UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

A COMPREHENSIVE GUIDE TO APPLYING FOR A CHINESE VISA

AS OF AUGUST 1, 2026

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Please note that the process and requirements may change and become effective immediately without any advanced notice. Please feel free to contact USCCC at info@usccc.org or 312-368-9911 (phone) and 312-368-9922 (fax) for further information.

I strongly advise you to apply for the Chinese visa ASAP if you need to make a trip in the next 45 days and currently do not have a valid visa. Please note that the process could be complicated and that the lead time could be long. If you are holding a valid visa, you can use your current visa and will NOT require to apply for a new visa to enter China with a valid passport even though the passport that contains the visa has expired. Please contact our office for further information.

The Chinese government recently published new Requirements and Procedures for Chinese Visa Application, which became effective October 5, 2025. There are certain newly implemented steps that may potentially require additional processing time and documents.

The New Changes Are as Follows:

1. You must create an online account to start the application process.
2. The application form must be completed and submitted online as in the past.
3. All the required materials must be legibly scanned and uploaded.
4. The Chinese consular service will review your application. You will be informed of the status via email. If your application has been approved, you submit the application along with your passport(s) or use a third party such as USCCC unless fingerprinting is required.

The Steps, Common Mistakes, and Required Documents

THE STEPS - SUMMARY

1. If you are using USCCC visa processing service, please contact Mai Hoang at maihoang@usccc.org or 312-368-9029 to make sure that you will apply for the correct type of visa and that you will have enough processing time before you make the travel arrangement.
2. Collect all required data and assemble required documents before you start the process. **You can contact USCCC to obtain a checklist to better focus on the required data to minimize time and avoid mistakes.**
3. Go to https://consular.mfa.gov.cn/VISA/ to set up an online account. **Please be aware that you should log into the official Chinese government website not a third-party website that looks similar**. You might not be able to see a scrollbar on the screen to third-party the page. If so, you can use the cursor on your keyboard.
4. Complete and submit the application. Upload required documents.

   Please make sure that you fill out the application completely and check the accuracy before you submit. Once you submit and if there is any missing or incorrect information, you will need to start the process all over again. Save as often as you go along. If you are logged out without saving your file, you may need to start all over. ***USCCC can assist its members and clients in reviewing their applications before they are submitted. This will save you enormous amount of time and reduce stress.*** *You can print the application form without submitting it and then send it to us for review to minimize errors. USCCC can only give an overall review and will not guarantee the accuracy or completeness of the application. It is your responsibility to ensure that all information is complete and accurate.*
5. Wait for the result of the preliminary review. Check the status online.
6. Once you receive approval, check to see if online interview and/or fingerprinting is required.
7. Submit your application package in person or use a Third-Party Courier such as USCCC for hand carry courier in-person submission. USCCC offer services in all jurisdictions across the U.S.

COMMON MISTAKES

EXTREMELY IMPORTANT

IT IS PARAMOUNT THAT PERSONAL INFORAMTION SUBMITTED MUST MATCH 100% WITH THOSE ON YOUR PASSPORT. THESE INCLUDE PREFIX, PUNCTUATION, BIRTHDAY, PASSPORT NUMBER, AND ETC. THE APPLICATION WILL BE REJECTED IF THERE IS ANY DISCREPENCY.

- Common mistakes: incomplete address – missing city, state, and etc.; sign in the wrong places – Page 7 – section 9.1a applicant's signature not section 9.2e unless you complete the form for other; did not sign the confirmation page; different signatures across the application …
- Jurisdiction – there are one Embassy in Washington DC and four consulates (Chicago, NY, San Francisco, and LA) in the US, and whether the Embassy or one of the four consulates to submit your application will be based on the state that you are residing – driver's license, utility bills and etc. You MUST choose the right jurisdiction when you

fill out your application online. Please feel free to contact our office to see which jurisdiction your application will fall within.

- Education - although the form only requires you to put in detailed education background post High School, the Consulate most of the time requires you to put down information on High School or equivalent. To avoid any unnecessary delay, I suggest that you put down the details.
- Name - in your native language. You must put down your name in your native language regardless of where you were born. Also, make sure the name on your application form matches 100% with the one on the passport. If your middle name is abbreviated, you cannot put down the full name, and vice versa. Typically, there is no punctuation in your name in the passport, and do not put a "period" after your initial unless there is a "period." IF YOU WERE BORN IN CHINA, YOU MUST PUT DOWN YOUR CHINESE NAME IN CHINESE CHARACTERS.
- Job Position, Description, and History - they want as much information as possible and you need to complete this section in detail.
- Documents to be uploaded are not scanned legibly. Do NOT use your mobile phone to take photos if you can avoid it.

REQUIRED DOCUMENTS

- A Valid Passport with at least 6 months before it expires and two blank pages:
    - Personal Data Page
    - Tw Blanks of the Passport
- A Photo – Make sure that it is **not the same as** the one in your passport if your passport is issued six months ago.
- A copy of the driver's license – front and bak
- Copy of Current and Past Chinese Visa; **Original Copy if Visa is still valid; Copy of information page of the passport that has the visa and copy of most recent expired or canceled visa**. **If you have a valid 10-year visa and want to apply for a new 10-year visa, you MUST write a letter declaring that you are giving up the current 10-year visa and applying for a new 10-year visa. They will only issue a new visa if your current visa expires in three months.**
- For Business Visa (M).

  A letter from your inviting party in China with the following information, name, gender, date of birth, passport number, your current employer, position, purpose of going, dates of arrival and departure, duration, and relationship between you and the inviting party. The letter also needs to indicate who is going to pay for the trip. **Make sure that it is on the company's letterhead, sign, seal, and date.** (Electronic version is fine. We do not need the original.) The inviting party also needs to put down his/her contact's name, phone number, and address. You do NOT need a letter from the government. However, certain consulates may require a letter from your U.S. employer with similar information.

- For Tourist Visa (L).

  No specific document is required except for certain circumstances.

- For other visas such as F, Z, S1, S2, Q1, Q2, please contact our office.
- **Visa Application Statement if your application is to be processed at Washington Embassy or Chicago Consulate.** Please contact Mai Hoang at maihoang@usccc.org or 312-368-9029 to obtain a copy.
- Other forms may be required, and you will be informed when you are asked to upload the required documents.
- Itinerary: If you need to expedite the process, you should provide a copy of the itinerary when the final application package is submitted in person.

As of today, you do not need to provide proof of vaccination or negative COVID test to enter into China. You also do not need to complete a health declaration statement. However, if you are going for business, you should bring along an invitation letter (an electronic version on your mobile device is also sufficient) as this may save time.

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Reset

Chinese Visa Application Fee Schedule

Name (First Middle Last) _____

Company _____

Return Address* Street _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Email _____

Type of Address: [ ] Residential [ ] Commercial/Industrial

For Residential Delivery – Signature required**: [ ] Yes [ ] No

* FedEx and UPS cannot deliver to a P.O. Box address.
** If signature is required, **a person must be present to receive package. Additional charges WILL apply.**

Visa Processing Fee and Consular Fee	Quantity	Unit Price	Amount
Processing Fee Including USCCC Fees and Consular Visa Fee			
For All Different Types of Vissa			
Regular Services		480.00	0.00
48 Hours – Consular Fee (Limited to Certain Jurisdiction)		25.00	0.00
48 Hours – USCCC Fee		25.00	0.00
Courier/Shipping			
In Jurisdiction – Chicago		0.00	0.00
Out of Jurisdiction/Chicago – to/from Courier Input 1 >		32.50	0.00
Shipping			
[ ] **Company/Applicant Shipping Account**			
[ ] FedEx [ ] UPS Account Number:_____			
[ ] **USCCC Account (Estimated) Input 1 >**		32.50	0.00
Sub Total			0.00
Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)		4.9%	0.00
Total			0.00

Payment Information: [ ] Check enclosed for _____ [ ] Credit Card
Type of Credit Card: [ ] Visa [ ] MasterCard [ ] American Express

Name as Appears on Credit Card _____

Credit Card Number _____ Exp Date (mm/yyyy) _____

Billing Address

_____
Street City State Zip

CVV/CVC _____