



## 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 WORK VISA EXPRESS 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.
  - We are able to lodge at the China Visa centres in London and Manchester.
  - Contact us to arrange an appointment at the relevant centre. If you require to be served at the visa centre as a priority ahead of other clients, then kindly add in addition to your order our Priority Pass product.
  - The London visa centre is only Tuesdays and Thursdays.
  - In order to obtain an appointment at the China visa centre in Manchester, we will need the completed application emailed to us we will then forward to the consulate and after they confirm that the details are correct they will give us an appointment date. The Manchester visa centre is only open on Tuesday.
- Passport
  - Has to have at least two blank visa pages.
  - Be valid 6 months after the entry date in China.
  - If the applicant is a dual national and one of the passports is British, then the visa must be applied for in that passport, but both passports must be supplied. Also supply a copy of the other passport photo details page.
- 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. Also supply a written statement requesting 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.
  - 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 China 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.
  - If you are involved in Media or Consultancy then in section 3.1 you need to write your job title next to the box you tick.
  - You will find the photo guidance in our 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.
- A copy of the Employment permit.
  - It must be issued by the Ministry of Labour or Bureau of Foreign Experts of China.
  - It must have a bar code displayed on it.
- Official PU invite letter from the appropriate Foreign Affairs Department
  - A copy of this is acceptable.
  - Some Work permits are exempt from needing a PU letter. Kindly check with Regent Visas if this is the case with your application.
- 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 has a valid Chinese Visa 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.

## **CHINA WORK VISA EXPRESS VISA FOR UNITED KINGDOM NATIONALS**

- Regent Visas Order Form
  - You will find this in our document pack.
- Important Visa Information
  - 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.
  - The visa is converted once in China.
  - The visa is valid for 3 months from date of issue.
  - The visa is valid for a single entry only.
  - There is no duration of stay written on the visa.
  - You can only apply for a visa no more than 3 months before the travel date.
  - 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.

# 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 Work Visa"/>	<input type="text" value="Express"/>	<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