

CHINA VISA INFORMATION AND HELPSHEET

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).

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IMPORTANT INFORMATION

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 a visa will only be processed within 90 days upon exit from China*

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 month 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 as soon as possible:
 - 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
- A copy of a card or document that has the passenger's full name & address on it is required (this can be a driver's license, ID card or utility bill)
- All passports must have a 6 month validity upon return date back to Australia

NON-AUSTRALIAN AND NON-NEW ZEALAND PASSPORT HOLDERS:

- For all non-Australian 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:
 - o [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))
- The passport details must match and the VEVO must be enough validity on the return date
- All passports must have a 6 month validity upon return date back to Australia

PASSENGERS UNDER 18:

Passengers under 18 must included & 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 the passenger on Question 4.3 and fill out Question 5.1-5.4, 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 Question 4.3 and fill out Question 5.1-5.4, 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 A statement that says that the passenger will be going to China only for a holiday with Wendy Wu Tours only and will NOT be undertaking any work during their time in China
 - o Completed on company letterhead with signature & date
- Letter from the Passenger's Manager stating:
 - o The Company the passenger works for
 - o The passenger's current position
 - o Number of years employed
 - o A statement that says that the passenger will be going to China only for a holiday with Wendy Wu Tours only and will NOT be undertaking any work during their time in China
 - o Completed on company letterhead 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)
- 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
- Include any Flight 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, 3-4 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">- Passport- Original visa application form- Passport photo- Passport copy- Flight/cruise itinerary- Tour Itinerary <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 as soon as possible.

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 not an Australian or 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 license/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 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 you 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-4th 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 8899'

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 - 5.5. 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 the passenger on **Q4.3** and fill out **Q5.1-5.4**, 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 **Q5.1-5.4**, 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 six 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:
 - Be rejected by the Consulate without any explanation
 - Take longer than expected
 - Require further documentation
 - Require the passenger to come go in for an interview
 - 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:
 - Water damaged passport
 - Faded photo on passport bio 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.