



## 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 NON-COMMERICAL (F) STANDARD 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.
  - To lodge in London, we require copies of all necessary documents (including the visa form), verified by us and deemed correct, no later than 4.30pm the day before the application needs lodging. The appointment cut off time is 5pm, and appointments can only be made for the next working day at the earliest. On the day of the appointment we must receive the originals in our office in London, no later than 9am in the office, unless another arrangement has been made.
  - To lodge in Manchester we require an email of the correct documents from the applicant the day before the appointment.
- Passport
  - Be valid 6 months after the entry date in China.
  - Has to have at least two blank visa pages.
  - If the applicant is a dual national then both original passports must be supplied
  - If the applicant is a dual national and one of the passports is British, then the visa must applied for in that passport, but both passports must be supplied.
- 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.
  - If a previous expired China 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 Chine 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 also find the link 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.
- Letter of Invitation
  - Can be a scan.
  - Needs to be on company headed paper, must include the address, phone and fax numbers.
  - The letter must be dated and be no older than 1 month.
  - Must be fully addressed to the Embassy: Embassy of the peoples Republic of China 49-51 Portland Place, London W1B 1JL
  - Has to include who is financially responsible for the trip to china.

- State the relationship with invitee and inviter.
- Must include the purpose, exit and entry dates to China.
- Must be signed and have the round or oval shaped company seal or stamp on it (must not be the department stamp)
- Must include the following details from the applicants passport:

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- Applicants full Name.
- Date of Birth and Sex.
- Passport Number.
- Start date of passport.
- Expiry date of passport.
- Nationality
- Have the following information written in BOTH Chinese and English:
  - 1.Full name of the person who signed the invite.
  - 2.The inviters Job title.
- The signature must be in Chinese (if a Chinese person signed the invite) Otherwise see below please:
- If the person who signed the invite is not Chinese then supply a copy of their passport and Chinese visa.
- Duly Authorised unit
  - This is an alternative to the invitation letter. It is issued by the Chinese Government.
  - It must have a bar code on it and must be original.
- 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.
- Media staff and Religious personnel applying for a visa will need to write a personal statement confirming the purpose of visit to China and most importantly that they will not conduct any media related activities in China or involve in any religious activities. Job title should be clarified on application form 1.15
  - The letter must be typed signed and dated letter.
  - Applicants in this situation should apply one month for the visa before their travel date.
- All EU citizens living in the UK applying for Business visa multiple entry only, must provide their original Blue UK residency card or permanent UK residency card.
  - Also supply a photo copy of both sides of it.
- If applying at Manchester all nationalities must supply a day to day itinerary from the company they are visiting in China. It must be on the inviting company's letterhead stamped and signed. List each and every individual date with the activity being conducted next to it, irrespective of repetition.
- Regent Visas Order Form
  - You will find this in our document pack.
- Important Visa Information
  - Sometimes the original of the invite for business might be asked for Non British passport holders without a reason.
  - Non-commercial is an 'F' category visa
  - You must enter within the validity dates of the visa. Upon entry you may stay the maximum number of days as stated on your visa. Some occupations i.e. Doctors, Priests and Journalists can be restricted to the length of their trip i.e. 12 days.
  - Some job titles such as Doctors, Priests and people in Media work, need to provide a day to day itinerary of their trip.
  - Travellers should only apply for visas for stays up to 30 days, unless they have a written explanation why they need to stay longer.
  - Please note: To ensure the authenticity of the business invitation letter you provide, the Chinese Embassy may contact your inviter and request a copy of the I.D belonging to the person who signed your invite. If the name, or position or signature of this person is not accurate, then the Embassy may return your application without a visa. The Embassy charges an administration fee for rejected applications. Therefore you can include a copy of the inviters Chinese I.D card as an optional extra.
  - 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.
- Temporarily you must take a copy of the business invite letter that was used to get your business visa, when you travel to China.

## **CHINA NON-COMMERICAL (F) STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- 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.
- From 8th May 2018 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.
- Applicants must attend the China visa centre to provide a finger print scan if they are aged between 14 to 70 (inclusive).

# 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.

## 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 Non-Commerical (F)"/>	<input type="text" value="Standard"/>	<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