

## **CHINA VISA INFORMATION AND HELPSHEET**

Updated July 2019 by the Visa Department

A valid visa is required for entry to **China**.

There are **NO** visa on arrival or online options available for a China visa, which means that a valid Chinese Visa is required to enter China and must be obtained before departure. Wendy Wu Tours can apply for Chinese Visas for Australian, New Zealand & non-Australian passport holders (see below more information about VEVO).

### **CONTENTS**

Introduction & Contents	1
Important Information	2, 3
Visa Requirements & Process	4
China Visa Requirements - ACT, NT, NSW & QLD	5
China Visa Requirements - Victoria, Tasmania, SA & WA	6
Helpsheet For Questions on Application Form	7, 8
Visa Terms & Conditions	9

# **IMPORTANT INFORMATION**

## **PRINT APPLICATION SINGLE SIDED!**

- Please print all the pages of the visa application single sided as the Consulate may not accept the application if printed double sided.

## **TRAVEL BEFORE TOUR OR EARLY PASSPORT FOR OVERSEAS TRAVEL:**

- If a passenger is departing Australia earlier than the commencement of the tour or requires their passport back for overseas travel prior to the tour, please notify us immediately, so the visa can be processed quickly. *Please note that the China visa is only valid for 90 days from the date of issue, therefore we cannot apply for the visa too early.*

## **LATE DELIVERY OF PASSPORTS & VISA APPLICATIONS:**

- Passports & visa applications received 30 days or less than departure will not be processed. Please ensure they are sent at 75 days before departure.

## **AUSTRALIAN PASSPORT HOLDERS:**

- A valid passport is required for all Australian passport holders. All passports must have a 6 months validity upon return date back to Australia

## **CERTAIN ASIAN BORN APPLICANTS:**

- If any of the below apply to certain Asian born passengers, please contact the Visa Department for clarification:
  - o Born in China, Hong Kong, Macau or Taiwan
  - o Has a Chinese name and can write it

## **NEW ZEALAND PASSPORT HOLDERS:**

- New Zealand passports must be signed. If they are not, they will not be accepted by the Consulate
- All passports must have a 6 months validity upon return date back to Australia

## **FOREIGN AND NEW ZEALAND PASSPORT HOLDERS:**

- For all foreign and New Zealand passport holders applying for a visa with Wendy Wu Tours, a printed copy of the return visa or VEVO (Visa Entitlement Verification Online) is required. This can be obtained via:
- <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>  
The passport details must match and the VEVO must be enough validity on the return date
- All passports must have a 6 months validity upon return date back to Australia

## **PASSENGERS UNDER 18:**

Passengers under 18 must include & complete the following:

- A certified copy of the passenger's birth certificate is required for all passengers under 18. This document must be signed by a JP

- On Page 4 - if the passenger has a signature on their passport, they must sign and date Question 4.3. The parent or guardian must also sign next to the passenger on Question 4.3 and fill out Question 5.1 to 5.5, including signature and date
- On Page 4 - if the passenger does not have a signature on their passport, the parent or guardian must sign and date on Question 4.3 and fill out Question 5.1 to 5.5, including signature and date.

### **DOCUMENTATION REQUIRED FOR CERTAIN EMPLOYMENT:**

If a passenger is employment as one of the following, extra documentation is required:

- Former/incumbent member of parliament
- Former/incumbent government official
- Military personnel
- NGO staff
- Religious personnel
- Staff of media
- Police (in any form, including admission)
- Government positions
- Charities
- Correctional employee

Extra Documentation required

- Letter from Passenger stating:
  - o Their Employer
  - o Their Current position
  - o Indicate that the passenger will be going to China only for a holiday with Wendy Wu Tours only and will NOT be undertaking any work or activity during their time in China.
- Letter from the Passenger's Manager/HR department stating:
  - o The company name
  - o The passenger's job title
  - o Number of years employed
  - o Indicate that the passenger will be going to China only for a holiday with Wendy Wu Tours only and will NOT be undertaking any work or activity during their time in China.
  - o Completed on company letterhead with ABN with signature & date

### **DOUBLE OR MULTIPLY ENTRIES:**

If double or multiple entries into China are required, please ensure the following is completed:

- Please indicate how many are required (extra costs may be required)
- Please include all Hotel/Travel Documentation, Flights & Cruise E-Tickets for **ALL** entry and exits in/out of China

### **PASSPORT COVERS:**

Please do NOT send passport covers with your application. We do not include any passport covers when sending passports to the Consulate and remove them off the passports when they are received.

## VISA REQUIREMENTS & PROCESS:

### STEP 1 - Passenger or Travel Agent:

- Complete the application form, attach a passport photo (see “*Photo Requirements for Chinese Visa Applications*” document - <https://www.wendywutours.com.au/resource/pdf/visas/Photo-Requirements-Chinese-Visa.pdf>)
- One photo, standard passport size of 5cm high x 4cm wide
- Hair must be tucked behind the ears (no fringe covering the eyebrows)
- Headwear is not permitted except for religious purposes
- Jewellery, including earrings, studs or necklaces are not permitted
- Glasses of any kind are not permitted
- Facial expression must be neutral - eyes open, mouth closed and ears visible
- White shirts are not permitted
- Full frontal view of your head and shoulders, face must be centered in the photo with all the features clearly visible
  
- Send the completed application forms, passport and any extra documentation to:
  - o Wendy Wu Tours - Visa Department  
Level 6, 20 Hunter Street  
SYDNEY NSW 2000  
Phone: 02 9224 8888
  
- Include any Flights or Cruise **E-Tickets**, if Wendy Wu Tours are not booking these arrangements. E-Tickets are required for **ALL** entry & exits in/out of China.

### STEP 2 - Wendy Wu Tours:

- Receive passports, application forms and documentation
- Chase any further information or documentation that is required or missing
- Safely secure passports and visa applications
- Send passports and visa applications to the Consulate
- Receive back passports once visas have been issued
- Send passports back with Final Documentation, 2 - 3 weeks prior to departure

### IMPORTANT DATES AND DOCUMENTATION THAT IS SUBMITTED TO THE CONSULATE:

Due Date	Cut Off	Earliest date a visa can will be applied for	What is submitted to the Consulate
75 days before departure from Australia	30 days or less before departure from Australia	90 days before exit out of China	<ul style="list-style-type: none"> <li>- Passport</li> <li>- Original visa application form</li> <li>- Passport photo</li> <li>- Passport copy</li> <li>- Flight/cruise itinerary</li> <li>- Tour Itinerary</li> </ul> <p><i>Further documentation is required, depending on state of residency, employment and if passenger has a non-Australian passport, see further below for more information</i></p>

## CHINA VISA REQUIREMENTS PER STATE OR TERRITORY:

Most of the information on the visa form is standard Australia wide, but there are some different requirements for passengers who reside in each state or territory. See below extra requirements per state or territory:

### ACT & NORTHERN TERRITORY:

#### **Important Visa Form Information:**

- **Photos** - must adhere to the "*Photo Requirements for Chinese Visa Applications*" document. Photos **must** be taken within the last 6 months and not **match** the passport (if older than 6 months)
- **Question 1.23** must be completed and include all Major family members.

#### **Passports Issued Before 2018:**

Applicant holding a passport that is over 1 year old and does not have any immigration stamps in it (since the issue date) must provide a "Statutory Declaration" stating that they have not travelled anywhere or if they have must state when and where. This must be signed and stamped by a Justice of the Peace.

Passports and applications for residents of the ACT & Northern Territory and are sent to the Chinese Consulate in Canberra.

### NEW SOUTH WALES:

#### **Important Visa Form Information:**

- **Photos** - must adhere to the "*Photo Requirements for Chinese Visa Applications*" document. Photos **must** be taken within the last 6 months and not **match** the passport (if older than 6 months).
- **Question 1.23** must be completed and include all Major family members.

Passports and applications for residents of New South Wales and are taken to the Chinese Consulate in Sydney.

### QUEENSLAND:

#### **Important Visa Form Information:**

- **Photos** - must adhere to the "*Photo Requirements for Chinese Visa Applications*" document. Photos **must** be taken within the last 6 months and not **match** the passport (if older than 6 months).
- **Question 1.23** must be completed and include all Major family members.

Passports and applications for residents of the Queensland and are sent to the Chinese Consulate in Brisbane.

## VICTORIA, TASMANIA & SOUTH AUSTRALIA:

### **Important Visa Form Information:**

- **Photos** - must adhere to the "*Photo Requirements for Chinese Visa Applications*" document. Photos **must** be taken within the last 6 months and not **match** the passport (if older than 6 months).
- **Question 1.23** must be completed and include all Major family members.

Passports and applications for residents of the Victoria, Tasmania & South Australia and are sent to the Chinese Consulate in Melbourne.

## STATE REQUIREMENTS - PASSENGERS RESIDING IN WESTERN AUSTRALIA:

### **Important Visa Form Information:**

- **Photos** - must adhere to the "*Photo Requirements for Chinese Visa Applications*" document. Photos **must** be taken within the last 6 months and not **match** the passport (if older than 6 months).
- **Question 1.17** must have details of last known employer if passenger is retired.
- **Question 1.23** must be completed and include all Major family members.

Passports and applications for residents of the Western Australia and are sent to the Chinese Consulate in Perth.

# HELPSHEET FOR QUESTIONS ON APPLICATION FORM

## Section 1: Personal Information

**Q1.1. Full Name** - Complete per passport (including middle names).

**Q1.2. Name in Chinese Characters** - Only applicable if born in China and given a Chinese name. If you have a Chinese name, please contact the Visa Department.

**Q1.3. Other/Former Name** - Complete accordingly (e.g. Maiden name).

**Q1.4. Sex** - Complete per passport.

**Q1.5. Date of Birth** - Complete per passport.

**Q1.6. Current Nationality** - Present nationality (e.g. Australian or New Zealand).

- If you are a Foreigner or a New Zealand Citizen, an up-to-date VEVO (Visa Entitlement Verification Online) is required. This document shows that an applicant is able to travel overseas and re-enter Australia. A VEVO can be obtained via:

- [http://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](http://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo))

**Q1.7. Former Nationalities** - Complete accordingly.

**Q1.8. Place of Birth** - Complete per passport.

**Q1.9. Driver Licence/Citizenship number** - N/A.

**Q1.10-1.14. Passport details** - Complete per passport.

**Q1.15. Current Occupation** - Complete accordingly including position (e.g. Clerk) and type of work (e.g. Retail)  
If retired, tick 'Retired' and **include last employment held (for residents of WA only)**.

**If any of the following are selected (on the right hand side of Q1.15):**

- Former/incumbent member of parliament
- Former/incumbent government official
- Military personnel
- NGO staff
- Religious personnel
- Staff of media
- Police (in any form, including admission)
- Government positions
- Charities
- Correctional employee

**Two Employment Declarations are required** - One from the passenger and the other from the employer (both documents must be completed on company letterheads) and include:

- Current position of passenger
- Current department of passenger
- A statement that says the passenger will be going to China only for a holiday with Wendy Wu Tours and will not be undertaking any work or activity during their time in China

**Q1.16. Education** - Highest level of Education achieved is required.

**Q1.17. Current Employer/School** - Provide complete employer, school (if a current student) or last employment (if retired). All details are also required for Self-employed applicants.

**Q1.18-1.21. Home address/Number/E-mail** - Complete accordingly.

**Q1.22. Marital Status** - Tick the appropriate box or specify.

**Q1.23. Major family members** - This must be completed. Provide details of family members (a minimum of 3 people), this can include any relation that may or may not be travelling to China.

**Q1.24. Emergency Contact** - This must be completed and cannot be a person who is travelling to China.

**Q1.25. Country or territory where the applicant is located when applying for this visa** - Write 'AUSTRALIA'

## **Section 2: Travel Information**

**Q2.1. Purpose of Entry** - Tick 'Tourism' unless otherwise specified.

**Q2.2. Intended Numbers of Entries** - If more than a Single entry is required, please ensure that Wendy Wu Tours have been advised. Extra costs may need to be charged and flight/cruise e-tickets and hotel confirmations must be included for all extra entries.

**Q2.3. Visa processing time** - Choose 'Regular-4<sup>th</sup> working day pickup' unless otherwise specified.

**Q2.4. Date of First Entry** - Please refer to Flight/Itinerary or leave blank for Wendy Wu Tours to complete.

**Q2.5. Intended Length of Stay** - Please refer to Itinerary or leave blank for Wendy Wu Tours to complete.

**Q2.6. Itinerary in China** - Leave blank for Wendy Wu Tours to complete.

**Q2.7. Payment** - Write 'Myself'.

**Q2.8. Information of inviter in China** - 'Wendy Wu Tours - Level 6, 20 Hunter Street, Sydney NSW 2000' and '02 9224 8888'

**Q2.9. Previous travel to China** - If 'Yes', provide where you obtained this from, and the date the Chinese visa was issued.

**Q2.10. Countries visited in the last 12 months** - Complete accordingly.

## **Section 3: Other Information**

**Q3.1-Q3.5** - Tick the appropriate box. If 'Yes' is ticked for any of the questions, **please contact the Visa Department to discuss what additional documentation are required**

**Q3.6** - As per above.

**Q3.7-Q3.8** - Leave blank

## **Section 4: Declaration and Signature**

**Q4.3 - Sign and Date** - Complete accordingly, ensure signature is as per passport.

### **Passengers Under 18:**

**Q4.3 & Q5.1 - Q5.5. Persons Details:**

- If the passenger has a signature on their passport, they must sign and date **Q4.3**. The parent or guardian must also sign next to the passenger on **Q4.3** and fill out **Q5.1 to Q5.5**, including signature and date.
- If the passenger does not have a signature on their passport, the parent or guardian must sign and date **Q4.3** and fill out **Q5.1 to Q5.5**, including signature and date.

### **Documents Required:**

- A certified copy of the passenger's birth certificate is required for all passengers under 18. This document must be signed by a JP.

## VISA TERMS & CONDITIONS:

- A passport with a minimum of **6 months validity** upon return date back to Australia is required for passengers traveling to all countries visited in our itineraries.
- Once the passport is with the Consulate, the approval of a visa application is out of our control and an application can:
  - o Be rejected by the Consulate without any explanation
  - o Take longer than expected
  - o Require further documentation
  - o Require the passenger to come go in for an interview
  - o Require additional fees
- Consulates are strict about the presentation and condition of passports and visa applications and may be rejected at first sight if damaged. Examples in the past when passports have been rejected:
  - o Water damaged passport
  - o Faded photo on passport bio page
  - o Ripped / tear on the page
- It is recommended that passports be sent to us via a courier, as this is the safest option. However, if Australian Post is used, we highly suggest the option chosen is trackable.