General Guidance For How to Apply for Chinese Visa

(January 2011)

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

IMPORTANT

1) **This document contains Visa Application Form (V.2011A) and Supplementary Visa Application Form (V.2011B). The applicant must be in New Zealand at the time when the application is lodged. The application forms included in the document may only be used at the Chinese Embassy in Wellington.**

2) **You must complete Supplementary Visa Application Form (Form V.2011B) if**
   - **you are applying a work or student visa for China**
   - **anyone included in your passport is travelling with you**
   - **you are applying for a visa in a country or territory other than the country of your nationality**

3) **You will not be able to change your application after you have lodged your application. All fees are not refundable if you withdrawal your visa application. Visa is not transferable from one passport to another.**

4) **Please check your name, birth date and passport numbers are correct once you have received your visa.**

PART 1. VISA REQUIREMENT

The Chinese Embassy may take a decision on your application based on the information you supplied without interviewing you. Therefore please ensure you submit all required documents. The submission of all or any of these documents does not guarantee that your application will be successful. You may be required to submit your application in person.

If you are a dual (multiple) national, you may only use your New Zealand passport to apply the visa in New Zealand. Evidence of your permission to be in New Zealand is required if you are not a New Zealand citizen. This must show you current immigration status. It could be a residence permit or valid visa.

Application may be declined or delayed if the applicant fails to provide true and complete and clear information in the form. All consequences arising thereafter shall be borne by the applicant. Please note that all supporting documents you provided may not be returned. Please make additional copies if you need them.

1.1 General requirement
- Completed and signed visa application form (Form V.2011A)
- Valid original travel document or passport (See Part 3 Passport Validity)
- One recent passport sized colour photograph. This must not be more than 6 months old

You may also require the following support documents
- Previous passport(s) and (or) birth certificate if
  - You are Chinese descent and this is the first time to apply the Chinese Visa
  - You have previously been granted a Chinese Visa but you are applying the Chinese Visa using a new passport
  - You were born in Hong Kong SAR, Macau SAR and Taiwan Region and this is the first time to apply the Chinese Visa
- If you are applying a visa for a child who is Chinese descent and was born in outside of China, the following documents are required for the first time when you apply the Chinese Visa.
  - Copy of the child's birth certificate
  - Copy of the child's parents' passports (information page only) and valid New Zealand visas page (if applicable)

1.2 Supporting Document For Tourism / Visit-to-family / Transit Visa
- Flight itinerary prepared by travel agency or copy of your airline ticket (e-ticket is acceptable), or invitation letter from relatives, friends in China, including the inviters' personal details and contact information.

1.3 Supporting Document For Business Visa
- Invitation letter from an empowered company in China, or Visa Notification Letter issued by an authorised government department in China, such as local Foreign Affairs Department.

1.4 Supporting Document For Work Visa

- Visa Notification Letter issued by an authorised government department in China, such as local Foreign Affairs Department. (**The original document is required**.)
- Foreigner Employment License issued by the Ministry of Human Resource & Social Security of China, or Certificate of Foreign Expert's Identity issued by the State Bureau of Foreign Experts of China. (**The original document is required**.)
- Physical examination is required if the applicant intends to work in China for more than 6 months. (**The original document is required**.)
- Completed and signed Supplementary Visa Application Form (V.2011B)

1.5 Supporting Document For Student Visa

- Supplementary Visa Application Form for Study in China (JW201/JW202) issued by the Ministry of Education of China. (**The original document is required.**)
- Admission letter from an educational institution. (**The original document is required.**)
- Physical examination is required if the applicant intends to study in China for more than 6 months. (**The original document is required**.)
- Completed and signed Supplementary Visa Application Form (V.2011B)

PART 2. VISA VALIDITY

The valid date of visa starts from the day of the application is lodged to the Chinese Embassy. Duration of your stay in China starts from the first day of entry into China within the visa's valid dates. If you are given a visa you must arrive within the validity of the visa, your visa will not be extended. If you are unable to arrive within the validity date of your visa, you must lodge a new application.

PART 3. PASSPORT VALIDITY

In order to obtain a Chinese Visa, your passport must be valid at least more than 6 months and have at least 2 blank visa pages. Please refer to the chart below for the passport validity requirement.

Visa Type / Entry Type	Tourism Visa / Business Visa	Work Visa / Student Visa
Single entry visa	Passport must valid more than 6 months	Passport must valid more than 12 months.
Double entry visa	Passport must valid more than 12 months	
6 month multiple entry visa	Passport must valid more than 12 months	
12 month multiple entry visa	Passport must valid more than 18 months	

Please note that your passport must be also valid more than 6 months from the time arrival in China.

PART 3. APPLICTION PROCESSING TIMES

IMPORTANT

Most applications are processed within 5 working days from the next working day after we received your application. Visa applications are assessed individually and the actual processing time of your visa application may vary. The processing time does NOT include delivery time. You may not be able to give any information on the status of your visa until your application has been completed. It is recommended to apply your visa application four weeks prior to your trip.

Urgent process is NOT available for applications lodged via post or courier. Urgent visa applications must be lodged in person at the Chinese Embassy.

1) Normal service takes 5-7 working days.
2) Urgent Process
   Urgent visa application must be lodged in person. Not applicable for applications lodged via post or courier.
   - Express Service: 2-3 working days and additional fee applies.
   - Next Working Day Urgent Service is only available if the visa officer agrees at time the application is lodged and additional fee applies. Evidence of outward travel, such as a fully paid flight ticket and other documents may require.

PART 4. FEES & CHARGES
(All the fees below are quoted in New Zealand Dollars and are subject to change without notice)

4.1 Visa Application Fees
1) New Zealand passport holder (per person)

ENTRY TYPE	**VISA FEE**
Single Entry	$140
Double Entry	$210
6 Months Multi-Entry	$280
12 Months Multi-Entry	$420

2) Non-New Zealand passport holder (per person)

ENTRY TYPE	**VISA FEE**
Single Entry	$60
Double Entry	$90
6 Months Multi-Entry	$120
12 Months Multi-Entry	$180

3) US passport holder (per person)

ENTRY TYPE	**VISA FEE**
Single Entry	$200
Double Entry	$200
6 Months Multi-Entry	$200
12 Months Multi-Entry	$200

4.2 Urgent Visa Application Charge (per person, on top of visa fee)

Service Type	**URGENT FEE**
Next Working Day Urgent Service	$60
Express Service (2-3 working days)	$40

Urgent visa application must be lodged in person. Not applicable for applications lodged via post or courier

4.3 Mail Handling Service Charge

Handling Service Fee	$15

The service fee applies to all applications by mail or by courier. The handling service fee is **NOT** postage for returning your passport, you will still require to provide a prepaid self-addressed courier pack or envelope for returning your passport, otherwise you will have to collect your passport in person at the Chinese Embassy. Please retain a copy of the courier tracking reference number.

Only one handling service fee is required if you have included more than one applicant in the same pack.

PART 5. HOW TO PAY

IMPORTANT

Please do NOT include any cash with your applications.
Personal cheque and money order are NO longer accepted.

1) Bank cheque or company cheque, made payable to “Chinese Embassy”.
Please write down your name and contact details on the back of the cheque.

2) EFTPOS, Credit Card
EFTPOS and credit card can only be processed at the counter of the Chinese Embassy. We are unable to process credit card payment by manually enter the credit card information.

PART 6. WHERE TO LODGE YOUR APPLICATION

Application sent directly by courier or mail to the Chinese Embassy should be addressed to:

Consular Office
Embassy of the People's Republic of China in New Zealand
2-6 Glenmore Street
Kelburn
Wellington 6012

Alternatively, you can lodge applications at the Consular Office of the Chinese Embassy in Wellington.
The Consular office only accepts visa application in the morning between 9am to 12pm, Monday to Friday, excluding public holidays. There are no consular services available after hours and on weekends.

IMPORTANT

For applicants of the following regions, please submit your application to the Chinese Consulate-General in Auckland (Address: 630 Great South Road, Greenlane, Auckland. Telephone: 09 526 5680)

Northland region	**Auckland region**	**Hamilton City**
Taupo District	**Matamata-Piako District,**	**South Waikato District,**
Thames-Coromandel District	**Franklin District**	**Hauriki District**
Waitomo District	**Otorohanga District,**	**Waipa District**

PART 7. OFFICE HOURS & CONTACT DETAILS

IMPORTANT

The Consular office only accepts visa application in the morning between 9am to 12pm, Monday to Friday, excluding public holidays.

Visa Application Submission: 9.00am – 12.00pm
Visa / Passport Collection: 1.30pm – 4.00pm
(Monday – Friday, excluding public holidays)

Telephone
+ 64 4 472 1382 Ext. 600
+ 64 4 474 9631

Fax
+64 4 474 9632

Website
www.chinaembassy.org.nz

Email
visa@chinaembassy.org.nz

For general enquiries please use the telephone numbers and email address given above. We will answer email enquiries within five working days.

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

有关申请手续及所需文件，请参阅“如何申请中国签证”。 请于周一至周五上午 9 点至 12 点递交申请(节假日除外)。
Please read the guidance “How to Apply For Chinese Visa” for the application procedures and documents required for the application. Please submit your application between 9am to 12pm, Monday to Friday, excluding public holidays.

如果申请到中国工作、留学、或与护照偕行人同行，或不在国籍国申请签证，请填写签证申请表附表(Form V.2011B). **Please complete Supplementary Visa Application Form (Form V.2011B) if you are applying for a work or student visa, or someone else will be travelling with you on your passport, or you are applying a visa in a country or territory other than the country of your current nationality.**

一、个人信息 / Section 1. Personal Information

1.1 英文姓名 Full name as shown on your passport	**姓 Family name**		**1.2 性别 Sex**	☐ 男 Male ☐ 女 Female	**照片 / Photo** 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 passport sized colour photo, with full face, front view, no hat, and against a plain light background.
	名 Given name(s)				
1.3 中文姓名（如有，请用汉字） Full name in Chinese script (if applicable)					
1.4 别名或曾用名 （如有） Other or former name (if applicable)					
1.5 用本国语言书写的名字 （如有） Your name in ethnic script (if applicable)					
1.6 现有国籍 Current nationality			**1.7 曾有国籍 （如有） Former nationality (if applicable)**		
1. 8 同时具有的国籍 （如有） Other nationality(ies) (if applicable)			**1.9 出生日期 Date of birth (YYYY-MM-DD)**		YYYY | MM | DD
1.10 出生地点(国、省/市) Place (Province/State, Country) of Birth			**1.11 当地身份证号 （如有） Local ID Card Number (if applicable)**		
1.12 婚姻状况 Marital status	☐ 已婚 Married ☐ 未婚 Never Married ☐ 离婚 Divorced ☐ 丧偶 Widowed ☐ 其他（请说明） Other, Please specify:				
1.13 当前职业（可多选） Your current occupation(s)	☐ 商人 Businessman ☐ 公司职员 Company employee ☐ 教师 Teacher ☐ 学生 Student ☐ 家庭主妇 Housewife ☐ 无业 Unemployed ☐ 国会议员 Member of Parliament ☐ 其他(请说明) Other (Please specify): _____ ☐ 政府官员 Government official ☐ 新闻从业人员 Staff of media ☐ 宗教人士 Religious worker ☐ 现役军人 Active duty military personnel ☐ 退休 Retired ☐ 乘务人员 Crew member				
1.14 护照种类 Passport type	☐ 外交 / Diplomatic ☐ 公务、官员 / Service or Official ☐ 普通 / Regular ☐ 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)**		YYYY | MM | DD
1.17 签发地点(省/市及国家) Place (Province/State, Country) of Issue			**1.18 失效日期 Expiration date (YYYY-MM-DD)**		YYYY | MM | DD
1.19 申请处理时间 Request processing time	☐ 普通 5-7 个工作日 5-7 working days regular process	☐ 2-3 个工作日加急服务 2-3 working days urgent service	☐ 下一个工作日加急服务 Next working day urgent service		
		Urgent visa application MUST be lodged in person. Not applicable for applications lodged via post or courier.			

二、赴华旅行信息 / Section 2. Travel Information

2.1 申请赴中国主要事由（可多选）/ Major purpose(s) of your visit(s) to China

- ☐ 旅游 / Tourism
- ☐ 探亲 / Visiting relatives
- ☐ 访友 / Visiting friends
- ☐ 商务 / Business trip
- ☐ 过境 / Transit
- ☐ 留学 / Study
- ☐ 商业演出 / Commercial performance
- ☐ 执行乘务 / As crew member of airlines, trains or ships
- ☐ 记者常驻 / As resident journalist
- ☐ 记者临时采访 / As journalist for temporary news coverage
- ☐ 会议 / Conference (Meeting)
- ☐ 外交官、领事官赴华常驻 / As resident diplomat or consul in China
- ☐ 官方访问 / Official visit
- ☐ 任职就业 / Employment
- ☐ 其他（请说明）/ Other (Please specify): _____

2.2 计划入境次数 / Intended number of entries **签证有效期从递交申请之日起** **Visa valid date is from the date of the application is lodged.** **(请参阅附录 2 / Please read the guidance, Part 2)**	☐ 三个月内一次入境 / Single entry within 3 months ☐ 六个月内二次入境 / Double entry within 6 months ☐ 六个月内多次入出境有效 / Multi-entry within 6 months ☐ 十二个月内多次入出境有效 / Multi-entry within 12 months
2.3 首次可能抵达中国的日期 **Date of your first possible entry into China (YYYY-MM-DD)**	YYYY | MM | DD
2.4 预计你一次在华停留的最长天数 **Your longest intended stay in China**	DAYS

2.5 请按时间顺序列明你访问中国的地点（省及市/县，如填写不下，请另附纸） **Please list cities to visit in China in a time sequence. (If you run out of space please use additional sheets of paper to provide us with all the relevant information required as part of your application.)**	**城市** **City**	**联系地址** **Contact address**	**联系电话** **Telephone number**
	1.		
	2.		
	3.		
	4.		
	5.		

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**	☐ 你本人 / Yourself ☐ 邀请单位或个人 / Inviter ☐ 父母或法定监护人 / Parent(s) or legal guardian(s) ☐ 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 provide the name of the insurance company and your policy number.**	
2.8 在华邀请单位名称，联系地址和电话 **Contact details of the host company in China**	
2.9 在华亲人或朋友姓名，联系地址和电话 **Contact details of your relatives or friends in China**	

三、家庭，工作或学习信息 **Section 3. Your Family and Employment Details**

3.1 家庭住址 **Residential address**				
3.2 家庭电话 **Telephone**		**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 **Employer or School**	**名称 Name**			
	联系地址 Address			
	联系电话 Telephone			
3.6 家庭成员 **Details of your family members**	**姓名** **Name**	**国籍** **Nationality**	**职业** **Occupation**	**关系** **Relationship to the applicant**
3.7 紧急情况下的联系人 **Contact Person in case of emergency**			**3.8 紧急联系人电话** **Emergency Contact 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?**	☐ **否 / No** ☐ **是/ Yes**
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?**	☐ **否 / No** ☐ **是/ Yes**
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?**	☐ **否 / No** ☐ **是/ Yes**
4.6 是否患有以下任一种疾病? **Do you suffer from any of the following diseases?** **① 严重精神病 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**	☐ **否 / No** ☐ **是/ Yes**
4.7 近 30 日内是否前往国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?**	☐ **否 / No** ☐ **是/ Yes**

4.8 如果对 4.3 到 4.7 的 任何一个问题选择“是”，请说明详细情况。（如填写不下，请另附纸） **If you select Yes to any question from 4.3 to 4.7, please give detailed information for your answer. (If you run out of space please use additional sheets of paper to provide us with all the relevant information required as part of your application.)**

五、其他声明事项 Section 5.Other 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。 **Please complete relevant section on the Supplementary Visa Application Form (Form V.2011B) if** ● **you are applying to work or study in China,** ● **anyone included in your passport is travelling with you,** ● **you are applying for a visa in a country or territory other than the country of your nationality**
5.2 如有其他需要声明事项，请在下面说明（如填写不下，请另附纸） **If there is more information to declare, please give the information below. (If you run out of space please use additional sheets of paper to provide us with all the relevant information required as part of your application.)**

六、签名 Section 6. Signature

6.1 我已阅读并理解此表所有问题，并对照片及填报内容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 office, 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
Applicant's signature_____

日期
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**		**7.6 证件号码** **ID number**	
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.** **申请人签名** **Applicant's signature**_____ **日期** **Date (YYYY-MM-DD)**_____			

以下供领事官员填写 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 **Date of birth**	

A. 如果申请到中国工作，请填写。
If you are applying to work in China (Z visa), please fill out the following section.

1. 受教育情况 **Education background**	☐ **本科 Bachelor** ☐ **硕士 Master** ☐ **博士或更高 Doctorate or higher** ☐ **其他（请说明） Other(Please specify)** _____
2. 最后学习的学校名称 **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. 在中国就职业单位的名称、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 section.

1. 受教育情况 **Education background**	☐ **本科 Bachelor** ☐ **硕士 Master** ☐ **博士或更高 Doctorate or higher** ☐ **其他（请说明） Other(Please specify)** _____
2. 最后学习的学校名称 **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 **Name**			
2.性别 **Sex**			
3.出生日期 **Date of birth**			
4.偕行人照片 **Photo(s) of the person(s) travelling with you sharing the same passport.**	**Affix here**	**Affix here**	**Affix here**

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 section.

1. 在当地的居留或停留时间 **Duration of your stay in this country or territory**	☐ **少于 6 个月 Less than 6 months** ☐ **超过 6 个月 More than 6 months** ☐ **超过 12 个月 More than 12 months**	
2. 持有何种当地有效签证或居留证件？ **What kind of visa or residence permit of this country or territory do you hold?**	☐ **有效居留证件 Valid residence permit** ☐ **有效签证 Valid Visa** ☐ **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?**	☐ **是 Yes ☐ 否 No**	
5. 在当地住所的联系地址 **Residence address**		
6. 在当地的联系电话 **Contact Phone Number**		

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
Applicant's signature_____

日期
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

DOCUMENTS CHECKLIST

Please ensure you submit all the relevant documents with your application. The checklist below is for guidance only. You may require to provide more documents. The submission of all or any of these documents does not guarantee that your application will be successful. Your application will be returned unprocessed if any required document is not supplied.

All applicants

☐ A valid travel document or passport
☐ One passport sized colour photography. (No more than 6 months old)
☐ Visa Application Form (V.2011A)
☐ Supplementary Visa Application Form (V.2011B)
☐ The appropriate visa fee
☐ $15 additional handling service fee for mail application
☐ Prepaid self-addressed courier pack
☐ Previous passports
☐ Copy of birth certificate (only if you are Chinese descent, see Part 1.1)

Tourism / Visit-to-Family / Transit Visa

☐ Copy of flight itinerary prepared by travel agent, **or**
☐ Copy of flight ticket (e-ticket), **or**
☐ Invitation letter from family or friends in China

Business Visa

☐ Visa Notification Letter, or
☐ Invitation letter from an empowered Chinese company

Work Visa

☐ Visa Notification Letter, **and**
☐ Foreigner Employment License / Certificate of Foreign Expert's Identity, **and**
☐ Physical Examination Report, if you intend to work more than 6 months
☐ Completed and signed Supplementary Visa Application Form (V.2011B)

Student Visa

☐ JW201/JW202 form, **and**
☐ Admission letter from the school, **and**
☐ Physical Examination Report, if you intend to study more than 6 months
☐ Completed and signed Supplementary Visa Application Form (V.2011B)