

Chinese Visa Application Instructions: The “F” Visa (for Semester and Summer Program Students)

Getting a visa appropriate to enter China and study at The Beijing Center is the responsibility of the student. All students who are not Chinese citizens must have a visa prior to entering China; it is the legal document that allows you to enter the country. There are several different types of visas; as a one-semester or summer student, the type for which you should apply is an “F” visa (single entry). The F visa is appropriate for studying in China for fewer than six months, and it’s sometimes called a “Business Visit” visa since it’s also the appropriate visa for short-term business visits.

The following guidelines should help you go through the visa application process.

- 1) Sign your name on the “Signature of Applicant” space on the enclosed JW202 form and date it. Please make a photocopy of both the JW202 and the enclosed “Admission Notice” to keep for your records.
- 2) Determine the location of the Chinese Embassy or Consulate holding jurisdiction over your place of residence (see the enclosed “Consular Districts” list or www.China-embassy.org)
- 3) **Either you or someone representing you* must go in person** to apply for your visa at the Chinese consulate holding jurisdiction over your place of residence. (Chinese consulates cannot accept visa applications by mail.)

Bring the following items with you to the consulate/embassy when you apply:

- Admission Notice (**enclosed**) Note: this document is different from the admission packet letter that TBC Chicago sent notifying you of your acceptance.
- JW202 (**enclosed**) with your signature
- Hotel Reservation Sheet (**enclosed**)
- Your actual passport, signed and valid beyond the ending date of The Beijing Center program, with blank pages in the back (You may wish to check on the consulate web-site for specific requirements on how much time into the future your passport needs to be valid and the minimum number of blank pages they need in the back of your passport.)
- Visa application form (You may download one from some Chinese consulate web-sites)
 - Frequently asked questions about completing the visa application form:**
 - Occupation – student
 - Company – name of home school
 - Number of entries – single**
 - Places to visit – Beijing
 - Inviting organization in China – The Beijing Center
 - Address: 4th Floor Ning Yuan Building
University of International Business and Economics
No. 10 Huixin East Street
Beijing 100029, China
Phone Number: 10-6449-6923
- One 2”x 2” passport photograph
- Visa application fee (\$50 in most consular districts; check the consulate web-site for updated fees as they may change.) Also note payment methods—cash or money order is accepted. **No personal checks are allowed.** Bring additional money if you are applying for expedited service.

- If you are not a U.S. citizen, or if you have a passport issued from a country other than the U.S., you need to check with the Chinese consulate you'll visit for any additional documents that you need in order to get your student visa.

4) Before you leave the consulate when you're dropping off your application, be sure to ask when your visa will be ready to pick up. Normal processing time at most consulates is about five business days. Most consulates also offer "express" and "rush" services for additional fees, if needed. You would need to request and pay for those services at the time of application.

5) **Either you or someone representing you* must go in person** to the Chinese consulate to pick up your visa when it's ready. When picking up your visa, you must bring with you the receipt/pick-up slip you're given at the time of application. Also, some consulates have a deadline by which you must pick up the visa after you apply; please check with the consulate if you cannot pick up your visa on the day it's expected to be ready. Some charge fees for extra days they have to hold the visa or may even dispose of it.

6) Check to be sure your visa is correct. When you pick up your visa, your passport will be given back to you. Look for the visa stamp affixed inside. The visa you should have is an F visa***. It is your responsibility to make sure you have the right visa before departing for China.

7) Make a photocopy of your passport identification page and your visa identification page to leave with someone at home. This could be a great help in the event that your documents get lost.

****In-Person Requirement***

If it is not convenient for you to travel to the Chinese consulate for the visa application and pick-up, you could have a friend or relative visit the consulate on your behalf, or you may wish to use the services of an agent or company that provides visa application services. There are many such services in existence. You would mail your passport and application documents to the visa agent, and then they will bring your application materials to the consulate and pick them up for you. The service fees charged by such agents vary widely. Using an agent is a common practice since many people do not live near a consulate. To find such service providers, you could do an internet search for "Chinese visa services" or "Chinese visa agents." The Beijing Center is not able to recommend any specific companies, but an internet search should yield several from which to choose.

*****Single Entry Visa***

The Chinese consulate will only be able to grant you a single entry visa rather than a multiple entry visa. The reason is typically because they can decipher from the JW202/Admission Notice that you only need to enter China once for purposes of our program. However, TBC realizes that many students plan to travel outside of China and then re-enter China at some point during the program. "Re-entry visas" can be bought in China for this purpose. It is very common for TBC students to purchase these. Re-entry visas allow you to leave and then re-enter China (within the validity period of the visa). The cost of one depends on your nationality and the country you visit. If you plan on visiting other countries during the program, you might wish to bring some 2" face photos (standard passport photo size). You'll need a photo as part of each re-entry visa application. You can learn more about how to get a re-entry visa once you are in China.

*** F visa Sample

