

INSTRUCTIONS FOR COMPLETING CHINA VISA FORM V.2013 – *** Read carefully*** 01-26-2017

Have your **PASSPORT** & **DRIVER'S LICENSE** handy. 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. See notes at the end re: the photo. **This form MUST be completed via **COMPUTER** and/or **TYPED ONLY** and in **ALL CAPITAL LETTERS**. Contact me if you have any trouble with this. They no longer accept a form done by hand.**

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.china-embassy.org/chn/lszj/bgxz/P020130830121570742708.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 with your mouse.** 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 2017 - 03 - 15

Part 1: Personal Information

- 1.1 Refer to your **passport** for these entries and enter exactly so they **match**:
 - Enter **Last Name**
 - Enter **Middle Name** – leave blank if you have none.
 - Enter **First Name**
- 1.2 Enter "**N/A**" (for non-applicable) [unless you are Chinese]
- 1.3 Enter "**N/A**" for most folks [for gals who are now or who have ever been married before, do not enter those previous last names, including your maiden name]
- 1.4 Check appropriate box
- 1.5 Enter as DOB (Date Of Birth) as **YYYY-MM-DD** - Ex: 1950-06-01 for June 1, 1950
- 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 enter "**N/A**"
- 1.8 For your **PLACE of BIRTH**, 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
- 1.9 Use your driver's license number
- 1.10 Most folks will check "**Ordinary**"
- 1.11 Enter your passport number here (*usually 9 digits for a US passport*) -- ex.: **123 456 789**
- 1.12 Enter the date of issuance here – 4-digit year first, then 2-digit month, then 2-digit day (*i.e., 2007 - 02 - 07*)
- 1.13 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 the space does not allow a complete entry [*"US DEPT. OF STATE" is OK*], abbreviate as much as possible – 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)
- 1.14 Enter expiration date – 4-digit year first, then 2-digit month, then 2-digit day (*i.e., 2017 - 02 - 06*)
- 1.15 Most folks will check the box for "**Retired**" ; if still employed, check appropriate box
- 1.16 Please select your highest education level you have received (it does not seem to require completion of that level).
- 1.17 Please fill in your current employer or school information in the US, if applicable. Try not to use abbreviations, unless your company is well known such as IBM. We suggest you to spell out the employer name. If you are self-employed, please state the nature of your business after business name. If you are **retired**, please type in "**None (Retired)**" in employer name; or if you are a **housewife**, please type in "**None (Housewife)**" in employer name ---- and enter "**N/A**" for the rest]
- 1.18 Enter Home Address - (will accept two lines of input for street, city & state – zip code goes in next box
*****IF YOU LIVE OUT OF STATE OR WELL SOUTH OF SAN FRANCISCO, I MAY CONTACT YOU FOR POSSIBLE SPECIAL INSTRUCTIONS*****
- 1.19 Enter Home Address ZIP CODE only
- 1.20 Enter Home or Cell Phone Number
- 1.21 Enter E-mail Address (if it doesn't fit, complete as much as will from the beginning)
- 1.22 Marital Status – check appropriate box
- 1.23 Enter information for up to four family members (use "American" or etc. for nationality) – fewer is OK
- 1.24 Enter Emergency Contact name and cell phone number as well as relationship (spouse, son, friend, neighbor or etc.)
- 1.25 Most will enter "USA" – some will enter "Canada" or etc.

Part 2: Travel Information

- 2.1 Check the first box "**Tourism**"
- 2.2 Check the 4th box "**Multiple Entries**" valid for 1 year from date of issue." (*maximum allowed & lowest price charged – however, US citizens MAY be granted a 10-year visa provided you have more than 12 mos. validity left on passport.*)
- 2.3 Check the "**NO**" box [unless you have a special need and pre-arrange the details with us]
- 2.4 Enter "**2017 – 03 – 16**" since this will be the date in China when you arrive (*unless you are arriving earlier on your own*)
- 2.5 Enter "**30**" days even though it will be less

- 2.6 Leave the date blocks BLANK – and enter the following cities only – 1 per line – **BEIJING – WUHAN – CHONGQING – GUILIN – SHANGHAI** (even though we also visit XI'AN, and much more). [12-day Tour Group: omit SHANGHAI]
- 2.7 Enter "SELF"
- 2.8 Enter "**C.I.T.S.**" [stands for "China International Travel Service"] in the 1st block for Name – leave the rest BLANK.
- 2.9 Enter "**NONE**" – unless you have previously been granted a Visa for China, in which case enter the date of issuance of the most recent China visa as found in your passport – PLUS where it was obtained (i.e., "CHINESE CONSULATE – SAN FRANCISCO")
- 2.10 Enter "**NO**" – unless you have traveled outside your country of residence within the past 12 mos.

Part 3: Other Information

- 3.1 Most will check the "**No**" box
- 3.2 Most will check the "**No**" box
- 3.3 Most will check the "**No**" box
- 3.4 Most will check the "**No**" box
- 3.5 Most will check the "**No**" box
- 3.6 Give details ONLY if you answered YES to any among 3.1 through 3.5 above
- 3.7 Most will leave this 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 "Green Card"
- 3.8 Leave BLANK - will not apply to anyone on this tour

Part 4: Declaration and Signature:

Type the **date** (YYYY-MM-DD) into the form and THEN **PRINT the 4-page FORM** (click on "Print Form" **Box at bottom right**). After the usual disclosures are read, **sign your normal signature**. Most folks also **SAVE** the form on your computer

Section 5: Leave **BLANK** - will probably not apply to anyone on this tour

ADDITIONAL NOTES – there may be new instructions re: the photo required – stay tuned

- * **Be sure your passport is SIGNED** – especially if new or just renewed.
- ** Be sure to **date** and **sign** your China Visa Application Form.
- *** You will need **one current & OFFICIAL passport-type PHOTO** taken within the past 6 months [2" x 2" taken on glossy paper (bare-head, full face) against a light background, **not** computer generated, **no** photocopies, **no** home-made digital shots, frontal views **only** – on glossy photo paper 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 9/18/15 - must have **2 blank "VISA" pages** (do NOT confuse these with the *last few pages* which are for *amendments / endorsements* only).
2. **Photocopies** of your **driver's license** and the **open main front page of your passport** – black & white is OK.
3. **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.* – if you use the *US Postal Service*, make sure it has tracking but 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 Jimmersall Lane, Groveland, CA 95321

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

SPECIAL HANDLING - 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]

NOTE: The exact cost of the extra Fed Ex shipment to return your passport early or late and separate from the main shipment of passports and tour docs, etc., to the group will be added to your invoice **if that is needed.**

****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 (2017-01-26)