GENERAL GUIDANCE FOR HOW TO APPLY FOR CHINESE VISA
(APRIL 2012)

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

IMPORTANT

1) The applicant must be in New Zealand at the time when the application is lodged.
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 withdraw your visa application. Visa is not transferable from one passport to another.
4) Please check your name, date of birth and passport numbers are correct once you have received your visa.

PART 1. WHERE TO APPLY YOUR VISA

IMPORTANT

All applications must be lodged in person. Please do **NOT** courier or post your application to us. Application couriered or posted to us will be returned without being processed.

There are no consular services available after hours and on weekends.

Consular Section, Embassy of the People's Republic of China in New Zealand, Wellington
Street address: 2-6 Glenmore Street, Kelburn, Wellington
Telephone: 04 4749631, 04 473 3514
Facsimile: 04 474 9632
Email: visa@chinaembassy.org.nz
Website: www.chinaembassy.org.nz
Office hours: 9am-12pm (application submission only)
2pm-4pm (application collection only)
Monday to Friday, excluding public holidays

Embassy of the People's Republic of China in New Zealand is responsible for processing visas from the following regions:

Bay of Plenty, Gisborne, Hawke's Bay, Taranaki, Manawatu-Wanganui, Wellington

Consular Office, Consulate-General of the People's Republic of China in Auckland
Street address: 630 Great South Road, Greenland, Auckland
Telephone: 09 5265680, 09 5793080
Facsimile: 09 579 4288
Email: chinaconsul_ak_nz@mfa.gov.cn
Website: www.chinaconsulate.org.nz
Office hours: 9am-12pm (application submission only)
2pm-4pm (application collection only)
Monday to Friday, excluding public holidays

The Consulate-General of the People's Republic of China in Auckland is responsible for processing visas from the following regions:

Northland, Auckland, Waikato

Consular Office, Consulate-General of the People's Republic of China in Christchurch
Street address: 106 Hansons Lane, Upper Riccarton, Christchurch
Telephone: 03 3433650
Facsimile: 03 3433647
Email： consulate_chc@mfa.gov.cn
Website： christchurch.chineseconsulate.org
Office hours: 9am-12pm (application submission and collection)
Monday to Friday, excluding public holidays

The Consulate-General of the People's Republic of China in Christchurch is responsible for the processing visas from the following regions:

Tasman, Nelson, Marlborough, West Coast, Canterbury, Otago, Southland

PART 2. VISA REQUIREMENT

The Chinese Embassy and the Chinese Consulate-General 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 have dual nationality, you may only use your New Zealand passport to apply for 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 a valid visa.

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

2.1 General requirement

- Completed and signed visa application form. (Form V2011).
- Valid original travel document or passport. (Please read Part 3 for more details)
- One recent passport-size colour photograph with plain background.

2.2 Additional requirement

- Previous Chinese passport if you are applying for your first Chinese visa. Alternatively, if you no longer have your previous Chinese passport, please obtain your travel movement records from New Zealand Immigration. If you have changed your name you must provide Change of Name by Statutory Declaration issued by New Zealand Internal Affairs. All documents you provided must be original.
- For the first time applications, New Zealand born children with Chinese descent are also required to provide the following documents:
  1. Original birth certificate and additional photocopy of the birth certificate.
  2. Actual passport of the children's parent and please also make additional photocopy of the passport (information page only) and valid New Zealand visas page (if not New Zealand passport.)

2.3 You must also provide any document that is required by the responsible visa office.

2.4 Supporting documents for Tourism / Visit-to-family / Transit Visa (L Visa)

- Flight itinerary prepared by travel agency or photocopy of your airline ticket (e-ticket is acceptable), or invitation letter from relatives, friends in China, including the inviters' personal details and contact information.
- If you are applying for a multiple entry L Visa, please also provide the following documents:
  1. Evidence that you had been issued more than one Chinese visa in the past of 12 months.
  2. Reasons why you are applying for a multiple entry visa.

2.5 Supporting documents for Business Visa (F Visa)

- Invitation letter from the company in China, or Visa Notification Letter issued by an authorised government department in China, such as local foreign affairs office.
- If you are applying for a multiple entry F Visa, please also provide the following documents:
  1. Evidence that you had more than two Chinese visa in the past 12 months.
  2. Reasons why you are applying for a multiple entry visa.

2.6 Supporting documents for Work Visa (Z Visa)

- Visa Notification Letter issued by an authorised government department in China, such as local foreign affairs office.
- Foreigner Employment License issued by the Ministry of Human Resources & Social Security of China, or Foreign Expert Certificate issued by the State Administration of Foreign Experts Affairs of China.
- Physical examination report.

Work Visa is a single entry visa valid for 3 months. You must obtain a Chinese Residence Permit from a local Public Security Bureau within 30 days after your entry into China.

All supporting documents you provide for Work Visa must be original and please also make additional photocopies.

2.7 Supporting documents for Student Visa (X Visa)

- Visa Application for JW201/JW202 issued by the Ministry of Education of China.
- Admission letter from an educational institution.
- Physical examination report is required if the applicant intends to study in China for more than 6 months.

Student Visa is a single entry visa valid for 3 months. You must obtain a Chinese Residence Permit from a local Public Security Bureau within 30 days after your entry into China.

All supporting documents you provide for Student Visa must be original and please also make additional photocopies.

PART 3. PASSPORT VALIDITY

In order to obtain a Chinese Visa, your passport must still 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.

Type of Visa / Type of Entry	Tourism Visa / Business Visa	Work Visa / Student Visa
Single entry visa	Passport must be valid more than 6 months	Passport must be valid more than 12 months
Double entry visa	Passport must be valid more than 12 months	
6 month multiple entry visa	Passport must be valid more than 12 months	
12 month multiple entry visa	Passport must be valid more than 15 months	

Please also note that your passport must still be valid more than 6 months from your entry into China.

PART 4. APPLICATION PROCESSING TIME

IMPORTANT

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

- Normal process takes 5 working days.
- Urgent process
  1. Express Service: 2-3 working days and additional fee applies.
  2. Next working day urgent process is only available if the visa officer agrees at the time the application is lodged and additional fee applies. Evidence of outward travel, such as a fully paid fight ticket and other documents may require.

PART 5. FEES & CHARGES

All the fees below are quoted in New Zealand Dollars and are subject to change without notice.

6.1 Visa Application Fees

1) New Zealand passport holder (per person)

TYPE OF ENTRY	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)

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

3) US passport holder (per person)

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

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

TYPE OF SERVICE	URGENT FEE
Next working day Service	$60
Express Service (2-3 working days)	$40

PART 6. HOW TO PAY

IMPORTANT

We do NOT accept direct credit or online transfer.
We no longer accept payment made by cash, personal cheque and company (business) cheque.

- Bank cheque and Money order

  Please make the cheque payable to:

  Embassy of the People's Republic of China in New Zealand
  (if the application is being processed at the Chinese Embassy in Wellington), or
  Consulate-General of the People's Republic of China in Auckland
  (if the application is being processed at the Chinese Consulate-General in Auckland), or
  Consulate-General of the People's Republic of China in Christchurch
  (if the application is being processed at the Chinese Consulate-General in Christchurch)

- EFTPOS and Credit Card (Visa / MasterCard only)
  This payment option is only available at the counter of the Chinese Embassy or Chinese Consulate-General office. For security reasons, we do NOT take credit card numbers for the payment.

PART 7. GENERAL INFORMATION

1. What is Number of Entries?
   This is the number of times you are allowed to enter to mainland China within the visa validity. In general, the Chinese visas allow single entry, double entries and multiple entries.
2. Visa validity (Enter before)
   Visa validity is the length of time you are permitted to travel to a port-of-entry in mainland China. The date shown on your Chinese Visa is the last day you can make your entry into mainland China. Visa validity is not the same as the authorised period of stay. Visa validity starts from the date we receive your application. If you are given a visa you must arrive within the validity of the visa, your visa will not be extended.
3. Duration of each stay
   This is the number of days you are allowed to stay in the mainland China for the each entry. It starts on the day you enter into mainland China. You must leave China before that date or you may need to extend your duration of stay in mainland China from a local Public Security Bureau. Overstaying is illegal in China and you will face serious penalties when you exit from China.
4. Please be aware that we no longer accept visa applications by courier or post, however you can appoint someone or you preferred travel agency to apply the Chinese visa on your behalf.
5. It is recommended to apply for your visa four weeks prior to your trip to China.
6. You will be given a Pick-up Form when you lodge your application. Please keep this form in a safe place and return to us when you collect your passport.

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、你在新西兰(或长期居住国)的家庭，工作或学习信息
Section 3. Your Family and Employment Details In New Zealand (or in your own country)

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** **Signature of person assisting** _____ **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