



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$ _____

SIGNATURE OF CARD HOLDER REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____ - \$ _____
_____ - \$ _____
_____ - \$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY _____ WALK-IN__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: CHINA (PRC) BUSINESS VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1-TYPED</u>
PASSPORT TYPE PHOTO (S):	<u>1-COLOR</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	HOTEL CONFIRMATION:	<u>N/A</u>
LETTER OF INVITATION:	<u>1-COPY</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE COMMENTS BELOW!

SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (ONE DAY PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (2 TO 3 DAY PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED ON THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 2 TO 3 DAYS FROM THE DAY THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE FAX US A COPY OF YOUR DOCUMENTS AND THEN GIVE US A CALL SO THAT WE CAN REVIEW THE DOCUMENTS.

REVISED: 06/39-2012 (KS)

Specializing in Visas, Passports, Document Legalization and Translations



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PEOPLE'S REPUBLIC OF CHINA (P.R.C.)

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY AND WITH AT LEAST 1 BLANK VISA PAGE) - IF REQUESTING ANYTHING OTHER THAN A SINGLE OR DOUBLE ENTRY VISA, YOUR PASSPORT MUST HAVE AT LEAST 18 MONTHS REMAINING VALIDITY
- 2.) (1) ONE COLOR PASSPORT - TYPE PHOTOGRAPH (WITH A WHITE BACKGROUND 2x2)
- 3.) (1) ONE COMPLETED APPLICATION - **THE APPLICATION MUST BE TYPED AND COMPLETED IN ITS ENTIRETY (LEAVE NO SPACES BLANK) - IF A QUESTION DOES NOT APPLY TO YOU PLEASE INDICATE IT BY PLACING AN (N/A) IN EACH FIELD (SEE NOTES BELOW)**
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE:
 - \$140.00 - (REGULAR PROCESS)
 - \$160.00 - (2-3 WORKING DAYS PROCESS)
 - \$170.00 - (1 WORKING DAY PROCESS)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY AND WITH AT LEAST 1 BLANK VISA PAGE) - IF REQUESTING ANYTHING OTHER THAN A SINGLE OR DOUBLE ENTRY VISA, YOUR PASSPORT MUST HAVE AT LEAST 18 MONTHS REMAINING VALIDITY
- 2.) (1) ONE COLOR PASSPORT - TYPE PHOTOGRAPH (WITH A WHITE BACKGROUND 2x2)
- 3.) (1) ONE COMPLETED APPLICATION - **THE APPLICATION MUST BE TYPED AND COMPLETED IN ITS ENTIRETY (LEAVE NO SPACES BLANK) - IF A QUESTION DOES NOT APPLY TO YOU PLEASE INDICATE IT BY PLACING AN (N/A) IN EACH FIELD (SEE NOTES BELOW)**
- 4.) COMPANY LETTER
- 5.) COPY OF INVITATION
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) CONSULATE FEE:
 - \$140.00 - (REGULAR PROCESS)
 - \$160.00 - (2-3 WORKING DAYS PROCESS)
 - \$170.00 - (1 WORKING DAY PROCESS)

CONTINUED...



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SPECIAL INSTRUCTIONS FOR FORMER ASIAN NATIONALITIES:

FORMER CHINA NATIONALS: WILL NEED TO PUT THEIR CHINESE NAME ON THE APPLICATION. YOU WILL NEED TO PROVIDE A COPY OF THE PREVIOUS CHINESE VISA THAT WAS ISSUED IN THE USA OR A COPY OF THE INFORMATIONAL PAGES OF THE CHINESE PASSPORT PREVIOUSLY HELD.

FORMER TAIWAN NATIONALS: WILL NEED TO PUT THAT THEY WERE BORN IN CHINA UNDER PLACE OF BIRTH ON THE APPLICATION. YOU WILL NEED TO PROVIDE A COPY OF THE TAIWANESE PASSPORT. IF YOU DO NOT HAVE THE TAIWANESE PASSPORT PREVIOUSLY HELD YOU WILL NEED TO PROVIDE A COVER LETTER EXPLAINING THE CIRCUMSTANCE.

VALIDITY: THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF CHINA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH CHINESE LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS.

NOTE: THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS IF THEY HAVE NOT BEEN FILLED OUT COMPLETELY. THE APPLICATION MUST BE TYPED AND SHOULD HAVE N/A IN THE FIELD IF THE QUESTIONS DO NOT APPLY TO YOU. THE CONSULATE WILL REJECT THE APPLICATION IF IT HAS BEEN ALTERED IN ANY WAY (WHITE OUT, SCRATCH OUTS, ETC.) IF THE APPLICATION HAS ANY ALTERATIONS OR NEEDS TO BE CORRECTED VIP WILL BE REQUIRED TO COMPLETE A NEW APPLICATION ON YOUR BEHALF (\$10.00 VIP SERVICE FEE PER PAGE).

REVISED: 04-17-2012 (KS)



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. / MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS (POSITION) FOR (COMPANY NAME). MR. / MRS.
(TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED
EXPLANATION OF TRIP) WITH (COMPANY TO BE VISITED).

MR. / MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,
(EMPLOYER), WILL GUARANTEE MR. / MRS. (TRAVELER) MAINTENANCE
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.
(TRAVELER) THE APPROPRIATE (SINGLE OR MULTIPLE) ENTRY BUSINESS VISA
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.
DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

申请人必须如实、完整地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□打×选择。如有更多需要声明事项，请附另纸说明。Applicant should fill out this form truly and completely. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. If there is more information to declare, please type on a separate sheet.

如申请到中国工作、留学，或与护照偕行人同行，或不在国籍国申请签证，你还需填写签证申请表附表(Form V.2011B)。If you are applying to work or study in China, or if someone else travelling with you shares the same passport, or if you are applying for a visa in a country or territory other than the country of your current nationality, you should fill out the Supplementary Visa Application Form(Form V.2011B).

一、个人信息 Section 1: Personal information

1.1 英文姓名 Full English name as in passport	姓 Surname :	1.2 性别 Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	照片 / Photo 请将 1 张近期正面免冠、浅色背景的彩色护照照片粘贴于此。 Please affix one recent identical color photo (full face, front view, unmounted and against a plain light background).
	名 Given name :			
	1.3 中文姓名 (如有, 请用汉字) Name in Chinese character (if applicable)			
	1.4 别名或曾用名 Other names you are, or have been known by			
	1.5 用本国语言书写的名字 Name in ethnic script			
	1.6 现有国籍 Current nationality		1.7 曾有国籍 Former nationality	
	1.8 同时具有的国籍 Other nationality(ies)		1.9 出生日期 Date of birth (yyyy-mm-dd)	
	1.10 出生地点(国、省/市) Place of birth (city, province/state, country)		1.11 当地身份证号码 Local ID card number	
1.12 婚姻状况 Marital status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Never Married <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 丧偶 Widowed <input type="checkbox"/> 其他 (请说明) Other (Please specify):			
1.13 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessman <input type="checkbox"/> 政府官员 Government official <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 新闻从业人员 Staff of media <input type="checkbox"/> 教师 Teacher <input type="checkbox"/> 宗教人士 Religious worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 现役军人 Active duty military personnel <input type="checkbox"/> 家庭主妇 Housewife <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 国会议员 Member of national parliament <input type="checkbox"/> 其他(请说明) Other (Please specify):			
1.14 护照种类 Passport type	<input type="checkbox"/> 外交 Diplomatic <input type="checkbox"/> 公务、官员 Service or official <input type="checkbox"/> 普通 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify):			
1.15 护照号码 Passport number		1.16 签发日期 Date of issue (yyyy-mm-dd)		
1.17 签发地点(省/市及国家) Place of issue (city, province/state, country)		1.18 失效日期 Expiration date (yyyy-mm-dd)		
1.19 办理签证通常需要 4 个工作日。如需加急，请注明，但须另外缴费。Normally visa processing takes 4 working days. Extra fees are charged for express or rush service.		<input type="checkbox"/> 普通(4 个工作日) Regular for 4 working days; <input type="checkbox"/> 加急(2-3 个工作日) Express for 2-3 working days; <input type="checkbox"/> 特急 Rush for 1 working day.		

二、赴华旅行信息 Section 2: Travel information

2.1 赴中国主要事由 (可选多项) Major purpose(s) of your visit(s) to China	<input type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 记者常驻 As resident journalist <input type="checkbox"/> 探亲 Family visit <input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage <input type="checkbox"/> 访友 Visiting friends <input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul <input type="checkbox"/> 商务 Business trip <input type="checkbox"/> 商业演出 Commercial performance <input type="checkbox"/> 会议 Meeting <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit <input type="checkbox"/> 留学 Study <input type="checkbox"/> 任职就业 Employment <input type="checkbox"/> 官方访问 Official visit <input type="checkbox"/> 其他(请说明) Other (Please specify):	
2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次入境 (自申请日起3个月内有效) One entry valid for 3 months from application <input type="checkbox"/> 二次入境 (自申请日起3-6个月内有效) Two entries valid for 3 to 6 months from application <input type="checkbox"/> 半年多次入境 (自申请日起半年内有效) Multiple entries valid for 6 months from application <input type="checkbox"/> 一年多次入境 (自申请日起一年内有效) Multiple entries valid for 12 months from application <input type="checkbox"/> 其他 (请说明) Other (Please specify):	
2.3 首次行程抵达中国的日期 Date of your first entry (yyyy-mm-dd)		
2.4 预计行程中单次在华停留的最长天数 Your longest intended stay among all entries of your intended visits in China	Days	
2.5 在中国逗留期间的住址及电话 (按时间顺序) Residence(s) and phone number(s) during your stay in China (in a time sequence)	详细邮政地址 Detailed mailing address	电话 Phone number
	1.	
	2.	
	3.	
4.		
2.6 谁将承担往返中国及在中国的 费用? Who will pay for your cost of travelling and living during your stay in China?	<input type="checkbox"/> 你本人 Yourself <input type="checkbox"/> 邀请单位或个人 Inviter <input type="checkbox"/> 父母或法定监护人 Parent(s) or legal guardian(s) <input type="checkbox"/> 其他 (请说明) Other (Please specify):	
2.7 在华期间有无医疗保险?如有, 请填写保 险公司名称及保险账号。Do you have medical insurance covering your visit in China? If 'Yes', please fill out the name of the medical insurance company and your account number.		
2.8 在华邀请、 联系的单位名称、地址及电 话 Name, address and phone number of your inviter or contact unit in China		
2.9 在华亲友、 联系人的姓名、地址、电 话 Name, address, phone number of your relative, friend or contact person in China		

三、家庭、工作或学习信息 Section 3: Information about your family, work or study

3.1 详细家庭邮政住址 Detailed home mailing address				
3.2 家庭电话 Home phone number		3.3 手机号码 Mobile phone number		
3.4 电子信箱 Email address				
3.5 工作单位或学校 Current employer or school	名称 Name			
	邮政地址 Mailing address			
	电话 Phone number			
3.6 主要家庭成员 Major family members	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
3.7 紧急情况下的联系人 Contact person in case of emergency		3.8 电话号码 Contact person's phone number		

四、其他情况 Section 4: Other information

4.1 是否曾经访问过中国？如果是，请说明最近一次情况。Have you ever visited China before? If 'Yes', please specify date, places and purpose of the recent visit.			
4.2 在过去的 12 个月里是否访问过其他国家或地区。如果是，请说明。Have you ever visited other countries or territories in the last 12 months? If 'yes', please specify date, name of countries or territories and purpose of the visits.			
4.3 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.4 是否曾经被拒绝颁发中国签证,或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.5 是否在中国或其他国家有违法记录？ Do you have any criminal record in China or any other country?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.6 是否患有以下任一种疾病 Are you affiliated with any of the following diseases? ①严重精神疾病 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能对公共卫生造成危害的其他传染病 Other infectious disease of public health hazards		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.7 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories infected by infectious diseases in the last 30 days?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No

4.8 如果对 4.3 到 4.7 的任何一个问题选择“是”，请在下面详细说明。
 If you select **Yes** to any questions from 4.3 to 4.7, please give details below.

五、有关声明 Section 5: Relevant declaration

5.1 如计划赴中国工作、留学，或使用的护照上有一同旅行的携行人，或是在非国籍国申请签证，请填写签证申请表附表(Form V.2011B)，与本表一同递交。If you are seeking to work or study in China, or if someone else travelling with you shares the same passport with you, or if you are making this visa application in a country or territory other than the country of your nationality, please fill out the *Supplementary Visa Application Form (Form V.2011B)* and submit with this application form.

5.2 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此说明。If you have more information about your visa application other than the above to declare, please give details below.

六、签名 Section 6: Signature

6.1 我已阅读并理解此表所有内容要求，并对照片及填报情况的真实性和准确性负责。*I have read and understood all the questions in this application. I shall be fully responsible for the answers and the photo, which are true and correct.*
 6.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。*I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be decided by consular officers, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.*

→ 申请人签名 **日期**
Applicant's signature: **Date (yyyy-mm-dd):**

注：未满 18 周岁的未成年人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of a minor aged less than 18 years.

七、他人代填申请表时填写以下内容 Section 7: If the application form is completed by another person on the applicant's behalf, please fill out the following:

7.1 代填申请表人的姓名 Name of the person completing this form on the applicant's behalf		7.2 与申请人关系 Relationship to the applicant	
7.3 地址 Address		7.4 电话 Phone number	
7.5 所持身份证件种类 Type of ID document		7.6 证件号码 Number of ID	
7.7 声明 Declaration 我声明本人是根据申请人要求而协助填表，并证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion this form at the request of the applicant and the applicant understands and agrees that the information provided is correct. 代填人签名 /Signature : 日期/Date (yyyy-mm-dd):			

以下仅供领事官员填写 Official use only

签证种类		有效期		停留期	
审核人		日期		备注	