

VISA APPLICATION NOTES



As our partner summer schools confirm their recruitment needs quite late on, our Summer Interns are usually on a tight timeline for the visa application, therefore it is important you get it right the first time round to avoid any delays. This document contains information on how, where and what you need to apply for the visa.

APPLICATION DOCUMENTS

(1) Passport

- a). Original passport with at least six months of remaining validity and with at least 2 pieces of blank visa page.
- b). A photocopy of the passport (the data page that includes the photo, personal information and signature page)

(2) Visa Application Form

One completed Visa Application Form. There are two ways to prepare your application form; you may complete an [Online Application Form](#) (where a Visa Centre provides such service), print it out and sign it; or, you can download the [application form](#) from the website and fill it out manually and sign it.

You MUST submit the complete form to the Visa Centre to submit your application.

(3) Passport Photo

A recently-taken colour [passport photo](#) (bare-head, full face) against a light background (size: 48mm x 33mm) must be attached to the application form.

(4) Declaration

Please download and sign [Declaration](#).

(5) Invitation Letter*

An official invitation letter issued by a relevant unit or individual in China. The invitation letter will contain:

- (1) Information of the applicant
- (2) Information of the planned visit
- (3) Information of the inviting party

**The Invitation letter will be sent directly to China Visa Services by Teach English In China, so you do not need to worry about including this in your application. Please see below for further information.*

The above documents are necessary for all applicants. The below documents may or may not apply to you. Please read them carefully to ensure you submit all necessary documents for your application.

(6) Proof of legal status (applicable for those not applying for the visa in their country of citizenship)

If you are not applying for a visa in the country of your citizenship, you must provide the original and photocopy of your UK legal status (work visa, study visa or residence permit).

(7) Photocopy of previous Chinese visas (applicable for those who have obtained Chinese visas before).

If you have obtained Chinese visas before, you should provide the photocopy of the latest Chinese visa.

(6) Photocopy of previous Chinese passports or previous Chinese visas (applicable for those who were Chinese citizens and have obtained foreign citizenship).

If you are applying for a Chinese visa for the first time, you should provide the last Chinese passport held and a photocopy of its data page.

If you have obtained Chinese visas before and apply for a Chinese visa with a renewed foreign passport that does not contain any Chinese visa, you should provide original previous passport(s) and present the photocopy of the previous passport's data page and the photo page if it is separate, as well as the previous Chinese visa page (If your name on the current passport differs from that on the previous one, you must provide an official document of name change).

COMPLETING THE APPLICATION FORM

Please complete the following fields according to our instructions:

1.2 Leave blank

1.15 Student or company employee, depending on your situation

1.16 Other - Degree

1.17 Details of your university/employer

1.18 Must be a U.K. address

2.1 Non-business visit

2.2 Tick first box: One entry valid for 3 months*

2.3 Your choice; express service is more expensive and not essential at this point

2.4 Depends on which camp you attend. We will advise you of the date once confirmed

2.5 Longest intended stay: 63 days

2.6 Leave blank, China Visa Services will complete based on Chinese information on invitation letter

2.7 Yourself

2.8 Leave blank, China Visa Services will complete based on Chinese information on invitation letter

2.9 & 2.10 According to your personal details

The rest should be self-explanatory.

*This means that if you were to leave China part-way through your placement, you would not be allowed back in. Hong Kong is also considered leaving China, so please plan your trip carefully based on this. If you plan to leave and re-enter China, you will need to apply for a double entry visa, which is more expensive and can cause delays. Please contact Jason at China Visa Services if you wish to do this.

APPLYING FOR YOUR VISA

In recent years, it has become increasingly difficult for candidates to apply directly to the visa centres and in many cases such candidates' applications have been rejected. We therefore require you to apply through a visa agency called China Visa Services, as know the ins and outs of the visa process and will ensure your visa application is successful.

*Once we receive your invitation letter, we will send it directly to China Visa Services and notify you. You must then send or take the visa application documents outlined above (except for the invitation letter) to China Visa Services, you will then submit your application.

China Visa Services is based in Manchester. You can choose to send your application documents to them by special delivery, or taking them in person to:

Jason Lau
Manager
China Visa Services
1st Floor
59/61 Faulkner Street
Manchester
M1 4FF

The cost of the visa through China Visa Services is £173. To pay, please complete this payment authorization form and send it along with your application documents.

The form is quite straightforward, but some people have had questions about the following fields:

Travel date: the date your placement starts
Registered card address: your home address

Once your visa has been successfully processed, China Visa Services will send the visa back to your specified address by special delivery and you can book your flights. If any problems arise, you will be notified immediately.

Please note that a new measure has been introduced by the Chinese government to perform extra checks and impose additional requirements on applicants who have visited the following 3 countries in the past 2 years: Syria, Turkey and Pakistan. If this applies to you, please notify your Teach English In China contact immediately.

Another recent change is the introduction of random fingerprinting. Though China Visa Services will do all they can to avoid this happening, there is a chance you will be called in to give a fingerprint sample.