
CHINA BUSINESS VISA CHECKLIST

YOU MUST RESIDE IN COLORADO, ILLINOIS, INDIANA, MICHIGAN, MINNESOTA, KANSAS, MISSOURI, IOWA, OR WISCONSIN FOR US TO EXPEDITE YOUR CHINA VISA. PLEASE FOLLOW THIS CHECKLIST CLOSELY AND COMPLETE ALL OF THE STEPS ON IT. PLEASE CALL US TO VERBALLY DOUBLE CHECK YOUR PAPERWORK ONCE YOU ARE FINISHED. 1 (800) 573-3738

1) Visa applicants must complete the visa application on the Chinese Consulate website ([CLICK HERE](#)) to complete the COVA CHINA BUSINESS VISA APPLICATION. On the first screen choose "English", "North America, and "Chicago". Complete all steps. When finished print the completed forms out and sign as described below. You will then be prompted to make an Appointment for submitting the application. Make the appointment and print out the appointment confirmation and include in your shipment.

- Applicants must refer to the ([Important Tips for online COVA visa form filling](#)) to ensure the COVA forms are accurate and complete. Once the COVA form is submitted online, no information in the form can be changed. If any adjustment needs to be made, the whole COVA forms must be filled out again. You must send in the actual passport and it must be in good condition (no damage).
 - After completing the COVA forms as required, please make sure to print the full set of COVA forms (8-9 pages) and sign on the Confirmation Page AND the 8th page. If the COVA forms are not prepared as guided, the application will not be accepted by the consulate and you will have to redo the form.
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2) Valid U.S. Passport AND Photocopy of Main Photo and Data Page of Passport)

- Passport must have more than 6 months of validity left on it (Passport and Photocopy are sent)
 - Passport must have at least one blank visa page left on it
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3) Photocopy of Valid Photo Identification – Front and Back (copy in color the front and back of valid ID)

- One clear color copy of your valid Driver's License, State ID Card, or Military ID, or valid Passport
 - If your **name has changed** from your citizenship document you also must provide the original marriage certificate, divorce decree, or court issued name change document
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4) Passport Photo (Two New Passport Photos - Go to your local Staples, CVS, Rite Aid, Walgreen's, etc.)

- Brand new passport photo (under 3 months old) different from the photo in the old passport
 - **You will be required to upload a scan of this photo when completing the online China Visa application**
 - No hat or glasses can be worn in the passport photo (will be rejected)
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5) Photocopy of Your Most Recent China Visa (if this is not your first China Visa application)

- If you have been granted a China visa in the past, you must provide a copy of the most recent issued China visa. If the visa is not located in your current passport, you must submit the original passport containing the previous China visa. If you no longer have the passport with the previous visa, you must provide a signed statement outlining that you no longer have that passport and what happened to it.
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6) All Non-U.S. Citizens Residing in the U.S. AND All Naturalized U.S. Citizens

- Must send in actual Naturalization Certificate, green card, U.S. Visa, I20, or I94 document
- A Color photocopy of Naturalization Certificate, valid green card, U.S. Visa, I20, or I94 document
- If the applicant was of Chinese nationality, and this application is the first Chinese visa application after naturalization in a foreign country, please provide a photocopy of the bio-page of the Chinese passport. In addition, the last physical Chinese passport is needed for the visa application.

7) Proof of Residence Form – ([CLICK HERE](#)) to print and complete the form in black ink

8) China Visa Application Consent Form – ([CLICK HERE](#)) to print and complete the form in black ink

9) Proof of Round-Trip Travel (Airline AND Hotel Confirmations)

- One clear photocopy of a round trip Airline Plane Ticket Confirmation with your name as passenger AND one clear photocopy of your confirmed hotel confirmation from Chinese hotel with your name listed. Can be from a travel agent but must have all flight and hotel details.

10) Letter of Invitation from China – Printed in good quality

- **This letter is typically scanned and emailed from the inviting organization in China. Print it out in color.**
- A letter of invitation on company letterhead from the sponsoring company. This letter must be signed by an appropriate person in the inviting company, such as HR, Executive, or inviting business contact.
- The invitation letter must explain the relationship to the applicant and the purpose of travel. Information on this letter must correspond exactly with the information provided on the visa application form and supporting documents, and must be signed and must be stamped with the company seal.

11) Business Cover Letter from US Company

- Letter from the employer or sponsoring company in the United States, on company letterhead. This letter must be signed by an appropriate person in the applicant's company, such as HR, Executive, or direct supervisor.
- The business letter must introduce the applicant, indicate the applicant's employment status/position held in the company, and clearly state the purpose of visit. Detailed contact information for the organizations to be visited must be included. Information on this letter must correspond exactly with the information provided on the visa application form and all supporting documents.

12) Print the Urgent Passport Order Confirmation Email Attachment

- Print the PDF attached to your **order confirmation email** and include in your shipment
- This is the email you received with all of your order details. The attached PDF will have your shipping addresses on the bottom as well as your order info.

STOP* - CALL 1-800-573-3738 BEFORE SHIPPING YOUR CHINA VISA PAPERWORK - *STOP

- Put all checklist items along with the printed order confirmation inside the shipping envelope
- **When ready to ship - Call us at 1-800-573-3738 during business hours (M-F 8-5 EST)**

**SHIPPING ADDRESS
(SHIP FEDEX OR UPS 10:30AM DELIVERY)**

**URGENT PASSPORT
47 W. POLK ST
#100-525
CHICAGO, IL 60605**