

MLCC 
明朗中国文化中心
Main Line Chinese Culture Center

**GUIDELINES ON
INVITATION LETTER, CHINESE ID, AIRPLANE AND HOTEL INFORMATION**

If you check “Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status” in Section 2.1 on the Visa Application Form (V.2013), then you must submit an Invitation Letter from the relative or friend in China and a copy of his/her Chinese ID (front and back).

The Invitation Letter can be:

- **typed in word processing software and emailed to you as an attachment to email (make sure it is signed by the inviter if letter is typed)**
- addressed to Chinese Embassy or invitee
- an invite to several people at the same time (such as a whole family)
- a copy

The Invitation Letter MUST BE IN CHINESE AND CONTAIN ALL OF THE INFORMATION BELOW and NOT be in the form of a list:

- Inviter’s name, address, phone #
- Invitee’s gender and date of birth
- Inviter and invitee’s relationship
- Purpose of trip
- Trip dates (arrival and departure)
- Name of cities visited during trip
- Who will pay for all expenses in China (usually applicant or applicant’s parent if applicant is a child)

Other facts on the Invitation Letter:

- Every non-citizen-of-China who is traveling to China to see family/friends MUST have an invitation letter, even infants.
- If letter is obviously a fax, then it needs to show fax # in China
- If letter is obviously an original letter (i.e. can see pen marks of signature, then must also submit the envelope that letter was mailed in. This is to prevent invitees writing the letter themselves)

The inviter’s Chinese ID:

- It is a copy of inviter’s 身份证 (need copies of both front and back sides)

- Copy of inviter's Chinese passport is not accepted

If you check "Tourism" in Section 2.1 on the Visa Application Form (V.2013), then you must submit one of the following:

1. An Invitation Letter for Tourist Group or Invitation Letter for Tourist by a Duly Authorized Tourism Unit; or
2. A copy of the roundtrip airplane ticket and a copy of the hotel reservation.
 - The airplane ticket **MUST** show traveler's name, travel dates, and cities traveling to (please highlight with a highlighter).
 - The airplane ticket should have been paid for or issued already, often showing a ticket number, an e-ticket number, or paid status (please highlight with a highlighter).
 - The hotel reservation **MUST** show guest's name, dates of stay, hotel's name and address (please also highlight with a highlighter). These information need to match what you type in in 2.6 of the Visa Application Form V.2013.