



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## CHINA TOURIST EXPRESS VISA FOR UNITED KINGDOM NATIONALS

- China New Rules:
  - All applicants between the ages of 14 to 69 (inclusive) must attend the China visa centre to have their finger print scanned as part of the visa process. Regent Visas will help you with this as part of our service which includes lodging and collecting your Chinese visa application. Regent Visas is an officially registered Agent with the Embassy, and by using our services you will bypass the queues.
  - However, if the applicant is applying for a Single or Double entry visa for one of the four categories below, then you do not need a fingerprint scan, and therefore do not need to attend the appointment.
  - Tourist (L), Business (M), Family visit, Crew (C)
  - We are able to lodge at the China Visa centres in London and Manchester.
  - Contact us to arrange an appointment at the relevant centre
  - The China Visa Centre now operates lodging visa applications on a first come first serve basis. Regent Visas, however, has a set daily appointment time, Monday to Friday. This will save you a lot of time that you spent at the Visa centre. Kindly call us to arrange an appointment.
- Passport
  - Be valid 6 months after the entry date in China.
  - Has to have at least two blank visa pages.
  - If the applicant is a dual national then both original passports must be supplied
  - If the applicant is a dual national and one of the passports is British, then the visa must applied for in that passport, but both passports must be supplied. Also supply a copy of the other passport photo details page.
  - NOTE: If holding Isle of Man passport then you must choose UNITED KINGDOM as your Nationality when completing the visa form online.
  - NOTE: If holding Jersey passport then you must choose UNITED KINGDOM as your Nationality when completing the visa form online.
- A clear photocopy of the applicants passport Bio info page(s), this includes the photo, and previous China visa.
  - If you have a valid China visa in another passport then supply that actual passport as well.
  - If the applicant has a China visa which is valid for 3 months or more, then it must be used and a new visa cannot be issued. However, if it is valid for less than 3 months a new visa can be issued, but the applicant must supply a letter addressed to the Embassy asking for it to be cancelled and the reason why.
  - If a previous expired visa is in another passport then supply a copy of both the visa and the photo page of that passport. If not available include a letter to the Embassy explaining why it is not available. You still need to provide a photocopy from the current passport.
- Visa Application Form
  - You must first create your own account on the China Visa centre website and in order to complete the visa form.
  - To create your account and complete the visa form, copy and paste this link into your browser [https://bio.visaforchina.cn/LON3\\_EN/qianzhengyewu](https://bio.visaforchina.cn/LON3_EN/qianzhengyewu)
  - Visa form completed online. Print and sign in black ink on pages 1 and 8.
  - You will also find a link to the visa form in the downloadable pack.
- Photographs
  - A photo on a pure white background must be uploaded as part of the online visa form completion process.
  - You will find the photo guidance in our downloadable pack.
- To apply for a 5 year multiple entry visa you must be able to provide copies of either of the following:
  - If the applicant has been granted two or more 2-year multiple entry visas by the Chinese Embassy or Consulates in the U.K. Both visas must be of the same category i.e. Tourist-L.
  - If the applicant has been granted one multiple entry visa valid for two or more years by the Chinese Embassy or Consulates in the U.K., and visited China at least six times each year during the past two years.

- Travel Arrangements;
  - Confirmation showing the China inbound and outbound flights.
  - Hotel booking confirmation, must match the dates of the flight confirmation and be near the city shown on the flight confirmation.
  - The applicants full name must appear on both the flight and hotel confirmation.
  - If you are considering applying for a Double entry then please note you must supply the flight itineraries and hotel confirmations for both trips.

## CHINA TOURIST EXPRESS VISA FOR UNITED KINGDOM NATIONALS

- If a child is applying (under 18 years old) for a visa supply the following:
  - The parent who signed the visa form must supply a colour photocopy of the bio page from their passport.
  - Original & a photo copy of the child's large birth certificate. This has both parents names on.
  - If anyones surname is different then supply the original & a copy of the Marriage certificate.
  - Part 4 of the visa form must be left blank and part 5 must be signed by one of the parents.
  - If one of the parents are Chinese then supply additionally both parents original passports plus copies of their bio pages, and the original Marriage certificate plus a copy.
- China Rejection Letter
  - If you previously had an application rejected with a yellow letter from the Chinese Embassy, then it must be handed in with your new application.
  - If not then you must sign the Rejection letter declaration form and include it with your application. You will find one in our downloadable pack.
- If the applicant works for the media but is not going for media purposes, then supply the following additional information
  - Add the applicants Job title to the form.
  - Include an Employers letter stating that the applicant will not be conducting any media related work whilst in China.
  - The applicant must produce a signed and dated letter (typed) to say that no media related work will be under taken whilst in China.
  - Applicants in this situation should apply one month for the visa before their travel date.
- If a Single or Double Entry is chosen the applicant must include a letter addressed to the Embassy (it can be a scan) stating that the applicant knows they are entitled to a Multiple Entry visa, but on this occasion wants a Single or Double entry.
- Regent Visas Order Form
  - You will find this in our document pack.
- To qualify for a 5 year visa a national who travels to China frequently must have at least two previous two-year multiple L visas. You must show a minimum of 3 entry/exit stamps in your passport per year, over a 4 year period on these visas.
- Important Visa Information
  - Regent Visas offer a Chinese visa form filling service. You can add this to your order by clicking on the 'Other Services' tab on our home page, and then choosing 'Other' from the drop down menu.
  - From 8th May 2018 all applications must be paid for up front when we lodge at the China visa centre. If a multiple is paid for but a single is granted, or if the visa is refused, there will be no refunds. Kindly note all charges, including handling fees, will still apply.
  - Tourism is an 'L' category visa.
  - You must enter within the validity dates of the visa. Upon entry you may stay the maximum number of days as stated on your visa. Some occupations i.e. Doctors, Priests and Journalists can be restricted to the length of their trip i.e. 12 days.
  - Some job titles such as Doctors, Priests and people in Media work, need to provide a day to day itinerary of their trip.
  - If the applicant has a valid visa Chinese visa then a letter must be supplied asking for it to be cancelled and the reason why.
  - You cannot apply for a visa more than 3 months before the entry date into China.
  - If you have a Criminal record provide a copy of the Police report.
  - Additionally, if you are applying only at Manchester then also supply a physical photo. This must be just like the one uploaded onto your visa form.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

|          |                      |
|----------|----------------------|
| Line 1   | <input type="text"/> |
| Line 2   | <input type="text"/> |
| City     | <input type="text"/> |
| Country  | <input type="text"/> |
| Postcode | <input type="text"/> |

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

## APPLICANT DETAILS:

| No. | Name and Surname     | Nationality          | Passport number      |
|-----|----------------------|----------------------|----------------------|
| 1.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## VISA DETAILS:

| No. | Visa type            | Visa service type    | Date of travel       | Documents required by |
|-----|----------------------|----------------------|----------------------|-----------------------|
| 1.  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>  |

## DISPATCH METHOD

|                               |                                  |
|-------------------------------|----------------------------------|
| In Person                     | <input type="radio"/>            |
| Special Delivery              | <input type="radio"/>            |
| To Be Confirm                 | <input type="radio"/>            |
| Pre-paid RMSD Enclosed        | <input type="radio"/>            |
| Pre 9am Special Delivery      | <input type="radio"/>            |
| Saturday Special Delivery     | <input type="radio"/>            |
| Saturday 9am Special Delivery | <input type="radio"/>            |
| Courier                       | <input checked="" type="radio"/> |

## PAYMENT METHOD

|   |                       |
|---|-----------------------|
| Cash (in person upon collection)            | <input type="radio"/> |
| Cheque (Please enclose cheque to this form) | <input type="radio"/> |
| Paypal                                      | <input type="radio"/> |
| BACS  | <input type="radio"/> |
| Card  | <input type="radio"/> |

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

|                       |                  |
|-----------------------|------------------|
| <input type="radio"/> | VISA             |
| <input type="radio"/> | VISA DEBIT       |
| <input type="radio"/> | MAESTRO          |
| <input type="radio"/> | MASTER CARD      |
| <input type="radio"/> | AMERICAN EXPRESS |

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE