



## 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 CHINA AIR CREW STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- New China 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.
  - 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.
- Important Visa Information
  - Some job titles such as Doctors, Priests and people in Media work, need to provide a day to day itinerary of their trip.
  - Business travellers should only apply for visas for stays up to 30 days, unless they have a written explanation why they need to stay longer.
  - Business is an 'M' 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.
  - Please note: To ensure the authenticity of the business invitation letter you provide, the Chinese Embassy may contact your inviter and request a copy of the I.D belonging to the person who signed your invite. If the name, or position or signature of this person is not accurate, then the Embassy may return your application without a visa. The Embassy charges an administration fee for rejected applications. Therefore you can include a copy of the inviters Chinese I.D card as an optional extra.
  - Sometimes the original of the invite for business might be asked for Non British passport holders without a reason.
- Passport
  - Be valid 6 months after the entry date in China.
  - Has to have at least two blank visa pages.
- Regent Visas Order Form
  - If you are involved in Media or Consultancy then in section 1.15 you need to write your job title next to the box you tick.
  - You will find this in our document pack.
- Letter of Invitation
  - Must include the following details from the applicants passport:
    - Applicants full Name.
    - Date of Birth and Sex.
    - Passport Number.
    - Start date of passport.
  - The signature must be in Chinese (if a Chinese person signed the invite) Otherwise see below please:
  - If the person who signed the invite is not Chinese then supply a copy of their passport and Chinese visa.
    - 1.Full name of the person who signed the invite.
    - 2.The inviters Job title.
  - Have the following information written in BOTH Chinese and English:
    - Nationality
    - Expiry date of passport.

- Can be a scan (only French nationals must have originals).
- Needs to be on company headed paper, must include the address, phone and fax numbers.

## CHINA CHINA AIR CREW STANDARD VISA FOR UNITED KINGDOM NATIONALS

- The letter must be dated and be no older than 1 month.
- Must be fully addressed to the Embassy: Embassy of the peoples Republic of China 49-51 Portland Place, London W1B 1JL
- Has to include who is financially responsible for the trip to china.
- State the relationship with invitee and inviter.
- Must include the purpose, exit and entry dates to China.
- Must be signed and have the company seal or stamp on it
- 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.
- A clear photocopy of the applicants passport Bio info page(s), this includes the photo, and previous China visa.
  - If a previous expired China 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.
  - 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.
- Visa Application Form
  - You must first create your own account on the Chine Visa centre website and in order to complete the visa form.
  - To create your account and complete the visa form online, click on this link [View Form](#)
  - 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.
- Duly Authorised unit
  - This is an alternative to the invitation letter. It must have a bar code on it and must be original.
- If the applicant has a valid Chinese then a request must be made to cancel it
  - Supply a letter addressed to the Embassy from the applicant stating the reason for needing the current valid visa cancelled.
- Complete the form International travelling history during the past 30 days.
  - You will find one in our downloadable pack.
- All UK Passport holders that were born in another country and their previous china visa is in another passport they must now present that passport as an original also aswell as the UK Passport that they are applying on.
- A print out of letter/certificate as proof that you have had two Covid Vaccinations.
  - An example of this would be a printout downloaded from the NHS App.
- UK Company letter
  - It must be on headed paper and include the following points:
  - Include the name of the applicant
  - Specify the purpose of the journey
  - Include the name of the organisation being visited
  - Specify the requested number of entries and the length of visa requested
  - Match the invitation with regards to dates of entry and exit
  - Include an acceptance of financial responsibility for the applicant

## **CHINA CHINA AIR CREW STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Be signed by the applicants supervisor or the company's HR department
- 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.
- Original Air Crew Card (I.D)
  - Supply the original plus a photocopy of both sides.
  - It must be valid for at least six months on arrival if applying for a single entry visa, or seven months if applying for a double entry visa.
- If a Single or Double Entry Visa 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.
- Important information:
  - British passport holders who also have an Iraqi passport cannot apply on the express visa service
  - If you have a Criminal record documents provide a copy of the Police report.
  - If applying at the visa centre in Manchester then kindly complete the Declaration form. You will find one in our downloadable pack.
  - Additionally, if you are applying only at Manchester then also supply a physical passport sized photo. This must be just like the one uploaded onto your visa form.
- From 16th April 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.
- All applicants 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 involving 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.

# 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" value="China China Air Crew"/>	<input type="text" value="Standard"/>	<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:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE