

MANDATORY ORDER FORM

Deliver / Mail / Drop-off to a location that is closest to your jurisdiction:

2200 Pennsylvania Ave NW
4th Floor E.
Washington, DC 20037
Toll Free 1-877-400-0235
Fax 1-866-835-4372

45 West 34th St. Suite 703
New York, NY 10001
Toll Free 1-877-203-2551

323 Geary Street, # 815
San Francisco, CA 94102
Toll Free 1-877-917-7705

Fully complete this form and submit with your application. Processing will be held if items are missing or incomplete.

Section 1: CONTACT INFORMATION

NAME TELEPHONE

E-MAIL E-mail address will be used to provide vital passport tracking information as well as periodic travel updates & payment invoice

Section 2: TYPE OF VISA TO BE PROCESSED (complete multiple lines if applying for more than one visa)

VISA 1	<input type="text"/>	COST \$	<input type="text"/>
	<small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) & TYPE (single, double, or multiple) OF VISA</small>		+
VISA 2	<input type="text"/>	COST \$	<input type="text"/>
	<small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) & TYPE (single, double, or multiple) OF VISA</small>		+
VISA 3	<input type="text"/>	COST \$	<input type="text"/>
	<small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) & TYPE (single, double, or multiple) OF VISA</small>		+
VISA 4	<input type="text"/>	COST \$	<input type="text"/>
	<small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) & TYPE (single, double, or multiple) OF VISA</small>		=

TOTAL VISA COST \$ **BOX A**
SUM UP ABOVE BOXES

Section 3: OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION

Pick-up at the office - \$0
 FedEx Overnight US - \$30
 FedEx Overnight CAN - \$50
 TOTAL RETURN COST \$ **BOX B**
Add \$20 for Sat delivery. Some rural locations cost more

Pre-paid - \$0
 International - \$110+
Return Address: (IF PAYING FOR RETURN) Some rural locations cost more

Name

Address

City Post Code

Third Party Pickup: Provide Name

Absolute latest date by which you must have your document returned to you

Section 4: PAYMENT FOR YOUR VISA APPLICATIONS - PLEASE SELECT YOUR PREFERRED METHOD

Visa
 MasterCard
 AMEX
 In-office Cash
 Wire Transfer
 PayPal

PAYMENT NOTES: Wire transfers are available from abroad. Such may be carried out through Money Gram, Western Union or SWIFT Bank Transfer in CANADIAN FUNDS. Add a service fee of \$20 for Wire Transfer Service.

Card Number Expiry CVC

Card Billing Address

City Post Code

SUBTOTAL (ADD BOX A&B) \$

TOTAL SERVICE CHARGE TO BE APPLIED TO MY CREDIT CARD OR OTHER PAYMENT METHOD \$

By using the services of Visa Center, I authorize to handle my personal information and my passport/other documents and particulars / to a foreign diplomatic mission in Canada & US for the purpose of acquiring a visa or other consular document. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center can not and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. Visa Centre does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic grounds or passed into the control of a courier for return delivery. Visa Center is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of visa or what may be affected by processing times or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of visas by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. Visa Center will charge \$50.00 per passport for cancelled visa applications after the documents have been received for processing. I understand and fully accept the above mentioned. **BY SIGNING BELOW YOU AGREE ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.**

Signature Current Date

REGISTRATION WITH US EMBASSIES

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.us can help you to make your contact information in the country where you are traveling available to US Embassy/Consular officials responsible for helping Americans abroad.

What is the registration?

Upon your request the Department of State in Washington DC will be provided with your major contact information in the country of your travel. In the event there is a need to contact Americans to offer urgent advice or evacuation during a natural disaster or civil unrest, US Embassy/Consulate contacts all registered US citizens in that country. U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties.

OFFICIAL REGISTRATION IS RECOMMENDED for **ALL Americans** traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE the start of the trip.**

What should I do to register?

To register, you are required to fill-out short US Embassy Registration Request Form with your basic contact and travel information.

What is the cost?

The cost of **peace of mind** is just USD10.00 per person.

Yes, I want to register and agree that Visacenter.us submits on my behalf my data exactly as provided by myself on the form for US Embassy Registration service by The Bureau of Consular Affairs of the US Department of State and agree that for this act the charge of CAD 10.00 be added to the total payment for my visa services order.

Signature: _____ **Date:** _____

Next step:

→ **Please, fill-out the following US Embassy Registration Request Form**

US EMBASSY REGISTRATION REQUEST FORM

BASIC INFORMATION

FIRST NAME
LAST NAME
DATE OF BIRTH GENDER M / F
MONTH DAY YEAR
CITIZENSHIP

PASSPORT

PASSPORT NUMBER
PASSPORT DATE OF ISSUE
MONTH DAY YEAR
PASSPORT DATE OF EXPIRATION
MONTH DAY YEAR

HOME RESIDENCE

ADDRESS 1
ADDRESS 2
CITY STATE
ZIP CODE CONTACT EMAIL ADDRESS

DESTINATION INFORMATION

COUNTRY
PURPOSE OF VISIT
DESTINATION DATE OF ARRIVAL
MONTH DAY YEAR
DESTINATION DATE OF DEPARTURE
MONTH DAY YEAR
TYPE of RESIDENCE HOTEL HOME SCHOOL OTHER
ADDRESS at DESTINATION
 CITY
PHONE NUMBER AT DESTINATION

Note: If you have more than one destination please, provide details on a separate sheet of paper.

DATE:
MONTH DAY YEAR

SIGNATURE:

China Visa Requirements

INCLUDE THE FOLLOWING DOCUMENTS:

- - Original, signed passport with at least 2 empty pages and 6 months of remaining validity.
- - Filled out China visa application form. The actual application in English/Chinese must be typed in all CAPS ONLY! Right click and SAVE AS on [this link](#). Type the form, sign it and bring/send together with the [payments and other forms](#). **If due to some reasons you are unable to fill-out on-line application form, we may assist you for an additional fee of \$20 (this may delay processing by 2 days)**
- - [Order and Payment authorization form](#).
- Passport-type China Visa photograph: 1 (**Photo facility is available at all Visa Centers for \$10**)
- TOURIST/FAMILY CHINA VISIT VISA (L visa) applicants must provide one of the following supporting documents:
 - a) For TOURISM CHINA VISA: Air ticket booking record (round trip) and hotel reservation. Note: The hotel reservation means printed confirmation carrying the name of the applicant from a hotel in China. Itinerary offered by a travel agent will not serve as a hotel reservation.

Or

 - b) For FAMILY, PRIVATE VISIT CHINA VISA: Invitation letter from a Chinese organization, Chinese national or a permanent resident in China (both family and friends are allowed to provide invitation letter as long as invitor has a home in China and a China resident id number; the letter must be signed and may be emailed as an attachment). Note: US/Canadian passport holders residing in China on a permanent basis may also provide invitation letters along with photocopies of: front page of Canadian passport and document confirming status in China (work permit, residence permit, etc. Note: work permit, study, resident permit must be valid for not less than 6 months at the time of application). You may use this generic [China visa invitation letter](#) as general guideline. Clear scanned copy of both sides of China ID Card number is required.
- Multiple Entry Letter. If multiple entries are desired, a detailed letter explaining precisely why the multiple entry visa is necessary. The decision to grant or deny the Multiple entry visa to China lays entirely with the China Embassy.
- Persons with dual citizenship, one of which is US, must apply for Chinese Visa with their US passports only.

Applicants with other than US passports must provide the copy of the document confirming their current resident status in USA (Work Permit, Study Permit, Permanent Resident Card)

- STUDENT VISA FOR CHINA:
Must also provide a copy of Foreign Student Visa Application Form (JW201 or JW202) issued by the Chinese Ministry of Education and copy of enrollment letter from receiving university in China.
- EMPLOYMENT VISA FOR CHINA:
Must also provide an employment license issued by the Chinese Ministry of Labour or a confirmation issued by the Chinese State Bureau of Foreign Exports for applicants to be working in an academic institution; an official invitation issued by a Chinese government agency;

filled-out, stamped and signed [Physical Examination Record for Foreigner](#).

CREW VISA FOR CHINA: The crew members of unscheduled or chartered flights or private air crafts or vessels -

an official letter from the carrier, along with a name list of the crew members. Note: A landing/docking permit must be obtained prior to departure.

- Certificate of Name Change– If the name in the new passport is different from that in the original one, the official document issued by authorities for name change should be submitted.
 - Truthfully completed and signed [Supplementary Visa Application Form\(V2011B\)](#) if you are seeking to work (Z Visa) OR study (X Visa) in China, if you are a citizen of a third country, OR if someone else traveling with you shares the same passport with you.
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- **NOTE:** Want to check if you prepared your China visa application documents correctly- Click on the following link: http://www.visacenter.us/pdfdocs/visa_pre-screen_service_form.pdf and send us your file for quick evaluation.

For Business Visa

- For a single, double or multiple entry business (F) China Visa one of the following supporting documents:

a) Invitation Letter of Duly

Authorized Unit issued by a duly authorized unit in China (referring to the invitation form issued by the Chinese governmental departments, companies and social organizations authorized by the Chinese Foreign Ministry); or

b) Invitation cards of various kinds of trade fairs(original or copy); or

c) Letter of invitation

issued by a state-owned enterprise, collectively-owned enterprise, joint venture, solely-owned or private enterprise and educational, cultural and scientific institutions, and conference sponsors or hosts.

The letter must be issued on the inviting company letter-head, carry the signature of the executive as well as the seal/stamp of the company.

The text of the letter must contain the general information of the invited person, like full name, date of birth, passport number and passport validity. The required number of entries also must be clearly reflected in the text of the letter.

Note, that email correspondence is not considered as invitation.

For the sample of how business visa invitation letter from private company should look like, click [here](#) .

China Visa Pricing (includes Embassy and handling fee)

Visa	Processing Period	
	5 Biz Days	3 Biz Days
Tourist Multiple entry up to 1 year	\$189.00	\$225.00
Tourist Single entry up to 3 months	\$189.00	\$225.00
Business Double entry up to 6 months	\$189.00	\$225.00
Tourist Multiple entry up to 6 months	\$189.00	\$225.00
Business Multiple entry up to 1 year	\$189.00	\$225.00
Business Single entry up to 3 months	\$189.00	\$225.00
Tourist Double entry up to 6 months	\$189.00	\$225.00
Business Multiple entry up to 6 months	\$189.00	\$225.00

*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added.

1.18 家庭住址 Home address		1.19 邮政编码 Zip Code		
1.20 电话/手机 Home/mobile phone number		1.21 电子邮箱 E-mail address		
1.22 婚姻状况 Marital status <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 单身 Single <input type="checkbox"/> 其他 Other(Please specify):				
1.23 主要家庭成员 (配偶、子女、父母等,可另纸) Major family members (spouse, children, parents, et c., may type on separate paper)	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
1.24 紧急联络人信息 Emergency Contact	姓名 Name		手机 Mobile phone number	
	与申请人的关系 Relationship with the applicant			
1.25 申请人申请签证时所在的国家或地区 Country or territory where the applicant is located when applying for this visa				

二、旅行信息 Part 2: Travel Information

2.1 申请入境事由 Major purpose of your visit	<input type="checkbox"/> 官方访问 Official Visit <input type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 交流、考察、访问 Non-business visit <input type="checkbox"/> 商业贸易 Business & Trade <input type="checkbox"/> 人才引进 As introduced talent <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit		<input type="checkbox"/> 常驻外交、领事、国际组织人员 As resident diplomat, consul or staff of international organization <input type="checkbox"/> 永久居留 As permanent resident <input type="checkbox"/> 工作 Work <input type="checkbox"/> 寄养 As child in foster care	
	<input type="checkbox"/> 短期探望中国公民或者具有中国永久居留资格的外国人 Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status		<input type="checkbox"/> 与中国公民或者具有中国永久居留资格的外国人家庭团聚居留超过 180 日 Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status	
	<input type="checkbox"/> 短期探望因工作、学习等事由在中国停留居留的外国人 Short-term visit to foreigner residing in China due to work, study or other reasons		<input type="checkbox"/> 长期探望因工作、学习等事由在中国居留的外国人 As accompanying family member of foreigner residing in China due to work, study or other reasons	
	<input type="checkbox"/> 短期学习 Short-term study for less than 180 days		<input type="checkbox"/> 长期学习 Long-term study for over 180 days	
	<input type="checkbox"/> 短期采访报道 As journalist for temporary news coverage		<input type="checkbox"/> 外国常驻中国新闻机构记者 As resident journalist	
	<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(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue <input type="checkbox"/> 二次(自签发之日起 3-6 个月有效) Two entries valid for 3 to 6 months from the date of issue <input type="checkbox"/> 半年多次(自签发之日起 6 个月有效) Multiple entries valid for 6 months from the date of issue <input type="checkbox"/> 一年多次(自签发之日起 1 年有效) Multiple entries valid for 1 year from the date of issue <input type="checkbox"/> 其他(请说明) Other (Please specify):			
2.3 是否申请加急服务 Are you applying for express service? 注: 加急服务须经领事官员批准, 将加收费用。 Note: Express service needs approval of consular officials, and extra fees may apply.		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
2.4 本次行程预计首次抵达中国的日期 Expected date of your first entry into China on this trip (yyyy-mm-dd)				

2.5 预计行程中单次在华停留的最长天数 Longest intended stay in China among all entries		Days
2.6 在中国境内行程（按时间顺序，可附另纸填写） Itinerary in China (in time sequence, may type on separate paper)	日期 Date	详细地址 Detailed address
2.7 谁将承担在中国期间的费用？ Who will pay for your travel and expenses during your stay in China?		
2.8 中国境内邀请单位或个人信息 Information of inviter in China	姓名或名称 Name	
	地址 Address	
	联系电话 Phone number	
	与申请人关系 Relationship with the applicant	
2.9 是否曾经获得过中国签证？如有，请说明最近一次获得中国签证的时间和地点。 Have you ever been granted a Chinese visa? If applicable, please specify the date and place of the last time you were granted the visa.		
2.10 过去 12 个月中访问的其他国家或地区 Other countries or territories you visited in the last 12 months		

三、其他事项 Part 3: Other Information

3.1 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
3.2 是否曾经被拒绝签发中国签证，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
3.3 是否在中国或其他国家有犯罪记录？ Do you have any criminal record in China or any other country?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions? ①严重精神障碍 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能危害公共卫生的其他传染病 Other infectious disease of public health hazards	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.5 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 affected by infectious diseases in the last 30 days?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.6 如果对 3.1 到 3.5 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 3.1 to 3.5, please give details below.	

3.7 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，请在此或另纸说明。

If you have more information about your visa application other than the above to declare, please give details below or type on a separate paper.

3.8 如申请人护照中的偕行人与申请人一同旅行，请将偕行人照片粘贴在下面并填写偕行人信息。**If someone else travels and shares the same passport with the applicant, please affix their photos and give their information below.**

偕行人信息 <i>Information</i>	偕行人 1 Person 1 粘贴照片于此 <i>Affix Photo here</i>	偕行人 2 Person 2 粘贴照片于此 <i>Affix Photo here</i>	偕行人 3 Person 3 粘贴照片于此 <i>Affix Photo here</i>
姓名 Full name			
性别 Sex			
生日 DOB(yyyy-mm-dd)			

四、声明及签名 **Part 4: Declaration & Signature**

4.1 我声明，我已阅读并理解此表所有内容要求，并愿就所填报信息和申请材料的真实性承担一切法律后果。

I hereby declare that I have read and understood all the questions in this application and shall bear all the legal consequences for the authenticity of the information and materials I provided.

4.2 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 determined by consular official, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.

4.3 我理解，根据中国法律，申请人即使持有中国签证仍有可能被拒绝入境。

I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted.

➡ 申请人签名

Applicant's signature:

日期

Date (yyyy-mm-dd):

注：未满 18 周岁的未成年人须由父母或监护人代签。**Note: The parent or guardian shall sign on behalf of a minor under 18 years of age.**

五、他人代填申请表时填写以下内容 **Part 5: If the application form is completed by another person on the applicant's behalf, please fill out the information of the one who completes the form**

5.1 姓名 Name		5.2 与申请人关系 Relationship with the applicant	
5.3 地址 Address		5.4 电话 Phone number	
5.5 声明 Declaration 我声明本人是根据申请人要求而协助填表，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 of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct.			
代填人签名/Signature:		日期/Date (yyyy-mm-dd):	