

#### 1625 K Street NW Suite 750 Washington DC 20006 Tel: 888 838 4867 ♦ Email: <u>TOUR@PinnacleTDS.com</u>

Visa requirements shown below are for CITIZENS OF THE U.S. ONLY. Nationals of all other countries please contact Pinnacle Travel Document Systems directly for specific requirements associated with your itinerary.

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	ANDER+	(ODLITIO			a	Sample	•	
Visa(s) Req'd	# Forms	# Photos		ost sons - 2		Application Deadline	Expedite Fee Per Person	
China	1	1	\$269.00	\$508.00		40 days prior to your departure	\$70.00	

All visas are issued for double entry.

Please use the enclosed sample information verbatim and substitute your personal information.

Fees shown above include all necessary consular and service fees as well as the cost to ship your passport(s) back from our offices via FedEx within the continental U.S. (Please add \$30.00 to cover extra shipping costs for addresses in Alaska, Hawaii, or Canada.) We strongly suggest that you send your documents to us via FedEx or some other form of traceable overnight courier service.

Please enclose your actual passport along with one (1) photograph and one (1) completed visa application form for China. Please note that your China visa application must be completed online at the link shown herein. Please also include one (1) color photocopy of your driver's license or other state issued identification, two (2) clear photocopies of the vital information page of your passport, a photocopy of your hotel list provided by Alexander + Roberts and a copy of your paid flight itinerary showing entry into China. (If you reside in any of the following states: TX, OK, AR, LA, MS, AL, GA or FL and are traveling to China for the first time you must complete the enclosed China Visitation Letter. If you have traveled to China at any time in the past you must submit a photocopy of your last Chinese visa as well as the entry stamp that was placed in your passport, if you do not possess these items than you must complete the enclosed China Explanation Letter.) Photographs should be recently shot passport-type color photos with a clear background approximately 2" x 2" in dimension. (Note that machine or home photographs are not acceptable and photographs must be different than those in your current passport.) Your passport must be valid for a minimum of twelve (12) months beyond the completion of your international travel and must have at least three (3) blank unused pages available not including those reserved for amendments and endorsements at the back of your passport. Contact PTDS directly for assistance with the renewal of your U.S. passport, as this can easily be done at the same time you apply for your visas.

Applications should be received in our offices no fewer than 40 days prior to your departure from your shipping address. Documents received after the deadline will be subject to the per person expediting fee shown above. Special requests for passports to be expedited due to other travel plans prior to your tour departure may also require expediting fees. If you have international travel between the deadline above and the departure of your tour you may need to obtain a second passport in order to accommodate your travel. Please contact PTDS directly regarding any special processing needs or before submitting documents you expect may be received substantially after the deadline as there may be special requirements and/or additional fees to process your request. It may not be possible to cancel processing of your applications once they have been submitted.



## PLEASE BE CERTAIN TO RETURN THE FOLLOWING TO: Pinnacle Travel Document Systems 1625 K Street NW Suite 750 Washington DC 20006

- Your actual passport (Please keep a photocopy for your records.)
- Two (2) photocopies of the vital information page of your current passport
- This completed form
- One (1) visa application form per person completed online for China
- One (1) copy of your paid flight or cruise itinerary showing entry to China
- One (1) color photocopy of your driver's license
- One (1) photocopy of your hotel list provided by Alexander + Roberts
- One (1) completed China Visitation Form (TX, OK, AR, LA, MS, AL, GA or FL residents only)
- Photocopy of past visa and entry stamp (TX, OK, AR, LA, MS, AL, GA or FL residents only)
- One (1) passport-type color photograph per person (Please leave loose, PTDS will affix.)
- Credit or debit card authorization below

PLEASE	PRINT CLEARLY
Full Name (1):	_ Full Name (2):
Passport #: Exp: Exp:	_ Passport #: Exp: Exp:
Home	Home Tel:
Mailing	Work Tel:
Address:	Email:
(FedEx cannot deliver to PO boxes)	_ Date of Departure from Home: / / ////////
Address	_ Tour Name: China Sampler
For the	_ Date of Tour Departure: / / Month Day Year
Return of	_ Special Instructions:
Passport:	
Tel:	
Please indicate below if there are known periods pr for another international trip or when you will not b	ior to your tour during which you will need your passport be available to sign for the return of your passport.
I will need my passport(s) for other international tr	avel from/_/year_ to/_/_/year_
I will not be at my home and/or return shipping add	ress from / / / _vear to _month / _/ _vear -
CREDIT CARD AUTHORIZATION: AMEX / VISA /	MC (please circle one)
Cardholder Name: Signature:	Billing Zip Code:
Card #:CID#	Expires:/ Amount: US\$
FOR OFFICE USE ONLY A&R CHINA (CHINA 145)79 FX 30 269/508 (CHINA A	PP)15 3PGS <mark>VAL12MOS</mark> TE 180DYS DL40DYS 70.00 3.5%
©2017 Pinnacle Travel Document Systems	

## **ONLINE ORDER COMPLETION & AUTOMATED UPDATES:**

If you have not already done so please complete your order online. This will allow you to create an inbound FedEx shipping label to securely send your documents to us and pay all required fees online. This will also allow you to receive automated email updates regarding the progress of your documents. Please locate and click on the name or number of your specific program at the link below to complete your order.

www.PinnacleTDS.com/AlexanderRoberts

## **IMPORTANT NOTICE - PASSPORT PAGES & VALIDITY:**

You must have at least three (3) blank unused pages available in your passport for visas and entry/exit stamps. In addition, your passport must be valid for twelve (12) months beyond the completion of your international travel. If you are a U.S. citizen and do not have the adequate number of pages or validity you will need to renew your passport since the U. S. Passport Agency will no longer add pages. Pinnacle Travel Document Systems can easily assist you with this at the same time your visas are being processed. The total additional fees for this service (including U.S. government expediting fee) is \$274.00 for passport renewals and second passports. We can also assist you with expediting first time passport applications.

You will need to complete an application form and a letter of authorization for PTDS and must send your actual passport to us. Specific requirements and the necessary forms are available for download from our Internet site:

Passport Renewals First Time Passports Second Passports <u>www.Traveldocs.com/PTDSPassports</u>

You may also contact us at **Tour@PinnacleTDS.com** or 888-838-4867 and we will send you an instruction kit.

# APPLICATION COMPLETION SERVICE

We will complete your online visa application(s) for you as an optional service if you are not able to or simply prefer not to go through the online process on your own.

You must still provide all the necessary personal information in order for us to be able to provide this service. A hand written manual version of the visa application(s) must be completed and returned to us before you actually send in your passport and other required documents for visa processing.

Once we have received your completed manual visa application form(s) we will execute the online form on your behalf and return it to you within 2 working days. You will then need to sign this form and include it with your passport, photographs and other documents being sent to us for processing of your visa(s).

Please note that this service is separate from the actual processing of your visa(s) and you must wait to receive and then sign the completed online version of the visa application form(s) from us before you physically ship your documents to us for visa processing.

The fee for this service is \$75.00 per application, per person payable via credit card at the time you send the manual version of the application(s) to us and is in addition to the visa processing fees quoted.

If you would like to take advantage of this service please call us at 888-838-4867 or email us at <u>applications@pinnacletds.com</u> to request a manual version of the visa application form(s) be sent to you.

# **Online Visa Application Form for China**

IMPORTANT TO READ ALL INFORMATION BELOW BEFORE YOU COMPLETE YOUR ONLINE APPLICATION.

Please click on or carefully type the link exactly as shown above directly into your web browser address window and NOT into your search engine, e.g. Google or Yahoo otherwise you will not reach the application. When you click on the link for the Chinese visa application it may open in a new tab in your browser rather than in Adobe Reader. You may not be able to input data to the fillable fields and/or print the form. Alternatively you may prefer to right click and save the actual document to your desktop and then open it from there using Adobe Reader which should allow you to complete and print the form. If you are using a MAC please note that the Safari web browser may not be fully compatible with the online visa application process so you may need to use Chrome web browser instead.

# All application forms must be completed online at the following web page:

http://www.traveldocs.com/uploads/forms/chinavisa.pdf

# All dates on the form are in YEAR/MONTH/DAY format.

All fields must be typed and fully completed. No handwritten forms will be accepted. All questions that cannot be answered must say N/A or none. No handwritten marks can be made on form other than your signature.

Please print the online form and include it with your documents. All forms must bear your original signature.

# TIPS FOR COMPLETING CHINESE VISA APPLICATION

Pinnacle Travel Document Systems strongly recommends printing this tip sheet and using it as a guide while you are completing the Chinese application. Below is an explanation on how to avoid the most common errors that applicants make while filling out the application. Failure to follow instructions will cause your application to be rejected by the Chinese Embassy/Consulate and result in delays in issuing your visa.

Question 1.1 Name MUST match the name in your passport.

*Question 1.2 Former Chinese citizens must write their name in ethnic script.* 

Question 1.3 Maiden name, Former married names, ETC.

Question 1.9 Driver's License number or Social Security Number.

Question 1.10 If you have a blue US passport the correct answer is "Ordinary".

Question 1.15 If retired please state retired and from what position. Residents of AL, AK, FL, GA, LA, MS, OK, TX and PR do not need to state from what profession they retired from.

Question 1.17

If you are a retired worker please include your previous employers contact information. Students must include school contact information. Residents of AL, AK, FL, GA, LA, MS, OK, TX and PR who are retired should type N/A in each field.

Question 1.18 Physical addresses only. No P.O. box numbers allowed.

Question 1.23 Must list major family members, Father/Mother, Husband/Wife and children.

Question 2.6 Fill in the dates of stay in each location. Fill in names, addresses and phone numbers for all hotels or other residences you will stay in.

Question 2.8 Fill in the details of your hotel, tour operator or private host in China.

Question 3.8 USA citizens must answer N/A to all nine fields. Presented By: TRAVEL DOCUMENT SYSTEMS, INC. All fields below must be typed and fully completed. All Questions that cannot be answered must say N/A or None. No handwritten marks can be made on the form other than your signature.

Form V.2013

## 中华人民共和国签证申请表 Visa Application Form of the People's Republic of China

### (For the Mainland of China only)

申请人必须如实、完整、清楚地填写本表格。请逐项在空白处用中文或英文大写字母打印填写,或在□内打√选择。如有关项目 不适用,请写"无"。The applicant should fill in this form truthfully , completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select. If some of the items do not apply, please type N/A or None.

#### 一、个人信息 Part 1: Personal Information

	<b>姓 Last name</b> DOE				
1.1英文姓名 Full English name	中间名 Middle name BONHA				
as in passport	名 First name JOHNATHAN	<u>照片/Photo</u> Affix one recent color passport			
1.2 中文姓名 Name in Chinese		<b>1.3</b> 别名或曾用名 MAIDEN NA Other name(s)	ME photo (full face front view, bareheaded and against a plain light colored background).		
1.4 性别 Sex ☑ 男 M □ 女 F		<b>1.5 出生日期</b> DOB(yyyy-mm-dd) 1961-03-	-13		
1.6 现有国籍 Current nationality(ie	USA s)	1.7 曾有国籍 Former nationality(ies) USA			
1.8 出生地点(市、省/) Place of birth(city, pro		GELES, CA USA			
1.9 身份证/公民证号码 Local ID/ Citizenship	- DRIVER STILENSE	#			
1.10 护照/旅行证件 type	种类 Passport/Travel document		× 官员 Service or Official 证件(请说明) Other (Please specify):		
1.11 护照号码 Passport number 987	76543210	1.12 签发日期 Date of issue(yyyy-mm-dd) 20	010-09-08		
1.13 签发地点 US D. Place of issue	EPT OF STATE	1.14 失效日期 Date of expiry(yyyy-mm-dd)	2020-09-07		
1.15 当前职业 (可选多项) Current occupation(s)	<ul> <li>商人 Businessperson</li> <li>公司职员 Company employ</li> <li>演艺人员 Entertainer</li> <li>工人/农民 Industrial/Agricu</li> <li>学生 Student</li> <li>乘务人员 Crew member</li> <li>自雇 Self-employed</li> <li>无业 Unemployed</li> <li>退休 Retired ENGINEER</li> <li>其他(请说明) Other (Please</li> </ul>	ee	官员 Former/incumbent government n personnel n 人员 NGO staff eligious personnel		
1.16 受教育程度 Education	□ 研究生 Postgraduate □ 其他(请说明) Other (Please	☑ 大学 College specify):			
1.17 工作单位/学校	名称 Name ABC INTERNATIONA		联系电话 Phone number <sup>987-654-3210</sup>		
Employer/School	1234 MAIN STRI 地址 Address	EET ANYWHERE, USA	邮政编码 Zip Code 98765		

432 1.18 家庭住址 Home address	21 MAIN STREET ANYWHERE, U	JSA	<b>1.19</b> 邮政编码 98765 Zip Code		
1.20 电话/手机 Home/mobile phone	987-456-3210		<b>1.21</b> 电子邮箱 JDOE@, <b>E-mail address</b>	ANYWHERE.COM	
1.22 婚姻状况 Marit	al status	□ 单身 Single [	] 其他 Other(Please specif	īy):	
1.23 主要家庭成员	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship	
(配偶、子女、父母等,可另纸)	JOANNA DOE USA		RETIRED	WIFE	
Major family members (spouse,	DAVID DOE	USA	TEACHER	SON	
children,parents,et c.,may type on	MARY JANE DOE	USA	DOCTOR	DAUGHTER	
separate paper)	SAMUEL DOE	USA	ENGINEER	SON	
1.24 紧急联络人信息	姓名 Name JOANNA DOE		手机 Mobile phone number 9	87-654-9876	
Emergency Contact	与申请人的关系 Relationship with the applicant	WIFE			
	E时所在的国家或地区 Country or when applying for this visa	r territory where the	USA		
二、旅行信息 Pa	rt 2: Travel Information			$\bigcup_{i=1}^{n} (i) = (i)$	
	□ 官方访问 Official Visit		□ 常驻外交、领事、国际	示组织人员	
	☑ 旅游 Tourism	$\frown$	As resident diplomat, consul or staff of internations		
	□ 交流、考察、访问 Non-bus	iness visit	organization 口 永久居留 As permane	nt resident	
	□ 商业贸易 Business & Trade	V ()	口 工作 Work		
	□ 人才引进 As introduced tale	ent	□ 寄养 As child in foster	care	
	□ 执行乘务 As crew member				
	□ 过境 Transit				
2.1 申请 入境事由 Major	□ 短期探望中国公民或者具有 外国人 Short-term visit to			中国永久居留资格的外国 <i>J</i> 日 Family reunion for ove	
<b>purpose</b>	foreigner with Chinese perman	nent residence status		citizen or foreigner wit	
of your visit	□ 短期探望因工作、学习等事	山左山国旗の早のめ	Chinese permanent reside	nce status 等事由在中国居留的外国	
	外国人 Short-term visit to			守事由在中国店面的外国) ily member of foreigne	
	China due to work, study or oth	er reasons		ork, study or other reasons	
	□ 短期学习 Short-term study	•	□ 长期学习 Long-term	<u> </u>	
	□ 短期采访报道 As journalis	t for temporary news	口外国常驻中国新闻机构	记者 As resident journalist	
	✓coverage □ 其他(请说明)Other (Please s)	pecify):			
	□ 一次(自签发之日起 3 个月有				
2.2 计划 入境次数	□ 二次(自签发之日起 3-6 个月有效) Two entries valid for 3 to 6 months from the date				
Intended number	tended number				
of entries					
	务 Are you applying for express s 言员批准,将加收费用。Note: Express s	ervice?	□是Yes □否	No	
2.4 本次行程预计首		ip (vvvv-mm-dd)	PER YOUF	RITINERARY	
rooten aato or you		r (JJJJ (44)			

	《在华停留的最长天数 ay in China among all entries	PER YOUR ITINERARY Days			
	日期 Date	详细地址 Detailed address			
2.6 在中国境内行	PER YOUR ITINERARY				
程(按时间顺序, 可附另纸填写) Itinerary in	PLEASE REFER TO YOUR HOTEL LIST				
China (in time sequence, may type on separate paper)	PROVIDED BY ALEXANDER + ROBERTS				
2.7 谁将承担在中 expenses during yo	国期间的费用? Who will pay for your travel and ur stay in China?	PREPAID TOUR			
	<b>姓名或名称</b> CYTS INTERNATIONAL TRAVEL CO. Name				
<b>2.8</b> 中国境内邀请 单位或个人信息	地址 1903 CYTS PLAZA NO. 5 DONGZHIMEN Address PRC 100007	SOUTH AVENUE DONG	CHENG DIST. BEIJING		
Information of inviter in China	联系电话 Phone number 8610-5815-8834				
	与申请人关系 Relationship with the applicant INVITER				
间和地点。Have yo	立中国签证?如有,请说明最近一次获得中国签证的时 a ever been granted a Chinese visa? If applicable, please a place of the last time you were granted the visa.	YES 2012-03-16 WA	SHINGTON DC		
2.10过去12个月 you visited in the la	中访问的其他国家或地区 Other countries or territories st 12 months	BRAZIL MEXICO			
	rt 3: Other Information		1		
3.1 是否曾在中国 residence permit in	超过签证或居留许可允许的期限停留? Have you ev China?	ver overstayed your visa or	□是 Yes □否 No		
3.2 是否曾经被拒绝 been refused entry i	签发中国签证,或被拒绝进入中国? Have you ever been nto China?	refused a visa for China, or	□是 Yes □否 No		
3.3 是否在中国或 country?	其他国家有犯罪记录? Do you have any criminal rec	cord in China or any other	□是 Yes ☑否 No		
①严重精神障碍 Se ②传染性肺结核病	E一种情形 Are you experiencing any of the following cond rious mental disorder Infectious pulmonary tuberculosis E的其他传染病 Other infectious disease of public health l		□是 Yes □ ☑ 否 No		
	前往过流行性疾病传染的国家或地区?Did you visit cour es in the last 30 days?	ntries or territories affected	□是 Yes □否 No		
	5.5 的任何一个问题选择"是",请在下面详细说明。 ny questions from 3.1 to 3.5, please give details below.	N/A			

3.7 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项,请在此或另纸说明。 If you have more information about your visa application other than the above to declare, please give details below or type on a separate paper.

N/A

#### 3.8 如申请人护照中的偕行人与申请人一同旅行,请将偕行人照片粘贴在下面并填写偕行人信息。 If someone else travels and shares the same passport with the applicant , please affix their photos and give their information below.

偕行人信息 Information	偕行人 1 Person 1 粘贴照片于此 Affix Photo here	偕行人 2 Person 2 粘贴照片于此 Affix Photo here	偕行人 3 Person 3 粘贴照片于此 Affix Photo here
姓名 Full name	N/A	N/A	N/A
性别 Sex	N/A	N/A	N/A
生日 DOB(yyyy-mm-dd)	N/A	N/A	N/A

### 四、声明及签名 Part 4: Declaration & Signature

四、声明及签名 Part 4: Declaration & Signature
4.1 我声明,我已阅读并理解此表所有内容要求,并愿就所填报信息和申请材料的真实性承担一切法律后果。
I hereby declare that I have read and understood all the questions in this application and shall bear all the legal consequences for the
authenticity of the information and materials I provided.
4.2 我理解,能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定,任何不实、误导或填写不完整均
可能导致签证申请被拒绝或被拒绝进入中国。
I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be determined by
consular official, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into
4.3 我理解,根据中国法律,申请人即使持有中国签证仍有可能被拒绝入境。
I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted.
PLEASE DO NOT FORGET TO SIGN AND DATE YOUR APPLICATION
■●申请人签名
Applicant's signature: Date (yyyy-mm-dd):
注: 未满 18 周岁的未成年人须由父母或监护人代签。Note: The parent or guardian shall sign on behalf of a minor under 18 years of age.
五、他人代填申请表时填写以下内容 Part 5: If the application form is completed by another person on th
unnlicent's behalf, please fill out the information of the one who completes the form

5.1 姓名 Name		5.2 与申请人关系 Relationship with the applicant	
5.3地址 Address		5.4 电话 Phone number	
I declare that I have	申请人要求而协助填表,证明申请人理	里解并确认表中所填写内容准确无误。 rm at the request of the applicant and	l that the applicant understands and
代填人签名/Signati	ure:	日期/Date (yyyy-mm-dd):	

THIS FORM IS ONLY FOR RESIDENTS OF THE FOLLOWING STATES: TX, OK, AR, LA, MS, AL, GA, FL

# Consulate of China Visa Section

I, \_\_\_\_\_JOHNATHAN DOE \_\_\_\_\_\_, hereby state that I was issued a visa for the country of China on \_\_\_\_\_\_FEBRUARY 2005 \_\_\_\_\_\_. I entered China on \_\_\_\_\_\_MARCH 4, 2005 \_\_\_\_\_. My visa and entry stamp were issued in a passport that has expired and which I no longer have in my possession Thank you for your consideration. \_\_\_\_\_\_Signature \_\_\_\_\_\_\_ Print Name\_JOHNATHAN DOE \_\_\_\_\_\_\_ Date \_\_\_\_\_\_

PLEASE FILL OUT THIS FORM TO THE BEST OF YOUR KNOWLEDGE. IT IS ACCEPTABLE TO ESTIMATE YOUR DATES.

China Explanation Letter

THIS FORM IS ONLY FOR RESIDENTS OF THE FOLLOWING STATES: TX, OK, AR, LA, MS, AL, GA, FL

# Consulate of China Visa Section

I, JOHNATHAN DOE , hereby state that I have not visited China during any of my previous travels. This will be my first trip to
China.
Thank you for your consideration.
Signature
Print Name_JOHNATHAN DOE Date_TODAY'S DATE

# Consulate of China Visa Section

I,\_\_\_\_\_, hereby state that I was issued a visa for the country of China on\_\_\_\_\_. I entered China on \_\_\_\_\_\_. My visa and entry stamp were issued in a passport that has expired and which I no longer have in my possession.

Thank you for your consideration.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_ Date\_\_\_\_

## Consulate of China Visa Section

I,\_\_\_\_\_, hereby state that I have not visited China during any of my previous travels. This will be my first trip to China.

Thank you for your consideration.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_ Date\_\_\_\_