

CHINA VISA ASSISTANCE

NO. OF APPLICANTS	RATE PER PERSON
Single applicant	PHP 6,500
INCLUSIONS	EXCLUSIONS
✓ VISA CONSULTANCY	X COURIER FEE FOR DOCUMENTS TO BE RETURNED METRO MANILA-P300
✓ Submission and Collection of passport	NORTH/SOUTH LUZON-P350 VISAYAS/ MINDANAO-P400
✓ VISA FEE FOR 15 or 30 days (depending on Embassy)	X Package Transmission fee/Biometric exemption fee - Php1,029.00 per applicant. (if Applicable)
VISA REQUIREMENTS CHECKLIST - All Original Documents to be submitted to the China Embassy	
STEPS IN CHINA VISA PROCESSING	
1. Pay the Visa Assistance Fee and submit all original documents in the checklist. Make sure everything is complete because the embassy will not accept incomplete documents	
2. We will forward the application to China Embassy, processing time is up 4 working days. Once approved, you can collect your passport with visa sticker in the office or through courier	
CHECKLIST (put ✓)	Primary Requirements
	Philippine Passport with at least 6 months validity (make sure Page 3 is signed)
	Old Passport. If new passport only, embassy requires explanation letter see Page 2 If cannot find OLD passport then, embassy requires explanation letter see Page 2
	Photo Copy of the Passport's Bio Page (Page 2) and Emergency Contact Page (Last Page)
	Photocopy of Passport's stamps to non-visa country and previous and valid visas
	1 pc Colored Photo Chinese Visa size (48mm x 33mm) with white background
	Original PSA Birth Certificate should be not more than 1 year old
	Original PSA Marriage Certificate (if applicable) should be not more than 1 year old
	Day to Day Itinerary, Hotel reservation and Airline Ticket reservation Optional: Add P500/applicant if you want us to prepare for you
	Type Written and Signed Application Form in A4 size (to be provided) You can download here: http://cs.mfa.gov.cn/wgrlh/lhqz/sblhqz_660598/PO20130828561586361528.pdf
CHECKLIST (put ✓)	Financial Requirements
	Original Bank Certificate with OR from Bank (Ideal amount for the current balance is P100,000) Including type of account, opening date, average daily balance and current balance
	Original Bank Statement for the past 6 months (very strict) (Ideal amount for the Average Daily Balance is P50,000)
	ITR (Income Tax Return) Form 2316 for individual /Form 1701 or Form 1702 to for companies
If applicable (put ✓)	Additional Requirements if Employed
	Original Signed Certificate of Employment (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Photocopy of Company ID
	Photo Copy of PRC Card or IBP Card (if applicable)
If applicable (put ✓)	Additional Requirements if Business Owner
	Photo Copy of DTI or SEC Permit
	Photo Copy of Mayor's Permit
	Photo Copy of BIR company registration
If applicable (put ✓)	Additional Requirements for students
	Original Copy of School Certificate
	School ID

Important Notes

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide financial requirements. We will also provide a letter of sponsorship to be filled-up by the sponsor.
2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to travel date because there are times where the visa officer is requesting for additional documents.
5. For denied application, you can re-apply after 6 months. No Refunds for the Visa Assistance fee.

Application Form:

<https://drive.google.com/file/d/1uckTUY1t5NkEE2m-qDPwFgJ1BCh6LDfI/view?usp=drivesdk>

FOR INQUIRES



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Grace Travel and Tours Services GTTS