

## Instructions on Completing Visa Application Form

### The Peoples' Republic of China

1. **Chinese Name:** If you are of Chinese decent (do you have a Chinese last name?) you must write your name in Chinese Characters, regardless of where you were born.
2. **Former Name:** Do you have a former name? This question also applies to maiden names.
3. **Sex:** Check the appropriate box. "M" is for male, and "F" for female.
4. **Name:** As your name reads in your passport, you must enter your last name first and then your first name. Enter in the respective areas. If your name as been amended in your passport, enter as it reads on the amendment.
5. **Date of Birth:** First you must enter the year of your birth, then the month. Last you enter the day you were born.
6. **Place of Birth:** If born in the US, just enter the city and state where you were born. If you were born out side of the US, enter the city and country.  
*Note: if you were born in either Taiwan (The Republic of China) or Tibet, there could be processing delays.*
7. **Nationality:** This is the country you hold a passport from. Do not list your ethic background. For example, if your were born in Italy or are of Italian decent but are now traveling on a US passport, you put "USA."
8. **Former Nationality:** If you ever held citizenship of a country other than that of the passport you are now traveling with, list it here. *If you enter, China, Taiwan or Tibet, expect processing delays.*

9. **Occupation:** List your current occupation. If retired or student, enter as such. *Note: Any occupation associated with the media (i.e.: Journalist, Publishing, Editor, Photographer, Film, etc) will result in processing delays and visa restrictions.* **Office Tel:** Enter your work telephone number, if applicable. If you do not have a work number, enter "N/A" for Not Applicable. **Name of Company:** List the name AND address of where you are employed. If you are not employed, enter "N/A."
10. **Home Address:** Enter your full home address, including street address, city, state and zip code. **Home Tel:** Enter your full home phone number including your area code.
11. **Passport Type:** Passport type is "Regular" unless the front of your passport states otherwise. Mark the box accordingly. **Passport Valid Until:** This is the expiration date of your passport listed inside the passport on the information page, near your photo. List year first, then month and date last. **Issued by:** Place of issue as listed on information page of passport. **Passport No.:** Passport number as listed on information page of passport.
12. **Purpose of Journey:** List "Tourism" or "Business." If purpose of journey is business, see information sheet for additional requirements. You cannot apply with purpose as "Business" and travel as a tourist.
13. **Province, City or Country to Visit in China:** List the cities you will enter in China. Hong Kong and Macau do not qualify as China. Also, if you list Tibet, Xizang (Chinese name for Tibet) or any city in Tibet, you will need additional support to get the visa.
14. **Tentative Number of entries:** Enter how many times you plan to enter China. Reminder: there are no multiple entry tourist visas.
15. **Tentative Date of (Each) Entry to China:** Enter the year, month and then date you expect to enter China. This only need be an estimate as the visas are not date specific. If more than single entry requested in question #14, do the same for your second date of entry.

16. **Duration of (Each) stay in China:** Enter the number days you expect to be in China. If you requested other a single entry in question #14, do the same for your second entry.
17. **(Processing Time):** Check the appropriate box for processing. If allowing ZVS normal processing pre information sheet, check "Regular." If visa is needed in less than normal processing, check "Express." The last option is "Rush/Same Day." If this service is needed, please contact ZVS before sending in your paperwork.
18. **Names, Address & Phone No. of Inviting Organization or Person in China:** If you entered "Tourism" on #12, enter "Not applicable." If you entered "Business" on #12, list the requested specifics for your contact in China.
19. **Have you ever applied for a Chinese visa before?** Mark "Yes" or "No."
20. **Have you ever been declined for your Chinese visa application?** Mark "Yes" or "No." If you mark "yes," enter when and where you had filed the application that was rejected.
21. **Signature:** Your application must be signed. Also, put the current year, month and day.