Supplementary Visa Application Form (Form V.2011B)* and submit with this application form.

5.2 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此说明。If you have more information about your visa application other than the above to declare, please give details below.

**六、签名 Section 6: Signature**

6.1 我已阅读并理解此表所有内容要求，并对照片及填报情况的真实性和准确性负责。*I have read and understood all the questions in this application. I shall be fully responsible for the answers and the photo, which are true and correct.*  
 6.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。*I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be decided by consular officers, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.*

**→ 申请人签名** **日期**  
**Applicant's signature:** ..... **Date (yyyy-mm-dd):** .....

注：未满 18 周岁的未成年人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of a minor aged less than 18 years.

**七、他人代填申请表时填写以下内容 Section 7: If the application form is completed by another person on the applicant's behalf, please fill out the following:**

7.1 代填申请表人的姓名 Name of the person completing this form on the applicant's behalf		7.2 与申请人关系 Relationship to the applicant	
7.3 地址 Address		7.4 电话 Phone number	
7.5 所持身份证件种类 Type of ID document		7.6 证件号码 Number of ID	
7.7 声明 Declaration 我声明本人是根据申请人要求而协助填表，并证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion this form at the request of the applicant and the applicant understands and agrees that the information provided is correct.  代填人签名 /Signature : ..... 日期/Date (yyyy-mm-dd): .....			

**以下仅供领事官员填写 Official use only**

签证种类		有效期		停留期	
审核人		日期		备注	

# 中华人民共和国签证申请表附表

## Supplementary Visa Application Form of the People's Republic of China

英文姓名 Name in English	
护照号码 Passport number	
出生日期 (年月日) Date of birth (yyyy-mm-dd)	

**A、如申请到中国工作，请填写。If you are applying to work in China (Z-visa), please fill out the following:**

1. 受教育状况 Education	<input type="checkbox"/> 本科 Bachelor <input type="checkbox"/> 硕士 Master's <input type="checkbox"/> 博士或更高 Doctorate or higher <input type="checkbox"/> 其他 (请说明) Other (Please specify):.....	
2. 最后学习的大学名称 Name of your last school, college, university or other educational institution		
3. 专业 Your major or focus in studies		
4. 职业技术资格 Your professional or technical qualifications		
5. 在中国从事何种职业 Your occupation in China		
6. 在中国就职单位的名称、地址及联系电话 Name, address and phone number of your employer in China		
7. 就业许可编号 Alien Employment License Number		

**B、如申请到中国留学，请填写。If you are applying to study in China (X-visa), please fill out the following:**

1. 受教育状况 Education	<input type="checkbox"/> 本科 Bachelor <input type="checkbox"/> 硕士 Master's <input type="checkbox"/> 博士或更高 Doctorate or higher <input type="checkbox"/> 其他 (请说明) Other (Please specify):.....	
2. 最后学习的大学名称 Name of your last school, college, university or other educational institution		
3. 专业 Your major or focus in studies		
4. 职业技术资格 Your professional or technical qualifications		
5. 在中国就读学校的名称、地址及联系电话 Name, address and phone number of your school in China		
6. 在中国学习的专业或课程 Your major or course in China		

**C、如有使用同一本护照一同旅行的偕行人，请在下面填写偕行人情况。If someone else travelling with you shares the same passport with you, please give that person's details below:**

	偕行人 1/ Person 1	偕行人 2/ Person 2	偕行人 3/ Person 3
1.姓名 Full name			
2.性别 Sex			
3.出生日期 Date of birth (yyyy-mm-dd)			
4.偕行人照片 Photo(s) of the person(s) traveling with you sharing the same passport	<i>Affix here</i>	<i>Affix here</i>	<i>Affix here</i>

**D、如不在国籍国申请签证，请填写。If you are applying for a visa in a country or territory other than the country of your nationality, please fill out the following:**

1.在当地的居留或停留时间? Duration of your stay in this country or territory	<input type="checkbox"/> 少于6个月 Less than 6 months <input type="checkbox"/> 超过6个月 More than 6 months <input type="checkbox"/> 超过12个月 More than 12 months	
2.持有何种当地的有效签证或居留证件? What kind of visa or residence permit of this country or territory do you hold?	<input type="checkbox"/> 有效居留证件 Valid residence permit <input type="checkbox"/> 有效签证 Valid visa <input type="checkbox"/> 无 None	
3.签证或居留证件的号码及有效日期 Number of your visa or residence permit and its expiration date	号码 Number	
	有效日期 Expiration date (yyyy-mm-dd)	
4.持上述签证或居留许可是否被允许返回当前所在国家或地区? Do you have permission to return to this country or territory with the visa or residence permit above?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
5.在当地住所的邮政地址 Mailing address of your residence in this country or territory		
6.当地的联系电话 Your phone number in this country or territory		

我谨声明，我理解上述内容和问题，所有填写内容真实无误。

I solemnly declare that I understand all content and questions included on this form, and the information given is accurate and truthful.

**→ 申请人签名**

**日期**

**Applicant's signature: \_\_\_\_\_ Date (yyyy-mm-dd): \_\_\_\_\_.**

注：未满18周岁的未成年人可由父母或监护人代签。Note: A parent or guardian may sign on behalf of a minor aged less than 18 years.