



# Visa Requirements CHINA - ABACE Attendees & Exhibitors

## Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport, plus one photocopy of the information/photo page. It must have one or more blank visa pages and more than six months before expiry.
- Non-US citizens must provide their original Alien Registration Card (A.R.C.) or U.S. Visa and I-94. Please Note: G3 can only process visas for legal residents of USA; if you reside outside USA you must apply at a Chinese consulate in your country of residence.
- One completed and signed visa application form (attached). Do not list addresses in Hong Kong, Macao or Tibet. Please print the application double-sided. Non-US Citizens must also complete the supplemental application.
- One passport-style (2"x2") photograph taken within the last 6 months. It must be on photo paper and have a plain white background.
- A copy of the flight itinerary.
- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.
- Confirmation of ABACE attendance or exhibition.

### NOTES:

If you will enter or depart China on active duty as air crew, please email [ABACE2012@g3visas.com](mailto:ABACE2012@g3visas.com) for instructions.

Current or former nationals of France, China, Hong Kong, Macao or Taiwan should contact G3 for further instructions and requirements.

Chinese visas will not be issued more than 90 days in advance of the scheduled entry date to China; applications for ABACE attendees will not be accepted until January 1, 2012. We also recommend you apply before March 15, 2012 to avoid expedite fees.

It is extremely difficult to expedite visa processing once an application has been submitted to the consulate. Requests to expedite the processing after the application has been submitted will result in significant additional charges.

\*For visa requests requiring 48 Hour processing, applicants must also submit a flight itinerary showing departure in less than one week.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	48 Hours*	4 Business Days	6 Business Days
Single Entry	\$175.00	\$165.00	\$145.00
Double Entry	\$175.00	\$165.00	\$145.00
Multiple Entry	\$175.00	\$165.00	\$145.00

### G3 Processing Fees

Visa Type	48 Hours*	4 Business Days	6 Business Days
Business (Type F)	\$125.00	\$105.00	\$75.00



VISAS & PASSPORTS

WASHINGTON, DC

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form

Barcode: C<=B5!56579&\$%&

Traveler Information
1. Traveler Name, Date of Birth
2. Traveler Name, Date of Birth

Travel Details
Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information
This must be a physical address for FedEx delivery; no P.O. Boxes.
Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery\* \$80.00
Saturday Delivery\* \$40.00
Same Day Delivery\* Please Call
International Delivery\* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00
\*These services may not be available for all delivery locations.

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable fees.
Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #
Total Fees from Visa Requirement Sheet:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

Send This Form and All Required Documents To:
G3 Washington, DC: 703.276.8472 Phone, 888.883.8472 Toll Free, 703.524.3374 Fax, info@g3visas.com
Attn: Visa Department, 3300 N Fairfax Drive, Suite 220, Arlington, VA 22201
www.g3visas.com

For Payment Via Credit Card:
American Express, Discover, MasterCard and Visa only
Name as it appears on card:
Account Number:
Expiration Date: Billing Zip Code:
Security Code: (Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)
Cardholder Signature:

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

# 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	<b>照片 / Photo</b>  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 :		<input type="checkbox"/> 女 F	
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)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">详细邮政地址 Detailed mailing address</th> <th style="width: 25%;">电话 Phone number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> </tr> </tbody> </table>		详细邮政地址 Detailed mailing address	电话 Phone number	1.			2.			3.			4.		
	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	

# Sample Business Letter from U.S. Company for ABACE Attendees

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

January 11, 2012

Consulate General of China, San Francisco  
Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*) of BizFly, Inc. (*Insert the name of your company*) is planning a business trip to Shanghai, China on Monday, March 26 through Friday, March 30, 2012 (*Dates of your trip*) to attend the Asian Business Aviation Conference & Exhibition (ABACE).

The Asian Business Aviation Conference & Exhibition (ABACE) will be held in the Shanghai Hawker Pacific Business Aviation Service Centre at No.99, Yingbin Road No.7, Hongqiao International Airport, Shanghai 200335. The conference is jointly organized by the National Business Aviation Association (NBAA) and the Asian Business Aviation Association (AsBAA).

The China office and contact for ABACE is:

China Business Aviation Group  
World Financial Center, Suite W-19-10/11  
1 Dongsanhuanzhong Road, Chaoyang District  
Beijing 100020, China

Jason Liao – Chief Representative in Asia  
China Business Aviation Group, Chairman and CEO  
Tel: (+8610) 5981-7666

BizFly, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling in China.

He requests that you issue a single entry business visa, valid for three months from the date of his application. I appreciate your attention to this matter.

Sincerely,

*Barry G. Hart*

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)  
Senior Vice President  
BizFly, Inc.