

CHINA VISA INSTRUCTION GUIDE

BUSINESS OR TOURIST

(New Requirements Effective 11/01/2025)

FIRST STEP:

Chinese Visa Application Form:

[China Visa Application Form](#) - (Must Register a new account)

The system only accepts visa applications for entry dates within the next 90 days.
Applications submitted outside of this period will not be processed.

Visa applications should be submitted in accordance with the consular jurisdiction of Chinese Embassy and Consulates-General in the United States.

Please choose your correct Jurisdiction when filling out the Visa application online:

Embassy of China in Washington D.C. Jurisdiction states: Washington, D.C, Delaware, Kentucky, Maryland, North Carolina, South Carolina, Tennessee, Virginia and West Virginia. Also, these states: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Puerto Rico and Texas

Consulate of China in Chicago Jurisdiction states: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin.

Consulate of China in New York Jurisdiction states: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont.

Consulate of China in Los Angeles has jurisdiction: Ten southern counties of California, Arizona, New Mexico, Utah, Colorado, Hawaii, and U.S. Pacific islands.

Consulate of China in San Francisco Jurisdiction states: Northern California, Alaska, Idaho, Montana, Nevada, Oregon, Washington, and Wyoming.

Ensure that the COVA forms are true, accurate, and complete. Please do not submit your visa application online until we have reviewed your application form. You must email us your User ID and password at info@wpvs.com

You must have ready the follow items to Upload online:

1. Copy of Passport Bio Page:

Original passport is required to be submitted. The passport must be signed and valid for 6 months beyond your intended stay in China. Two blank visa pages must be available for the

visa to be issued. Amendment pages in the back of the passport are not suitable for China visa stamps.

2. Passport Photo Requirements:

Chinese Consulate requires two (2) photograph that meets very strict requirements. Please refer to the photograph guide under "Document Links". 2 photographs in white background are required.

3. Proof of Address:. All applicants need to submit a color photocopy with proof of residence/address that matches the present address on the visa application such as a photocopy front and back of driver's license or state issued ID.

4. Official Invitation from China: "BUSINESS VISA ONLY"

An official invitation/visa approval notification issued by the appropriate government agency and provided by host/sponsor in China, or a letter of invitation from the host company in China. A letter of invitation must provide specific information and must be signed by an appropriate representative of the inviting organization. Letter must also be stamped with the company seal.

The Letter of Invitation from China must include the following:

- Name, gender, nationality, and date of birth and passport number of the applicant
- Full name of employer and applicant's job title (US Company)
- Purpose of visit (what kind of business)
- What city and province the applicant plans to visit
- Dates of entrance and exit from China
- Specific validity of visa being requested (single, double, multiple entries, 3 month, 6 month, etc.)
- Information about the relationship between the Chinese and US companies
- Who will provide financial support in China for the duration of stay
- Full name of the company in China which invited applicant
- Full name, job title, address, phone and fax numbers of the contact at company (in China)
- Signature of the inviting contact (in China) and company stamp

Notice: Consular Officers may contact the Chinese host to verify information on the letter of invitation. Visa processing may be delayed if the Consulate is unable to reach the inviting organization.

5. Previous Chinese Visa:.. Applicants **MUST** submit a copy of their last expired visa to China, if visa has been lost or if not available then you **MUST** write a letter of explanation.

6. Blank Visa Pages:.. Two blank visa pages from your passport.

WASHINGTON PASSPORT & VISA SERVICE
1250 Connecticut Ave NW STE 700, WASHINGTON DC 20036

1-800-272-7776
www.wpvs.com

7. Visa Application Statement Form:..Must fill out and sign.

SECOND STEP: Please overnight the following:

1. Original Passport

2. WPVS Order Form

3. WPVS Credit Card form

4..**Power of Attorney (Chicago Jurisdiction only):** Request by email at info@wpvs.com by providing a copy of your driver's license.

FEES:

EMBASSY FEE & WPVS FEE:

7-10 Business Day processing \$510.00

**After pre-approval from the Chinese Embassy or Consulate.

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FedEx Return FEE \$35.00

China Visa Application Procedures:

1.Review instructions based on the purpose of journey to China.

2.Complete all forms.

3.Send all of the visa application requirements listed above to WPVS.

Send documents to:

Washington Passport Visa Service

Attn: Visa Section

1250 CONNECTICUT AVE NW STE 700

WASHINGTON, DC 20036

Tel: (202) 234-7667