

**THIS IS AN INSTRUCTION SHEET ONLY NOT THE VISA APPLICATION FORM**  
**Updated May 2017 by the Visa Department**

Passports and visa application forms are **due 75 days prior to departure**, otherwise urgent fees will apply. Please notify your Travel Agent or Wendy Wu Tours if you cannot make the deadline. Applications will **not be accepted within 30 days of departure**, regardless of urgent processing options. Passports will be returned with final documentation approximately 2 weeks prior to departure. If passports are required earlier then please inform our office as an additional fee will apply.

Please provide your passports, completed visa applications, photos and any additional documents to your Travel Agent. If you have booked directly with Wendy Wu Tours then please send documents via registered mail or courier to;

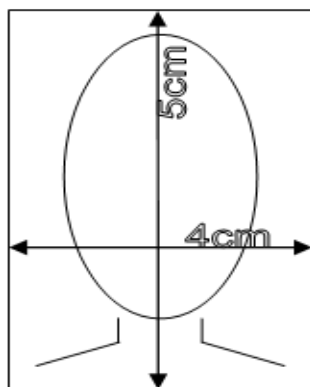
Wendy Wu Tours  
 Att: Visa Department  
 Level 6, 20 Hunter Street  
 Sydney, NSW 2000

### Chinese Application Checklist:

- ☒ 1 x original current passport.
- ☒ 1 x original visa application form per person.
- ☒ 1 x original photo per person – standard passport photo.
- ☒ 1 x flight itinerary on headed agency paper (if not booked through Wendy Wu Tours)
- ☒ 1 x photocopy of your passport bio page (please do not forget to supply your actual passport as well).

### Basic Application Requirements:

- ☒ Passports must have a minimum of 6 months validity left, from the date of your arrival back into Australia.
- ☒ Passports must have two blank facing visa pages.
- ☒ All details must be written exactly as they appear in your passport.
- ☒ Application forms must be printed on A4 white paper only. Do not print double sided.
- ☒ You must fill in the application form with blue or black pen only and be clearly legible.
- ☒ Application forms must be completed and signed.
- ☒ Only use the visa application form that has been provided to you by Wendy Wu Tours.
- ☒ Do not send in your passport wallet. Wendy Wu Tours accepts no responsibility for passport covers as they can easily become misplaced due to the high volume of passports received.
- ☒ If you have arrangements not booked through Wendy Wu Tours that will affect your visa, then please provide a detailed travel itinerary issued by a travel agent, airline or cruise company which includes your full name, the dates and places of entry and exit as well as the mode of transport to be used.



### Photo Requirements:

- ☒ One photo. Standard size is 5cm high x 4cm wide (half a centimetre within these sizes will be accepted).
- ☒ Photos can be obtained from any post office, photographer or photo kiosk.
- ☒ Photograph must be no more than 6 months old.
- ☒ Must be printed in colour on high quality paper, with no ink or marks on the image.
- ☒ Plain, light-coloured background (e.g. white or light cream).
- ☒ Professional photograph showing close up of head and top of shoulders are visible.
- ☒ "Professional" means taken by a photographer. Home versions won't be accepted.
- ☒ Original coloured photo is required, no copies of any kind.
- ☒ Must show applicant looking directly at camera with neutral expression.
- ☒ Must show natural skin tones with appropriate brightness / contrast.
- ☒ Photo must be glued or stapled to the application form in the designated area.
- ☒ Please staple or glue the photo/s to the application form – do not send loose.

## Section 1: Personal Information

**Q1.1. Full Name** – Complete per passport.

**Q1.2. Name in Chinese Characters** – Only applicable if born in China, and given a Chinese name. If you cannot write your name in Chinese, write a declaration explaining why. Also supply a photocopy of your Birth Certificate.

**Q1.3. Other/Formal Name** – Complete accordingly (e.g. Maiden name)

**Q1.4. Sex** – Complete accordingly

**Q1.5. Date of Birth** – Complete accordingly.

**Q1.6. Current Nationality** – Present nationality (e.g. Australian). If you are not an Australian or New Zealand Citizen, then a copy of Australian Visa and passport bio page must be supplied. A copy of the Electronic Visa confirmation must be supplied, this must have a minimum of 6 months validity upon return to Australia.

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

**Q1.8. Place of Birth** – Complete accordingly, ensure place of birth is as per passport.

**Q1.9. Local ID card number** – N/A

**Q1.10-1.14. Passport details** - Complete accordingly, ensure as per passport.

**Q1.15. Current occupation** – If you select; Police/Charity/Government/ Media/Religious/Military, a declaration from yourself as well as your employer (on your company's letterhead) will need to be submitted stating that whilst in China you will not be undertaking any work.

**Q1.16. Education** - Complete accordingly.

**Q1.17. Current Employer/School** – Provide employers details or write not applicable if you are not working

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

**Q1.22. Marital Status** – Tick the appropriate box

**Q1.23. Major family members** – Provide details of your immediate family members (a minimum of one person), this includes children & spouses who may not be travelling.

**Q1.24. Emergency Contact** – This must be completed, cannot be a person who is travelling as well.

## Section 2: Travel Information

**Q2.1. Purpose of Entry** – Tick 'Tourism' unless otherwise specified by Wendy Wu Tours or your Travel Agent.

**Q2.2. Intended Numbers of Entries** – If you require more than a Single entry, please ensure you have advised Wendy Wu Tours and your Travel Agent, as you will need to be quoted for additional services and extra documentation.

**Q2.3. Visa processing time** – Tick 'No' unless otherwise specified by Wendy Wu Tours or your Travel Agent.

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

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

**Q2.6. Itinerary in China** – Please refer to your Itinerary or leave blank for Wendy Wu Tours to complete.

**Q2.7. Payment** – The Consulate will accept 'Myself' for payment

**Q2.8. Information of inviter in China** – 'Wendy Wu Tours – Level 6, 20 Hunter Street, Sydney NSW 2000' and '1300 727998'

**Q2.9. Previous travel to China** – If 'Yes', provide details and photocopies of your prior Chinese visas and the bio page of the passport which the old visa resides in. If the passport has been destroyed, write a declaration stating; full name/travel dates/why you cannot supply copies/sign and date. If you cannot remember travel dates then estimations are acceptable.

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

## Section 3: Other Information

**Q3.1-Q3.5.** – Tick the appropriate box. If you tick 'Yes' to any of the questions, then you will need to supply declarations and answer Q3.6. Please contact The Visa Department to discuss additional documentation required.

**Q3.6** – If you have ticked yes in **Q3.1-Q3.5** a brief explanation is require, as well as supplementary documents, for the Consulate to assess.

**Q3.7-Q3.8** – Complete accordingly

## Section 4: Relevant Declaration and Signature

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

## Section 5: If Application Completed by Another Person

**Q5.1 – 5.5. Persons Details** – If the applicant was unable to complete the form then this section applies. Applicant must still sign Q4.1. If the applicant is a child and has not signed their passport then a parent/guardian must complete Q4.1.

**IMPORTANT VISA CONDITIONS**

- *The Chinese Consulate is very strict about the presentation of applications. Including, but not limited to your form/s, passport validity or photo, if any documentation or material are incorrect then the consulate will reject the application. In this case, the customer will incur any urgent processing fees or tour cancellation costs. Wendy Wu Tours cannot accept responsibility for any failure in this respect.*
- *Passengers are required to disclose personal information in section 3.1 – 3.2, if passengers tick yes in this section, please contact Wendy Wu Tours Visa Department for additional requirements.*
- *If entering or departing China via a Cruise ship, Wendy Wu Tours will need to be advised along with a cruise itinerary submitted in order for the correct Visa to be applied for. Please contact Wendy Wu Tours in regards to this.*
- *Wendy Wu Tours has no control over Consular decisions to issue visas. Once your application is submitted, the Consulate may require you to pay additional fees or provide further documents, information, and/or material. In some cases the Consulate will require the applicant to submit their passport and visa application forms in person.*
- *It is very important that you read the instruction sheet and visa application form carefully. Please ensure you dispatch passports and visa applications forms before the due date. If you believe your visa application may be rejected, then contact the Visa Department.*
- *A passport with a minimum of six months validity is required for customers traveling to all countries in our programme. Visa fees are included for Australian passport holders in all fully inclusive group tours. Non-Australian passport holders will incur additional fees.*
- *Passport and visa applications are due into Wendy Wu Tours **75 days prior to departure**. Please notify your travel agent or Wendy Wu Tours if you cannot make the deadline or choose to arrange your own visas.*
- *If passports and visa applications are not received by Wendy Wu Tours **45 days prior to departure**, urgent processing fees will apply.*
- *Passports and visa applications will not be accepted within **30 days prior to departure**, regardless of urgent processing options.*
- *Unless otherwise requested, your passport will be returned with final documentation approximately 2 weeks prior to your departure date. If the customer requests the passports to be returned prior to this, an additional fee will be incurred.*