

# INSTRUCTIONS FOR COMPLETING CHINA VISA FORM V.2011A – \*\*\**Read carefully*\*\*\*

Complete **one** China visa application **per person**. Fill in all boxes **as applicable** & follow guidelines below. You will need to attach **ONE** official type passport photo. Do **NOT** use a self-generated digital photo. If completing the form by hand, \*\*\***PRINT** legibly in **all CAPITAL LETTERS**\*\*\*.

To use your **COMPUTER** to enter data, use "CAPS" lock to be sure of using **ALL CAPITAL LETTERS** and go to this link: <http://www.chinaconsulatesf.org/chn/qianzhen/zqgz/P020110106297943134404.pdf>. Click on "Highlight Fields" at top right to make it interactive, then **TAB** to each section. You can save your **completed** form on your computer if you wish. Click "RESET" above place for photo to start over for a second person. To check a box, just click inside it. If any space does not allow a complete entry, LEAVE BLANK & fill out by hand, printing in ALL CAPS, after printing out the form for signature.

\*\*\* **ALL** dates are shown as **YEAR** first (**4 digits**), then **MONTH** (**2 digits**), then **DAY** (**2 digits**) \*\*\*

**Example: YYYY - MM - DD equals 2012 - 03 - 23**

## Section 1. Information About Yourself:

- 1.1 Refer to your passport for these entries so they match:
  - For "Surname", enter **Last Name**.
  - For "Given Name" in box below, enter **First & Middle Names** [or **Initial**] or whatever is shown **EXACTLY as in your passport**
- 1.2 Check appropriate box (*PS – This is NOT a Yes or No question .... ^\_^*)
- 1.3 Leave **BLANK** [unless you are Chinese]
- 1.4 Leave **BLANK** [for gals who are now or who have ever been married before, do not enter those previous last names, including your maiden name – just leave this area blank]
- 1.5 Leave **BLANK**
- 1.6 Use "**American**" or "**Canadian**" or etc., as applicable
- 1.7 This only applies only to someone who was previously a citizen of a country different from the current one- most will leave **BLANK**
- 1.8 Most folks will leave **BLANK**
- 1.9 Your date of birth - don't forget to follow *date example above*. ( **Y Y Y Y - M M - D D** as in **1911 - 11 - 24** )
- 1.10 Give your **City, State** (*California, or etc.*) **OR** **Province** (*Alberta, or etc.*) **AND** **Country** – (*U.S., Canada, or etc.*) – be sure to include **CITY** even if that does not show in your passport
- 1.11 Use your driver's license number
- 1.12 Check appropriate box
- 1.13 Most folks will check "**Retired**" ; if still employed, complete as appropriate
- 1.14 Most folks will check "**Ordinary**"
- 1.15 Enter your passport number here (*usually 9 digits for a US passport*) -- ex.: **123 456 789**
- 1.16 Enter the date of issuance here – year 1<sup>st</sup>, then month, then day (*i.e., 2007 - 12 - 22* )
- 1.17 Place of passport issuance – **State** **OR** **Province** -**PLUS** **Country** [*use whatever YOUR passport shows under "Authority" such as "National Passport Center" or "United States Department of State" or etc.*]. If using a computer to fill out the form and the space does not allow a complete entry, LEAVE BLANK and fill out by hand, printing in ALL CAPS after printing out the form for signature – **OR** - it is also OK to just enter "**US**" if it was issued in the United States (or enter whatever other country may be the country of issuance for your passport)
- 1.18 Enter expiration date – 4-digit year first, then month, then day (*i.e., 2017 - 12 - 21* )  
**NOTE: Be sure your passport is SIGNED – especially if new or just renewed.**
- 1.19 Check first box "**Regular for 4 working days**" (call me if you need your passport back early)

## Section 2. Travel Information:

- 2.1 Check the first box "**Tourism**"
- 2.2 Check the 4th box "**Multi-entries**" valid for 12 months." (*this is the maximum allowed & the lowest price charged*)
- 2.3 Enter "**2012 – 03 – 23**" since this will be the date in China when you arrive (*unless you are arriving earlier on your own*)
- 2.4 Enter "**30**" days even though it will be less
- 2.5 Leave **BLANK**
- 2.6 Check the 1<sup>st</sup> box for "**Yourself**"
- 2.7 Enter "**CSA Travel Protection Group Go! Policy #**" – I will add the group policy # as soon as it is provided to me
- 2.8 Enter "**C.I.T.S.**" [stands for "China International Travel Service"]
- 2.9 Leave **BLANK**

## Section 3. Information about your family, work or study:

- 3.1 Enter your complete **MAILING** address including country [ "USA" or etc.]
- 3.2 Enter your **HOME** phone number including Area Code
- 3.3 Enter your **MOBILE** phone – *if you have one* – including Area Code
- 3.4 Enter your primary **E-mail address** IF YOU HAVE ONE (yes, still use all CAPS) – if none, enter "**NONE**"
- 3.5 Leave **BLANK** if retired ; otherwise enter Name, Mailing Address, & Phone Number for current employer (or school if currently a student instead)

- 3.6 Give information requested for 4 major family members. [Note: "Stepdaughter" did not fit, so it is OK to just use "Daughter" etc. if that applies to you or you run into a similar problem.]
- 3.7 Select one person as your emergency contact and enter the name
- 3.8 Give that person's primary phone number including Area Code

**Section 4. Other Information:**

- 4.1 IF you have been to China before, enter details (date range and cities visited) for the most recent visit and its purpose
- 4.2 Most will leave this **BLANK** unless you have been out of your country of residence during the past 12 mos.
- 4.3 Most will check the "No" box
- 4.4 Most will check the "No" box
- 4.5 Most will check the "No" box
- 4.6 Most will check the "No" box
- 4.7 Most will check the "No" box
- 4.8 Most will check the "No" box
- 4.9 Give details ONLY if you answered YES to any among 4.3 through 4.8 above

**Section 5. Other Declaration:**

- 5.1 Most will leave **BLANK** – for those who are in the US with a "Green Card" your will also need to fill out **Form V2011B [Part D]** and submit along with THIS form plus your foreign passport and your original "Green Card"
- 5.2 Most will leave **BLANK**

**Section 6. Signature:**

After the usual disclosures are read, **sign your normal signature** and **add the date** in the **YYYY – MM – DD** format

**Section 7.** – will not apply to anyone on our tour this year – **leave BLANK**

**Additional Notes:**

- \* Be sure to sign/date your China Visa Application.
- \* Re: attaching your **one current & OFFICIAL passport-type PHOTO [2" x 2"** taken within the past 6 months, **not** computer generated, **no** photocopies, **no** home-made digital shots, frontal views **only** – available from many US Post Offices, Costco, most photo shops, AAA offices, Kinkos, Walmart, Walgreens, CVS, or etc.].  
**\*\*Print** in all CAPS your "Last Name, First Name" (as it appears on your passport) on the back of the photo **BEFORE** attaching the photo. Then line up the 2" x 2" photo with the LEFT and BOTTOM edges of the pre-printed box – yes, the box is smaller than 2" x 2"! – and attach the photo with either glue (a glue stick works great), two-sided Scotch tape, or staple it.

**Send us the following items :**

- 1. Your passport** - **be sure you sign it if it is new or recently renewed** – valid thru at least 9/22/12- must have **2 blank "VISA" pages** (do NOT confuse these with the *last few pages* which are for *amendments / endorsements* only).
- 2. Your completed China visa application form** – (one per person) – **signed and dated** - **with one official type passport photo attached** in the space provided [see notes above]. Fold the application in half - then turn it 90 degrees and fold it in half again and place inside your passport.

Send these via secure mailing method with tracking and insurance (*such as Fed Ex, UPS, or etc. – we do not recommend you use the US Postal Service and especially do NOT use their "Registered" service as it SLOWS it up considerably*) to us at address below:

**Travel Aire c/o CAVU Enterprises, LLC, 21133 Jimmerrall Lane, Groveland, CA 95321**

[if needed for label, phone # is (209) 962-5588 & E-mail is [TravelAireTours@aol.com](mailto:TravelAireTours@aol.com)]

**If** you are traveling, or etc., and you cannot get your package to us by **the date given you** – and you need to get your visa **earlier or later** due to other travel needs, please advise us of your plans and send your passport and completed China visa application form directly to our tour operator at:

**Asia Holiday Travel, "Jobe's Group", 567 Pine St., Suite 203, San Francisco, CA 94108**

[if needed for label, phone # is (415) 421-6630 – please do NOT call them - & E-mail is [KC@AsiaHolidayTravel.com](mailto:KC@AsiaHolidayTravel.com)]

**CALL me – toll-free (866) 669-2288 – or local (209) 962-5588 – or E-mail me if you need any help!**

*Larry & Nina Jobe*

**Travel Aire** (2012-02-09)