



CHINA VISA PROCESSING PROCESS

STEP 1:

Fill out the China Draft Application Form.

STEP 2:

Submit the complete requirements to Travel Port Travel and Tours, and pay the visa and processing fees.

STEP 3:

We will lodge your appointment online. Results may take 10 - 15 days before we receive the completion certificate from the China Embassy.

STEP 4:

After we receive the certification for your application, the requirements will be submitted to China Visa Application Center in Makati. Results will take 5 days before release.

STEP 5:

The result of your visa application will be sent to your email once available.

Kindly note that the approval and denial of your application is at the discretion of the embassy.

CHINA VISA REQUIREMENTS (P2,500/pax/minimum of 15 - 20 working days processing - visa fee and courier fee not included)

China Visa Embassy Fee (for PH passport holders)

Single Entry	₱2,898/pax	Double Entry	₱3,448/pax
6 Months Multiple	₱3,948/pax	Over 6 Months Multiple	₱4,998/pax

General Requirements

1. Fill in the China Draft Application Form
2. Original Passport and Old Passport (if applicable and if there's an old China Visa in the old passport)
3. Photocopy of Passport Bio Page with Signature
4. 2pcs Passport Size Picture
5. Hotel Reservation Confirmation
6. Round-Trip Ticket Confirmation
7. Day-to-day Itinerary in China

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For First-Time Applicants

1. **Bank Certificate and Bank Statement** of deposit balance, including the last 6 months' history of your bank account or passbook, and the **original receipts** for payment of this certificate (must include 6 months ADB)
2. **BIR-stamped Income Tax Return Form (ITR)**
3. **Letter from your company** detailing your salary and the length of your employment with the **Company's Letterhead** and **Signature of the HR Manager or Employer**
4. **Business registration certificate** if you are the owner (DTI, SEC, AND BUSINESS PERMITS)
5. **Professional IDs** (if applicable)
6. **Student ID** (if applicable) and **School Certificate**

For those with a previous China Visa (Used Visa)

1. **Photocopy of the visa (latest)** if the visa is on your old passport, kindly submit the old passport
2. **Latest e-Travel** to China and other destinations (if applicable)

If the company shoulders the trip

- **Letter of Guarantee** signed by the **sponsor**
- **Copy of Guarantor's or Sponsor's Valid ID/Passport**
- **Original Bank Certificate of the company**
- **Copy of Business Documents and ITR of the company** (if employed, company alphalist. If self-employed, a receipt from an accredited bank of BIR)

Please take note:

- A letter of explanation is required if you cannot provide the above-mentioned documents. All the above-mentioned documents must be updated
- All documents (application form, photocopies) should be in A4 size