

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

**Detailed instructions for the  
China Visa Application Form (V.2013)**

Please follow these instructions **EXACTLY** as the Consulate can be very particular:

- 1) Use the application form on our website. It is an **editable** and **savable** PDF.
- 2) Type in ALL **CAPITAL** LETTERS.
- 3) Every single entry in the form **MUST be typed**, except for Signature
  - Section 4's Date should also be typed.
- 4) **No section can be left blank.** If the information required does not apply to you, such as Middle name in Section 1.1, MUST type in "N/A". **100 "N/A"s is better than one blank box.**
- 5) After you have typed up your application, **SAVE**. Click "OK" to close any window that pops up about data collection workflow.
- 6) **DO NOT CLICK THE "SUBMIT" BUTTON. That button does not work consistently.**
- 7) Please attach the form to an email and email to Julia Chou at [jchou@mlccc.org](mailto:jchou@mlccc.org). She needs to check each application before accepting it.
- 8) Please set up a time with Julia to submit the application package to her.

**Line by Line Instructions:**

**Page 1**

- 1.1 Last name – MUST match "Surname" in passport EXACTLY, including suffixes like Jr, Sr, II (as in John Smith II).
- 1.1 Middle name - MUST match middle name in passport EXACTLY. If none, MUST type in "N/A".
- 1.1 First name - MUST match first name in passport EXACTLY.
- 1.2 Name in Chinese:
  - if you are born in China, MUST type in Chinese name in Chinese characters.
  - if you do not have a Chinese name, type in "N/A".
  - if you have an unofficial Chinese name (used at home for a child applicant, etc.), up to you whether to type it in or type "N/A".
- 1.3 Other names:

- such as names in pinyin before adopting English name.
  - type in “N/A” if you do not have one.
- 1.4 Sex – MUST match “Sex” in passport.
- 1.5 DOB – MUST match “Date of birth” in passport EXACTLY and be in yyyy-mm-dd format.
- 1.6 Current nationality – if American, type in “USA”, that is more clear than typing in “American”.
- 1.7 Former nationality – for people born in China, type in “China”, that is better than “P. R. China”.
- 1.8 Place of birth  
MUST include the 3 pieces of information they are asking for:
- city or town name,
  - state or province name, and
  - country name. Country name MUST match “Place of birth” in passport.
- Just stating a famous city all by itself is NOT sufficient, i.e: just stating New York or Beijing is NOT sufficient and will cause your application to be delayed.**
- 1.9 Local ID / Citizenship number:
- If applicant is an adult, put driver’s license #, or social security #, or green card # (if non-U.S. citizen). Naturalization Certificate’s # may be okay but is not preferred. Specify which # you are putting, eg: “Driver’s License # 12-345-678”.
  - If applicant is a child, can put passport #, or social security #, or green card #.
- 1.10 Passport / Travel document type – usually “Ordinary”.
- 1.11 **Passport number** – MUST match “Passport No.” in passport EXACTLY. Please double check your entry. Visas track on passport numbers.
- 1.12 Date of issue – MUST match “Date of issue” in passport EXACTLY and be in yyyy-mm-dd format.
- 1.13 Place of issue – Copy from the “Authority” in passport, can include more than what’s in the passport such as the city or state name. If you have gotten your passport through the post office, then Authority in your passport is usually “U.S. Department of State”, then type in “U.S. Department of State”.
- 1.14 Date of expiry – MUST match “Date of expiration” in passport EXACTLY and be in yyyy-mm-dd format. **For those applicants interested in the 2-Year Multiple Entry Visa 两年多次入境, your passport must be valid for at least another 2 years + your entry duration + some cushion time in order for you to be eligible for this visa.** Other requirements also apply to a 2-Year visa.
- 1.15 Current occupation
- For young preschool children who are looked after at home, check “Other” and type in “Preschool Child” after “Please specify”.

- For elementary school, middle school, and high school students, check “Student” and type in their school’s address and phone number in 1.17.
- 1.16 Education – For high school student or younger, check “Other” and specify preschool child, elementary school, middle school, or high school.
- 1.17 Employer/School
- Name must NOT be an acronym. Example: if company is G.E., must type “General Electric”.
  - MUST fill in complete address. Remember to fill in the Zip Code and Phone number cells.
  - MUST logically make sense with selections in 1.15. Eg: if applicant is child and selected “Student” in 1.15, type in the child’s school information here. If selected “Unemployed” in 1.15, type in “N/A” here.

**Page Two:**

- 1.18 Home address – usually permanent home address. Eg: if college student living away from home, usually type in parents’ home address here.
- 1.19 Zip code – self explanatory.
- 1.20 Home/mobile phone number – MUST type in a number. Consulate does call sometimes to verify information.
- 1.21 Email address – can put “N/A” for child applicants.
- 1.22 Marital status – check one. Children are “Single”.
- 1.23 Major family members – do not have to be people currently living with you.
- 1.24 Emergency contact – does not have to be a Major Family Member.
- 1.25 Country or territory where the applicant is located when applying ... – usually “USA”.
- 2.1 Major purpose of your visit – choose only ONE box. It is asking for your major purpose, not all of your purposes.
- If you check “Short-term visit to Chinese citizen ...”, then must submit invitation letter from the relative or friend in China and copy (front and back) of his/her Chinese ID or China residency permit.
  - If you check “Tourism”, then must submit paid airplane ticket information and hotel reservation, all with your name and dates on it.
- MUST READ OUR “GUIDELINES ON INVITATION LETTER, CHINESE ID, AIRPLANE AND HOTEL INFORMATION” on how to assemble these documents.**
- 2.2 Intended number of entries – for U. S. citizen born in China who are applying for 2-Year Multiple Entry visa 两年多次入境, first check “Other” and then type in “两年多次入境” or “Multiple entries valid for 2 years” in the space after “Please Specify”.
- 2.3 Are you applying for express service? – check one box.

2.4 Expected date of your first entry ... – If undecided, type in approximate date. MUST be in yyyy-mm-dd format.

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2.5 **Longest intended stay in China among all entries** – This is **NOT** the length of your stay of your immediate trip. This is the estimated length of your longest trip on the visa you're applying for. For example, if you are applying for Multiple Entry visa and if you are only entering China for 10 days on your first trip but plan to enter for 40 days on your second trip that will also use the same Multiple Entry visa, put "40" here.

2.6 Itinerary in China

- **If you selected "Short-term visit to Chinese citizen ..." in 2.1, then the information here MUST match the inviter's address and phone in the invitation letter.**
- **If you selected "Tourism" in 2.1, then the information here MUST match the hotel reservation documents you are also submitting.**
- For the Date, it's better to show a time span with an arrival date and a departure date. But if you only have an arrival date, that is fine too.

2.7 Who will pay ...? – usually "Myself" or "Parents" if applicant is a child.

2.8 Information of inviter in China

- **If you selected "Short-term visit to Chinese citizen ..." in item 2.1, the person here MUST be the same person who wrote the invitation letter and whose Chinese ID you are submitting.**
- If you selected "Tourism" in 2.1 and are going with a tour group, fill in the tour group's information here.
- If you selected "Tourism" in 2.1 and are not going with a tour group, type in "N/A" here.

2.9 Have you ever been granted a Chinese visa?

- If yes, specify the date span of your last visa and where it was issued.

2.10 Other countries or territories you visited ... – self-explanatory.

3.1 through 3.5 – **please make sure you answer all 5 questions.** Inadvertently omitting one will cause your application to be delayed by the Consulate.

3.6 MUST type in "N/A" here if you selected "No" to 3.1 through 3.5. CANNOT leave any cell blank.

### Page Four

3.7 **If you have more information ... – if you are a U.S. citizen born in China applying for 2-Year Multiple Entry visa 两年多次入境, MUST type in here your reason for wanting a**

**two year visa. The more sincere the better. If you need assistance on this part, please contact Julia Chou at [jchou@mlccc.org](mailto:jchou@mlccc.org).**

- 3.8 If someone else travels and shares the same passport ... – Usually type in “N/A” in at least one of the cells. Most U.S. citizens do not share a passport with another person. CANNOT leave all cells blank.
  
- 4 **Signature** – MUST sign in pen. Signature **MUST MATCH** your signature in your passport. Consulate does compare the signatures. People whose signature changed over the years have had their applications rejected by the Consulate because their signature on their passport did not match their signature on their application form even though both signatures were by the same legitimate person.
- 4 Date – MUST type in date in yyyy-mm-dd format.
  
- 5 **If applicant is a child less than 18 years old (even if child is 17.5 years old and can fill out the application by himself/herself), then Part 5 MUST be completed by a parent of the child. Please remember to sign again and date in 5.5.**

*Last updated on 11/6/2013*