

## CHINA VISA GENERAL REQUIREMENTS:

### FIRST TIME APPLICANT: (PHILIPPINE PASSPORT)



1. Completely filled **Visa Application Form (Form V.2013)** (Please avoid erasures).
  - Please type the answer in capital English letters in the space provided. Do not leave any field blank.
  - Type **N/A** if the item does not apply. Application form of minors must be signed by their parents or legal guardians.
2. Affixed with **two 2 passport size colored photos**, with white back ground, full-face front view, without head covering.
  - Photo must glued on the application form. Stapled pictures will not be accepted.
  - Scanned photos will also not be accepted.
  - U.S. passport holders must submit two (2) application forms with two (2) photos.
  - Shirt should be colored. Taken within the last 3 months.
3. **Original passport** that is valid for at least another 6 months with at least one blank visa page, a photocopy of the passport's information/photo page, signature and emergency contact page (**A must filled up**).
  - The previous old passport, if available, is required to be submitted; if the old passport is lost, or the applicant never holds a passport before, please make a **clear statement** in the item 3.7 of the Visa Application Form.
4. **Daily Itinerary** - Schedule of daily activities with hotel address and contact number; refer to 2.6 of Application form.
5. **Ticket and Hotel Accommodation** - Photocopy of round trip airline ticket and confirmation of hotel reservation for the duration of your trip (hotel voucher).
6. **Bank Certificate** - should contains the following information:
  - Type of Account (Savings/Current Account only)
  - Account number
  - Account opening date
  - Average Daily Balance (ADB) and to-date/current balance with not less than Php100, 000.
  - **Attached the original Official Receipt/Debit Memo/ Certification of Waived Fee**
  - Minimum **PHP100,000.00** / person (18 years old and above) **In addition** to the Bank Certificate, submit the following supporting documents:  
*(Supporting documents should have the same Bank Account number with the Bank Certificate and should match all the information stated in the Bank Certificate)*
- A. **Statement of Accounts** – detailing transactions for 3 months prior to applying for visa (original and photocopy of all pages) OR
- B. **Passbook** – detailing transactions for 3 months prior to applying for visa (original and photocopy of all pages)
7. Original and photocopy of latest **Income Tax Return (ITR) with BIR** received stamp.

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### ADDITIONAL REQUIREMENT FOR THE FF:

#### FOR EMPLOYED:

- Certificate of Employment (detailing the salary, applicant's position, office address, HR contact information and the length of employment.)
- Copy of Company I.D

#### FOR BUSINESSMEN:

- **DTI or SEC Certificate** - Photocopy of business registration like DTI or SEC with General Information Sheet (GIS) \*General information sheet showing applicant name as one of the incorporates.
- **Business Permit or Mayor's Permit** - Photocopy of the permit
- **Income Tax Return w/ receipt from BIR** - Photocopy of Income Tax Return (ITR) or Form 2316 with corresponding payment receipt from BIR authorized bank.

### FOR PROFESSIONAL:

- **PRC I.D** (photocopy [front & back] (Doctors / Engineer / Accountants,.etc)

### FOR STUDENT / MINOR:

- **School Certificate** - Original School Certificate issued by the School Registrar
- **School I.D (clear photocopy)**
- **Birth Certificate** (Original issued by PSA).
- **Marriage Contract of the parents.** (Original PSA/NSO)
- **Affidavit of Support** (notarized) + documents of parents.
- **Financial Documents** - Provide all financial documents of parents.

### FOR 60 YRS OLD & ABOVE:

- **Senior Citizen I.D (front & back)** - photocopy only.

#### IF INVITED:

+ **Invitation Letter** - signed invitation letter with the applicant and inviter's relevant information and purpose of travel.

+ **Proof of Relationship** - Original Birth Certificate and other certificate as proof of relationship between the applicant and inviter.

+ **Financial Documents** - Provide all financial documents of Invitor (see list for Employee or Businessman)

#### (APPLICANTS WHO WILL BE SPONSORED BY THEIR EMPLOYERS)

**Note:** Only applicant's current and direct employer is allowed to serve as sponsor

1. Employer's Original Bank Certificate
2. Statement of Accounts detailing transactions for 6 months prior to applying for visa (original and photocopy of all pages), OR
3. Passbook detailing transactions for 6 months prior to applying for visa (original and photocopy of all pages)
4. Sponsorship Letter or Guarantee Letter from the employer

#### (APPLICANTS WHO WILL BE SPONSORED – PARENTS, SPOUSE, CHILDREN)

1. Copy of PSA Marriage Certificate for spouse as proof of relationship
2. Copy of PSA Birth Certificate for children as proof of relationship
3. Sponsorship Letter or Affidavit of Support

Other documents required by the visa officers if necessary

#### CERTIFICATE OF NAME CHANGE

- If the name in the new passport is different from that in the original one, the official document (birth certificate/marriage contract) issued by authorities for name change must be submitted.

### PREVIOUS CHINA VISA APPLICANT: (PHILIPPINE PASSPORT)

1. Completely filled Visa Application Form (Form V2013) (Please avoid erasures)
2. Applicant's **original** passport with blank pages and at least six (6) months validity left before expiration.
3. Affixed with two 2 passport size or 2x2 colored photos, with white back ground, full-face front view, and no hat. Photo must glued on the application form. Stapled pictures will not be accepted.

- Scanned photos will also not be accepted.

4. Attached previously **used China visa** in old or new passport (only visa stickers will be accepted.)
5. Hotel Booking Confirmation / Hotel Voucher.
6. A copy of the round-trip plane ticket.

#### **Note: (First Time Applicant)**

A letter of explanation is required if you could not provide the above-mentioned documents. Other documents required by the visa officers if necessary.

### NON-FILIPINO NATIONALS:

- Please submit proof of residence permit, employment or study in the Philippines. Temporary visitors to the Philippines should apply for Chinese visas from the Chinese Embassy/Consulate in the countries in which they live, unless the applicant can provide proof of employment/study or other occupational status and the visa officer will make the final decision on a case-by-case basis.
- You must also submit a photocopy of the Philippine visa/immigration entry stamp on your passport.

### FOREIGN PASSPORT:

- American passport holders may apply 10 years multiple entries L/M/Q2/S2 Visa, or 5 years multiple entries X1 Visa, only if his/her passport is valid over 1 year from the date of application.

## CHINA VISA PROCESSING FEE:

### PHILIPPINE PASSPORT

Visa Processing Fee :	
Single Entry / Ordinary Processing	PHP 1,800.00 - Valid for 3 months
Double Entry / Ordinary Processing	PHP 2,500.00 - Valid for 6 months
6 Months Multiple / Ordinary Processing	PHP 3,200.00
12 Months Multiple / Ordinary Processing	PHP 5,000.00

### FOREIGN

Visa Processing Fee :	
Single Entry / Ordinary Processing	PHP 2,100.00 -Valid for 3 months
Double Entry / Ordinary Processing	PHP 2,950.00 -Valid for 6 months

### U.S PASSPORT

Single, Double, Multiple /Ordinary	PHP 6,900.00
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### CANADA PASSPORT

Single, Double, Multiple /Ordinary	PHP 3,900.00
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### SURCHARGE (for has a previous visa only)

RUSH VISA – 3 DAYS	PHP.1,100.00
RUSH VISA – 2 DAYS	PHP.1,700.00

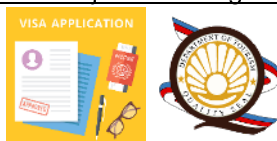
### VISA PROCESSING TIME: Approx. 4 working days.

- ☐ Regular processing time is 4 working days.(for example, apply on Monday and pick up on Thursday.)
- ☐ Express service (third working day release): an additional fee of 1100 pesos per visa will be charged.
- ☐ Rush service (second working day release): an additional fee of 1700 pesos per visa will be charged.
- ☐ Express and Rush service is not available to the First time Chinese visa applicant/ X1 and Z visa applicant, please apply in advance.
- ☐ Only cash payment is accepted.

### IMPORTANT REMINDERS:

- Please submit complete documents to avoid delays in processing.
- Please do not leave any blank in the application form. Kindly put "N.A." if it's not applicable.
- Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.



ISSUED:OCTOBER 2019