

# CHINA BUSINESS VISA

Global Visa Lab GmbH

## APPLICATION PACKAGE

Thank you for choosing Global Visa Lab.  
To help us process your visa application efficiently and promptly,  
please complete the following forms and submit all the required documents.

1. Checklist
2. Visa Order Form
3. Visa Questionnaire
4. Consent Form China Visa Center
5. Personal Statement (if required)



### PROCESSING INFORMATION

We will begin processing your application once we have received all the required documents. To avoid delays, please complete the checklist and ensure that the documents are signed where necessary and are clearly legible.



### WHERE TO SEND YOUR APPLICATION

Please submit all required documents to [info@globalvisalab.ch](mailto:info@globalvisalab.ch). We will review them carefully and contact you with the next steps to complete your visa application



### SUPPORT

If you have any questions or need help with your application, please contact us. Our team is available from 08:00 to 17:30, Monday to Friday, and will be happy to help.



+41 31 533 43 43

[info@globalvisalab.ch](mailto:info@globalvisalab.ch)

[www.globalvisalab.ch](http://www.globalvisalab.ch)

Please tick to confirm you have provided the following: ✓

**VISA APPLICATION FORM**

- To apply for a Visa to China, please complete the online application form by selectig the relevant Office you wish to apply: [Bern](#) or [Zurich](#).  
All application forms MUST be printed single-sided and signed by the traveller. Application forms printed double-sided WILL NOT be accepted.
- Due to the complexity of the Online China Visa Application, applicants may opt for our **Form Filling Service** to have a Global Visa Lab team member complete the online application (the Form Filling Service Fee of 50 CHF will be applied separately). Please complete the **China Visa Questionnaire** below in this application pack and send it to us with the rest of the required documents for a pre-check to [info@globalvisalab.ch](mailto:info@globalvisalab.ch)

**PASSPORT**

- Original Passport (plus 1x photocopy of the photo/bio page) valid for at least 6 months after the date of return and containing at least 2 blank visa pages.
  - **PREVIOUS PASSPORT** - If the current passport is [issued AFTER 01.01.2019](#), please also provide your previous original passport. If not available, please fill in the Personal Statement (attached below), print it out and sign it.
  - **DUAL CITIZENSHIP - IE** holding more than one valid passport please provide both original valid passports. Applicants who cannot provide the second passport must fill in the Personal Statement (attached below), print it out and sign it.

**PREVIOUS CHINA VISA**

- If you have previously received a China visa, you are required to submit a copy of the most recently issued visa
- Should the visa not be in your current passport, you must present the photocopy of the previous passport's data page/photo page, as well as the previous Chinese visa page
- If you no longer possess the passport with the former visa, please include a signed Personal Statement (attached below) explaining the circumstances surrounding the loss/return of the passport.

**1X PHOTOGRAPH**

- One recently-taken (within 6 months) color passport photo (no head cover, full face) against a white background (size: 48mm x 33mm)
- Be printed on high-quality photo paper
- Not be affixed to your application, with no evidence of adhesive tape or staples





### TRAVEL TO SENSITIVE COUNTRIES



- If you have previously traveled to one of the following countries and have a visa(s) or entry stamps in your passport, you must also submit a letter explaining your travel.

The letter must contain the following:

- List the dates of entry and exit for your visit(s) to noted country
- State the reason for your travel, such as tourism or business meetings
- The letter must bear the applicant's original signature

**Sensitive Countries:** Afghanistan (AFG), Pakistan (PAK) or Turkey (TUR)



### INVITATION LETTER



- Please include an invitation letter from the inviting company in China addressed to the relevant Office you wish to apply:

**Application in Zurich:** Consulate General of China, Seestrasse 161, 8002 Zurich

**Application in Bern:** Embassy of China, Kalcheggweg 10, 3006 Bern

The letter must contain the following:

- Information on the applicant: full name, gender, date of birth, passport number, etc.
- Information on the planned visit: purpose of visit, arrival and departure dates, place(s) to be visited, relations between the applicant and the inviting entity or individual, financial source for expenditures.
- Information on the inviting entity or individual: name, contact telephone number, address, **official stamp, signature of the legal representative or the inviting individual.**



### CONSENT FORM



- A signed consent form/declaration for the Visa Center. Please find the form below in this application pack



### RESIDENCE PERMIT



- Non-Swiss/Liechtenstein Nationals are required to submit a copy of their valid Residence Permit category B, C, G or L



### VISA-FREE ENTRY STATEMENT (IF APPLICABLE)



- A signed statement confirming the applicant's acknowledgment of the visa exemption policy for China



### GLOBAL VISA LAB ORDER FORM



- Please complete the Global Visa Lab Order Form included in this application package



## Applicant Details

(As shown in passport)

Given name:

Surname:

## Contact Details

Whom should we contact regarding the order?

Given name:

Surname:

Phone Number:

Email:

## Return Date

Please indicate the date you would like the passport to be returned:

## Visa Information

Country:	Entry Date:	Exit Date:	Visa Type (Tourist, Business, Other):	No. of Entries (Single, Double, Multiple):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Invoice Address

Company:

Contact Person:

Street:

Postal Code:

City:

PO Number/Cost Center:

## Delivery Address (If different from invoice address)

Company:

Contact Person:

Street:

Postal Code:

City:

PO Number/Cost Center:

## Delivery Method

- |   |  |
|---|--|
| <input type="checkbox"/> Registered Mail Switzerland (A-Post): 8.50 CHF | <input type="checkbox"/> Courier Switzerland Express: 24.00 CHF  |
| <input type="checkbox"/> Registered Mail Express Switzerland: 20.00 CHF | <input type="checkbox"/> Courier Switzerland Standard: 19.50 CHF |
| <input type="checkbox"/> Collection from Global Visa Lab Office Bern    | <input type="checkbox"/> Same Day Courier: Price on request      |

## Payment Method

- |  |  |
|--|--|
| <input type="checkbox"/> Payment by invoice (only for corporate customers) | <input type="checkbox"/> Cash payment (only for personal collection) |
| <input type="checkbox"/> Payment by credit card (payment link)             | <input type="checkbox"/> TWINT (payment link or QR code)             |

Place, Date

Signature

### Personal Information

Surname: <input type="text"/> <small>As shown in passport</small>	Nationality: <input type="text"/>
Given name(s): <input type="text"/> <small>As shown in passport</small>	National ID number: <input type="text"/> <small>If applicable</small>
Other / Former name(s): <input type="text"/> <small>If applicable</small>	Passport number: <input type="text"/>
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Issuing country: <input type="text"/>
Date of birth: <input type="text"/> <small>DD/MM/YYYY</small>	Expiry date: <input type="text"/> <small>DD/MM/YYYY</small>
Place of birth: Town/City: <input type="text"/>	Do you have any other nationalities? <input type="checkbox"/> Yes <input type="checkbox"/> No
State/Province: <input type="text"/>	<b>If yes</b> Other nationality: <input type="text"/>
Country: <input type="text"/>	National ID number: <input type="text"/> <small>If applicable</small>
Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widowed	Passport number: <input type="text"/>
<input type="checkbox"/> Other <input type="text"/>	Former nationalities: <input type="text"/> <small>If applicable</small>
Permanent resident status in any other country or region: <input type="text"/> <small>If applicable</small>	

### Work History

Current Occupation:

**Please list 5 years of work history, most recent first (if you have been retired for over 5 years, please provide details of your last employment):**

Position:	<input type="text"/>		
Company name:	<input type="text"/>		
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Date from: <input type="text"/> <small>DD/MM/YYYY</small>	Date to: <input type="text"/> <small>DD/MM/YYYY</small>
Supervisor name:	<input type="text"/>	Supervisor telephone: <input type="text"/>	
-----			
Position:	<input type="text"/>		
Company name:	<input type="text"/>		
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Date from: <input type="text"/> <small>DD/MM/YYYY</small>	Date to: <input type="text"/> <small>DD/MM/YYYY</small>
Supervisor name:	<input type="text"/>	Supervisor telephone: <input type="text"/>	
-----			
Position:	<input type="text"/>		
Company name:	<input type="text"/>		
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Date from: <input type="text"/> <small>DD/MM/YYYY</small>	Date to: <input type="text"/> <small>DD/MM/YYYY</small>
Supervisor name:	<input type="text"/>	Supervisor telephone: <input type="text"/>	

**Education**

Please only provide details of your highest level of education:

Name of institute:

Diploma / Degree:

Major:

 If applicable

**Applicant Contact Details**

Phone number:

Email address:

Current address:

Street:

Town/City:

State/Province:

Postcode:

Country:

**Spouse Information**

Not Applicable

Spouse surname:

Spouse given name(s):

Spouse occupation:

Spouse nationality:

Spouse place of birth:

Spouse date of birth:

 DD/MM/YYYY

Spouse address:

Same as applicant

Street: Town/City:

State/Province:

Postcode:

**Parent Information**

If deceased, you **must** still provide name, nationality and DOB.

Father's surname:

Father's given name(s):

Father's nationality:

Father's date of birth:

 DD/MM/YYYY

Mother's surname:

Mother's given name(s):

Mother's nationality:

Mother's date of birth:

 DD/MM/YYYY

**Child Information**

Not Applicable

Child's surname:

Child's given name(s):

Child's nationality:

Child's date of birth:

 DD/MM/YYYY

Child's address:

Street:

Town/City:

State/Province:

Postcode:

If required, please use the 'Additional Details' section.

### Other Relatives Information

Do you have any immediate relatives, not including parents, residing in China?  Yes  No

**If yes**

Name:

Relationship to you:

Status in China:

*If required, please use the 'Additional Details' section.*

### Travel Details

Purpose of travel:

Date of arrival in China:  DD/MM/YYYY

Flight / Ship / Train No:

City of arrival:

*Please provide information about each city in China you are visiting and the accommodations details / dates of stay.*

#### Accommodation address 1:

Street:

Town/City:

State/Province:

Postcode:

Country:

Date from:  DD/MM/YYYY

Date to:  DD/MM/YYYY

#### Accommodation address 2:

Street:

Town/City:

State/Province:

Postcode:

Country:

Date from:  DD/MM/YYYY

Date to:  DD/MM/YYYY

*If required, please use the 'Additional Details' section.*

Date of departure from China:  DD/MM/YYYY

Flight / Ship / Train No:

City of departure:

### Inviting Person / Organisation

Not Applicable

Name of individual/organisation:

Relationship to you: (the contact person)

Telephone of inviting person/organisation:

Email of inviting person/organisation:

Address of inviting person/organisation:



### Emergency Contact Details

Emergency contact's surname:

Emergency contact's given name(s):

Relationship to you:

Phone number:

Email address:

### Other Information

Is someone else paying for your travel on your behalf?  Yes  No

**If yes**

Name of individual / organisation:

Relationship to you:

Address of individual / organisation:

Town/City:

State/Province:

Country:

**Traveller Eligibility Questions**

Have you ever been to China?  Yes  No

Have you previously been issued a Chinese visa?  Yes  No

**If yes** Visa type:   
 Visa number:   
 Place of issue:   
 Issue date:  DD/MM/YYYY

Have you previously been fingerprinted when applying for a Chinese visa?  Yes  No

**If yes** Place of fingerprints collection:  
 City:   
 Country:   
 When you were fingerprinted:  DD/MM/YYYY

Have you ever held a Chinese residence permit?  Yes  No

**If yes** Residence permit number:

Do you currently hold any valid visas issued by other countries?  Yes  No

**If yes** Please list below:

Have you travelled to any other countries in the past 12 months?  Yes  No

**If yes** Please list below:

Have you ever been refused a visa for China, or been refused entry into China?  Yes  No

Have you ever had a Chinese visa cancelled?  Yes  No

Have you ever entered China illegally, overstayed, or worked illegally?  Yes  No

Do you have any criminal record in China or any other country?  Yes  No

**If yes** Please specify:

Do you have any serious mental disorders or infectious disease?  Yes  No

Have you ever visited countries or territories where there is an epidemic in the last 30 days?  Yes  No

Do you work for any professional, social or charitable organisation?  Yes  No

**Traveller Eligibility Questions (continued)**

Have you ever been trained or do you have any special skills in the field of firearms, explosives, nuclear devices, biological or chemical products?  Yes  No

Are you serving or have you ever served in the military?  Yes  No

**If yes** Country / Region of service:   
 Branch of service:   
 Rank in military:   
 Military speciality:   
 Date of service from:  DD/MM/YYYY  
 Date of service to:  DD/MM/YYYY

Have you served or participated in any paramilitary organisation, civil armed units, guerrilla forces or armed organisations, or been its member?  Yes  No

**Additional Details**

*If required, please continue on an additional sheet and attach.*

# Declaration

I accept that I should read and fully understand the Terms Conditions shown on the website [www.visaforchina.org](http://www.visaforchina.org) of Chinese Visa Application Service Centre (operated by CITS V SERVICE (SWITZERLAND) AG, hereafter referred as the Visa Application Centre), before signing this declaration I am aware that if I do not understand any of the Terms Conditions, I can ask counter staff at the Centre, telephone [+41 058 618 89 88] or email [berncenter@visaforchina.org]. I have read, understood and agreed the Terms Conditions on the website and agree to sign this declaration.

I acknowledge and hereby confirm that the Visa Application Centre is not involved in the visa assessment and decision-making process. The Embassies and Consulates have the authority to decide whether a visa will be issued or not, the type of a visa to be issued as well as its validity, duration of stay and number of entries in accordance with China's relevant laws and regulations. Fees will not be refunded should the visa application be declined, refused or in any way changed by the Chinese Embassy or Consulates.

I can make inquiries to the Application Centre through telephone or e-mail. I am required to acknowledge that the Visa Application Centre is a non-governmental organization, and its provision of inquiry services for clients is free and based on its unilateral understanding of clients' inquiries and the limited information known and mastered by it in order to provide assistance for its clients for their visa applications. No matter what the circumstances are, it cannot be interpreted that the Visa Application Centre has made any promise or assurance, nor does it bear any other legal responsibility for the answers to my queries.

I understand I am required to submit to the Visa Application Centre all the relevant supporting documents required for my visa application, and ensure that the information provided is true, reliable and complete. I acknowledge and agree that acceptance by the Visa Application Centre of the supporting documents provided does not mean that such Clients' Information as is provided is deemed sufficient. The Embassies and Consulates have the right to request a client to provide additional supporting documents or request the applicant to attend an interview.

I understand I shall carefully check all the information on the Pickup Form and make sure that it is correct when receiving this document issued by the Visa Application Centre. If any mistakes are found, I must contact the Visa Application Centre immediately, and the Visa application Centre will make necessary correction as soon as possible.

I understand I must carefully check all the information on the visa issued to me and make sure that it is correct at the time when I collect my passports containing the visas. If any mistakes are found, I must contact the Visa Application Centre immediately. The Visa Application Centre will try its best to help me with modification or re-issuance of the visa. I acknowledge that modifying or re-issuing a visa may involve new fees if the information on the issued visa is found incorrect due to the reasons or causes assignable to me.

I understand I must make my visa applications at an appropriate time in accordance with my travel arrangement. Under no circumstances will the Visa Application Centre be responsible or liable for any delay of travel arrangement as a result of my inappropriate action in regard to the time of submitting the visa application or the visa assessment result of the Embassies and Consulates.

I understand if my passport is lost or damaged from the custody of the Visa Application Centre, the Visa Application Centre will bear the reasonable cost incurred by visa applicants for replacement of passports following the normal application procedures with their country's passport authority. The cost will be reimbursed on presentation of the copy of the receipt issued by the passport authority. However, this agreement does not mean that the Visa Application Centre will be held liable in any way.

I understand if I request return passport by post in regard to a processed application, the Visa Application Centre will not be responsible or liable for any delay, delivery to a wrong address, or damage or loss of the documents by any mail service or delivery service company or not by the Visa Application Centre.

I acknowledge and agree that under no circumstances will the Visa Application Centre be liable to me or anyone claiming through me for any indirect, incidental, special and/or consequential losses or damages of whatever nature, or for loss or profits, loss of opportunity, loss of business or goodwill or interruption of business, whether arising out of or in connection with my application and/or any of the visa application services, and whether or not relating to any act, error, omission or negligence by the Visa Application Centre or any officer, agent, employee and representative of the Visa Application Centre.

## Consent to the Processing and Transfer of Personal Data to a Third Country

-“Applicant”-

Given name, Surname:

Address:

ZIP, Code, City:

-“Controller”-

CITS V Service (Switzerland) AG

Giesshübelstrasse 45

8045 Zurich

E-Mail: [berncenter@visaforchina.org](mailto:berncenter@visaforchina.org)

Fax: +41 058 618 89 87

### § 1 Purpose of Data Processing

In order to process your visa application for the People’s Republic of China it is necessary to process (especially to collect, store and use) your personal data. Moreover, the data provided in the “Visa Application Form of the People’s Republic of China” is transferred to the Embassy of the People’s Republic of China in Bern, Kalcheggweg 10, 3006 Bern, which is involved in the processing of your personal data.

The data is also processed in the Ministry of Foreign Affairs of The People’s Republic of China or the authorized third parties, including data storage on servers used by the above entities in China. To ensure a proper and successful processing of the Visa Application, the diplomatic missions of the People’s Republic of China are involved.

### § 2 Sensitive Personal Data

In order to check your Visa Application sensitive personal data resulting directly or indirectly from the information provided in the “Visa Application Form of the People’s Republic of China” is transferred to the Embassy, the Consulate General and the Ministry of Foreign Affairs of the People’s Republic of China. For the purpose of issuing a visa this could be personal data pointing to racial or ethnic origin, religious or ideological beliefs, biometrical data, health data, data about sexual orientation and data regarding criminal convictions and crimes.

### § 3 Cross-border disclosure of personal data

Under the Swiss data protection law, personal data may inter alia be disclosed abroad, if the legislation of the foreign country guarantees adequate protection, or if the data subject has consented in the specific case, or if the processing is directly connected with the conclusion or the performance of a contract (Art. 6 FADP).

### § 4 Possible Risks

The protection of your personal data is crucial to us. However, despite our (including the entities mentioned in § 1) best efforts and all available measures towards data privacy and data security with regard to the above-mentioned § 3, there are possible risks that cannot be completely eliminated; in particular:

- Your personal data could possibly be processed for other purposes than the Visa Application and gathered by third parties.
- You possibly cannot enforce your right to information towards the Embassy, the Consulate General and the Ministry of Foreign Affairs of the People’s Republic of China.

### § 5 Consent / Revocation of Consent

I agree with the transfer and the processing of my personal data provided in § 1 and §2, including sensitive personal data, for the purpose of processing my Visa Application to the Embassy, the Consulate General, the Ministry of Foreign Affairs of the People’s Republic of China and the authorized third parties.

I can revoke this consent towards CITS V Service Switzerland AG by post, by e-mail or by fax (contact information see above) at any time. With a revocation the legitimacy regarding the processing in the period from the consent until the revocation is inviolate.

Should you revoke your consent before the successful finish of your Visa Application, we cannot process your order for a visa anymore.

place, date

\_\_\_\_\_  
applicant’s (or legal guardian’s)  
signature

# Personal Statement

I,  passport number:  declare that my previous invalid  
(name) (application passport number)

passport is of  and the passport number is:   
(country of the passport)

The reason I can not present my previous invalid passport is:

I hereby state that, with my previous invalid passport, I have traveled to the following countries since the last 5 years:

(name of the country)

1.  and stayed  days;

2.  and stayed  days;

3.  and stayed  days;

4.  and stayed  days;

5.  and stayed  days;

6.  and stayed  days;

7.  and stayed  days;

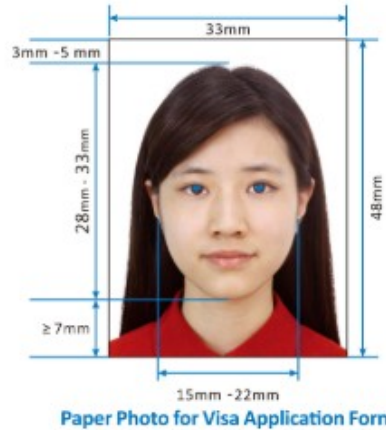
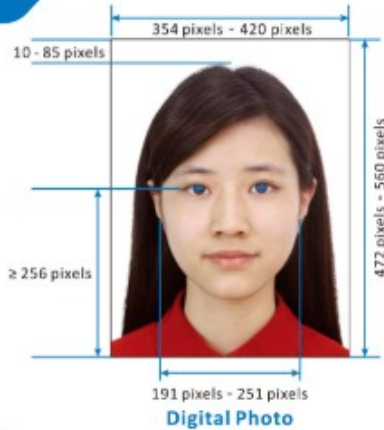
8.  and stayed  days;

9.  and stayed  days;

Date and place:  Signature:

# Photo Requirements for Chinese Visa Application

## Sample Photos



### General Photo Requirements

- **Templates:** As indicated in the sample photos for digital and paper photos.
- **Dimensions:** The digital photo should be between 354 pixels (width)  $\times$  472 pixels (height) and 420 pixels (width)  $\times$  560 pixels (height). The paper photo should be 33 mm (width)  $\times$  48 mm (height).
- **Colour Space:** RGB 24bit true colour.
- **Image Compression:** JPEG and the image file size: 40 KB - 120 KB.
- **Facial Requirements:** The applicant is required to present the frontal view to the camera with the entire head and face clearly visible. The facial expression must be neutral with eyes open, mouth closed and ears visible. There should be no visible distortion of the facial features. There should not be any object such as hand or toy or another person visible in the photo. Eyeglasses are allowed in the photo only if the lenses are not tinted and there is no glare, shadows, or frames obscuring the eyes. The head position:  $\leq 20^\circ$  for left or right tilt (Yaw and Roll) and  $\leq 25^\circ$  for up or down tilt (Pitch).
- **Head Coverings:** Hats or other head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.
- **Photo Quality:** The photo should have no damage or impurities, no background light or shadow over face. There should not be over- or under-exposure. The face should be centered in the photo with all the features clearly visible and natural skin tone. The inter-eye distance should be  $> 60$  pixels.
- **Head Size and Orientation for the Digital Photo:** With the digital photo of 354 pixels (width)  $\times$  472 pixels (height) as an example, the head should be horizontally centered in the image with the face width at 205 pixels  $\pm$  14 pixels. The space from the upper edge of the image to the crown of the head should be 10 - 70 pixels. The vertical distance from the bottom edge of the image to the horizontal line through the centre of the eyes should be  $> 256$  pixels. In special cases, when the hair is too high, the voluminous hair can be trimmed off to ensure the size of the face.
- **Head Size and Orientation for the Paper Photo:** The head width should be between 15 mm and 22 mm and the head height, measured from the base of the chin to the crown of the head, should be between 28 mm and 33 mm. The space between the crown and the upper edge of the photo should be between 3 mm and 5 mm. The space between the chin and the bottom edge of the photo should be  $\geq 7$  mm.
- **Background and Borders:** The background of the photo should be white or close to white with no borders around the edge of the image.
- **The photo should be recent, taken within 6 months.**

### Photo Quality



### Head Position



### Expression



### Pose



### Eyeglasses



### Ornaments/Background



### Obscuring



## Photo Examples