



The Beijing Center

北京中国学中心

Chinese Visa Application Instructions: Semester Program

Getting a visa appropriate to enter China and study at The Beijing Center is the responsibility of the student. All students who are not Chinese citizens must have a visa prior to entering China; it is the legal document that allows you to enter the country. The consulate/embassy will determine the exact type of visa that you will be given; however, you will likely be issued an X1 (long term study) or X2 (short term study) visa.

The following guidelines should help you go through the visa application process.

1) Determine the location of the Chinese embassy or consulate you will use to apply for your visa. Refer to the enclosed “Consular Districts” list. The normal policy is that you use the consulate holding jurisdiction over your place of permanent residence. Your place of permanent residence is the permanent address you listed on your program application, which is now written on the enclosed JW202 form. Note: if it is more convenient for you to visit a different consulate to apply for your visa, such as one closer to your school, you should contact the consulate you wish to visit and find out whether they would accept your visa application. Some consulates are stricter than others when it comes to applying this policy. Sometimes it is very difficult to reach the consulates via phone, but most have e-mail addresses for you to use.

2) **Either you or someone representing you* must go in person** to apply for your visa at the Chinese consulate. (Chinese consulates do not accept visa applications by mail.)

3) Bring the following items with you to the consulate when you apply:

- **Original JW202 form.** Sign your name on the “Signature of Applicant” space and date it. This is issued by the Chinese government.
- **Original Admission Notice.** This is issued by UIBE, the host university, in English. Note that you do not need a physical exam and blood test for your application; however, depending on your visa you may need to get one in China after you arrive. TBC will assist with this process. The letter also mentions that you need 5 passport photos; this also does not apply to students studying with our program.
- **Original Invitation Letter.** This is issued by UIBE, the host university, in Chinese.
- **Your actual passport,** signed and valid for 6 months beyond the ending date of The Beijing Center program, with blank pages in the back (you may wish to check with the consulate for specific requirements on the minimum number of blank pages they need in the back of your passport if yours are limited).
- **Visa application form,** called “Visa Application Form of the People’s Republic of China (V. 2013).” You can find this form online: <http://www.china-embassy.org/eng/visas/fd/>. Please note the information you add to this form must be filled in electronically; the consulate will not accept hand written applications.
- **One 2”x 2” passport photograph.** This will be affixed to your visa application form.
- **Photocopies** of your passport information page, JW202, Admission Notice, and Invitation letter
- **Visa application fee** (currently \$140 for U.S. citizens, check the consulate web-site for updated fees as they may change. Also, check what the fee is if you are not a U.S. citizen). Payment methods include money orders, cashier’s check, and some types of credit cards (usually Visa and MasterCard). **Personal checks and cash are never allowed.** Prepare to pay additional fees if you are applying for expedited service.

- If you are not a U.S. citizen, or if you have a passport issued from a country other than the U.S., you need to check with the Chinese consulate you'll visit for any additional documents that you need in order to get your student visa.
- Note: If you have obtained Chinese visas before and want to apply for a Chinese visa with a renewed foreign passport that does not contain your old Chinese visa(s), you should present the photocopy of the previous passport's information page as well as the previous Chinese visa page.

Common Questions about filling out the Visa Application Form:

Part 1—Personal Information

- Section 1.9 Local ID: State ID or Driver's License
- Section 1.10 Passport Type: Ordinary
- Section 1.17 Name/Address of Your School: list your home university
- Section 1.23 List immediate family members only

Part 2—Travel Information

- Section 2.1 Purpose of visit:
 - Students studying at TBC for one semester should check “Short-term study for less than 180 days”
 - Students studying at TBC for TWO semesters should check select “Long-term study for over 180 days”
 - Note: If you are planning to stay at TBC through the summer as part of the Global Leaders Internship program, you should still select “Short-term study for less than 180 days”. Students who do stay for the summer program will be able to extend their visas in Beijing at the end of the spring semester.
- Section 2.2 Intended number of entries: select “Multiple entries valid for 6 months from the date of issue.”
 - The consulate officer decides how many entries you can receive, but it is wise to request multiple entries in case you want to travel outside the country. If the consulate issues you a single entry visa, you will have the opportunity to apply for additional entries (at a cost) after your arrival to China (more information will be provided on site).
- Section 2.4 Expected date of your first entry into China on this trip: The [anticipated] day your flight lands in China.
- Section 2.5 Longest intended stay among all entries:
 - Students studying at TBC for ONE semester: 180 Days
 - Students studying at TBC for TWO semesters: 300 Days
- Section 2.6 Itinerary in China: (You do not need to include details for travel within China)

<i>Date</i>	<i>Detailed Address</i>
One Semester Students: Jan 15 – May 21, 2018 Two Semester Students: Aug 13, 2017 – May 21, 2018	University of International Business & Economics No. 10 Huixin East Street, Chaoyang District, Beijing 100029, China Telephone: 86-10-8415-0106

- Section 2.7 indicate that you will be paying for your trip: “myself”
- Section 2.8 Inviter information:

<i>Name:</i> Jim Caime
<i>Address:</i> University of International Business & Economics (UIBE), No. 10 Huixin East Street, Chaoyang District, Beijing 100029, China
<i>Phone number:</i> 86-10-8415-0106

<i>Relationship with the applicant: Host Organization</i>

If you are unsure about how to respond to other items, the New York consulate's web-site may be helpful: <http://newyork.china-consulate.org/eng/lsw/lswjx/sbqz/>

4) Before you leave the consulate when you're dropping off your application, be sure to ask when your visa will be ready to pick up. Normal processing time at most consulates is about five business days. Most consulates also offer "express" and "rush" services for additional fees, if needed. You would need to request those services at the time of application.

5) **Either you or someone representing you* must go in person** to the Chinese consulate to pick up your visa when it's ready. When picking up your visa, you must bring with you the receipt/pick-up slip you're given at the time of application. Also, some consulates have a deadline by which you must pick up the visa after you apply; please check with the consulate if you cannot pick up your visa on the day it's expected to be ready. Some charge fees for extra days they have to hold the visa or may even dispose of it.

6) Before you leave the consulate, check to be sure your visa is correct and that all original forms (JW202, Admission Notice, and Invitation Letter) are returned to you. Look for the visa stamp affixed inside your passport and check for the following information:

- The visa you should have is an X1 or X2 visa. It is your responsibility to make sure you have the right type of visa before departing for China.
- Check to see that you will indeed enter China before the "enter before" date (also referred to as "validity" of the visa).
- If any of this is incorrect, please contact Elaine (e.disbro@thebeijingcenter.org) or Brock (b.price@thebeijingcenter.org).

7) Make a photocopy of your passport identification page and your visa to leave with someone at home. This could be a great help in the event that your documents get lost. You will also be sent an online form, where you'll upload your visa page for TBC to have on file.

****In-Person Requirement***

If it is not convenient for you to travel to the Chinese consulate for the visa application and pick-up, you could have a friend or relative visit the consulate on your behalf, or you may wish to use the services of an agent or company that provides visa application services. There are many such services in existence. You would mail (**only use registered mail, DO NOT USE a service without a tracking number**) your passport and application documents to the visa agent, and then they will bring your application materials to the consulate and pick them up for you. The service fees charged by such agents vary widely. Using an agent is a common practice since many people do not live near a consulate. To find such agents, do an Internet search for "Chinese visa services" or "Chinese visa agents." The Beijing Center is not able to recommend any specific companies.

If you are using a visa agent, here are some **additional suggestions**:

- You should use a mail or courier service whereby you can track the package.
- Consult with the visa agent to ensure they will get your original JW202, Invitation Letter and Admission Notice forms back from the consulate.
- Consult with the visa agent about whether or not they recommend that you send them additional photocopies of all required documentation.
- Many visa agencies also require a photocopy of your State ID or Driver's License.
- Make copies of all documents you send the visa agent.

Updated 1 Nov 2017