

# AMERICAN VISA OF DC

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**THIS IS NOT AN APPLICATION; IT IS ONLY A COVERING LETTER FOR AMERICAN VISA OF DC**

## CHINA

### Visa Requirements:

- Original signed passport valid for six months with at least one blank visa page.
- One [visa application](#) form filled online. (All questions must be answered. Use "N/A" if the question does not relate to the applicant. No handwriting on the form is allowed).
- One color passport sized photo 2" X 2" ONLY on white background, no glasses, no smiling.
- Copy of passport information page.
- Invitation from Chinese sponsor with a company seal including travel name and passport number (For business visa).
- Copy of flight itinerary and hotel confirmation (For tourist visa).
- Copy of inviter's visa, resident permit and passport information page (Private visit visa).
- Copy of previous Chinese visa **OR** Chinese passport (Chinese born applicants).
- Copy of the Green Card (For Non-U.S. Citizens).

**Validity of Visas:** Validity of visa is determined by request of applicant. USA citizens can get 10 year visa for most tourist and business visits.

**Jurisdiction:** Residents of all states can be processed in Washington DC. If necessary, applications sent to DC but require processing in other jurisdictions, American Visa of DC will use our affiliates in those areas (extra fees may apply).

Contact Person's Name: \_\_\_\_\_ Phone and email: \_\_\_\_\_

### **SHIPPING INSTRUCTIONS:** Return completed process to:

Company Name (If applicable): \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Apt#/Mail Code \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

### **TRAVELER(S) INFORMATION:**

**Departure Date from U.S.A.:** \_\_\_\_\_ **Need by this date:** \_\_\_\_\_ \*Rush fees will be applied to meet this date if necessary

1) Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Passport #: \_\_\_\_\_ Passport Expires: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2) Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Passport #: \_\_\_\_\_ Passport Expires: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **Processing Fees: (please check one)**

Processing Time:	American Visa of DC Fee:	Chinese Embassy Fee	Money Order Fee	Fed Ex Shipping Fee	TOTAL
8 - 14 Business Days:	\$65	\$140	\$25	\$30	\$260
5 - 7 Business Days:	\$125	\$140	\$25	\$30	\$320
3 - 4 Business Days:	\$150	\$240	\$25	\$90	\$505
1 - 2 Business Days:	\$200	\$270	\$25	\$90	\$585

- Please add \$15 service fee for all Non-U.S. citizens, and the Embassy Fee will vary.
- These services can no longer be processed in DC. Please call to make arrangements on getting these visas rushed.

### **PAYMENT:** (check one)

I authorize American Visa of DC to charge my credit card for payment of passport/visa services.

Card holders' name \_\_\_\_\_ Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

Check or Money Order made out to "American Visa of DC" for \$ \_\_\_\_\_ enclosed.

My company has a prearranged billing agreement.

American Visa of DC Inc. assumes no responsibility for the loss, damage or delay of passports or visas caused by an Embassy, Consulate, government office, postal or courier service, delivery service or travel agency. All service fees and Embassy Fees are NON-REFUNDABLE and not dependant on the visa being issued or declined. Requirements and fees relating to this request are subject to change without notice.