

HOW TO FILL OUT YOUR VISA FORM

This page has been designed to help you complete your Chinese visa application form with the correct information. If you are unsure of how to answer a certain question, then please email us at support@tripvisa.my

Before completing your visa application form, please ensure you have installed the latest version of Adobe Reader.

COMPLETING YOUR VISA FORM

- **Please ensure this page is read thoroughly before sending us your applications.**
- You MUST type on the form using capital letters on PLAIN WHITE A4 paper, printed out over 4 pages as it is designed.
- If you make a mistake you must start again as the Chinese Embassy will not accept anything crossed out or with Tipp-Ex on it. Each application must be an original - please do not use photocopied forms.
- We recommend that you complete the form on a PC instead of a tablet or phone and that you save a copy of your completed visa form on your computer, just in case you make a mistake and need to go back to amend and re-print.
- Please note as we apply on your visa on your behalf, TripVisa do not guarantee the issuance of a visa. As the Chinese embassy requirements are constantly changing, we advise you to check our website <http://TripVisa.my> section for any updates.

WHEN TO SUBMIT YOUR APPLICATION

- **If you born outside the Malaysia even if you hold a Malaysia passport or hold a passport other than a Malaysia Citizen, please contact us immediately as we may not be able to apply for your visa on your behalf.** For example, if you are born in Hong Kong, Macau, Taiwan or anywhere of Chinese origin, the embassy require you to apply in person at the China Visa Application Service Centre in Kuala Lumpur.
- Please ensure that your completed form, passport and photograph are sent to us 1 weeks prior to departure.
- Your passport must be valid for six months from the date of your departure from China and it should have at least 2 blank pages; these do not need to be together.

- Please complete the specified questions that relate to you. If they do not, please simply type N/A. Please do not leave any blank spaces on your application unless requested to do so. Here are some tips on how to complete the form.
- Please [click here](#) to view an example completed Chinese Visa form.

IMPORTANT INFORMATION

- If you are travelling with children under the age of 18, please include their original long form birth certificates, showing both parents names. Please include both parent's original passports. If the parents are not travelling, the original passports will still need to be provided along with a consent letter signed by both parents, please contact us for further information.
- If you work in any of the following sectors; media, charity, the government or a religious sector you will need to fill out a statement clarifying your position and declaring that you are visiting China for tourism purposes.
- Non-Malaysia passport applicants should have a valid Malaysia address, a resident permit and an entry stamp. Without one of these three, the application will be rejected. If stamp is on an expired passport, you will need to send it together with current one.

If you are employed by a company:

- A letter of confirmation from your employer confirming your role which must be signed by your line manager.

PHOTOGRAPH SPECIFICATIONS

The Chinese Embassy is extremely strict with regards to photographs, please ensure that you read the below specifications because sending in as this may delay your application.

You will need to provide one recent colour photograph of yourself which is no more than 6 months old. The photo must be different to the one in your passport. Please do not attach the photo to the form, just leave it loose. [Click here for sample](#)

- Must be taken in a photobooth or by a professional photographer.
- Unmounted, passport size photo
- Your head should be positioned in the centre of the photo
- It should show your full face (without smiling) and your face should be in the centre of the frame.
- Your hair should be tucked behind your ears
- No sunglasses

- No glasses
- No jewellery
- No hats or scarves

PART 1: PERSONAL INFORMATION 1.1 NAMES AS PER PASSPORT

Please complete as per passport.

1.2 NAME IN CHINESE

Complete if applicable. If you do not have a name in Chinese please type N/A.

1.3 OTHER NAMES

Please list down any names that you have been known by, including maiden names.

1.4 GENDER

Please tick appropriate box.

1.5 DATE OF BIRTH

Please enter in Chinese format YYYY/MM/DD.

1.6 CURRENT NATIONALITY

Please enter your nationality as per passport. For example Malaysia.

1.7 FORMER NATIONALITY

Please enter any former nationality here or if not applicable enter N/A.

1.8 PLACE OF BIRTH

As listed in your passport

1.9 LOCAL ID/CITIZENSHIP NUMBER

Please enter your Malaysia Identity Card Number or N/A if you do not have.

1.10 PASSPORT TYPE

Please tick “Ordinary” unless you have a Diplomatic (Government), Service/Official Passport.

1.11 PASSPORT NUMBER

As listed in your passport. For Malaysia passports its 9 digits.

1.12 DATE OF ISSUE

As listed in your passport. Please enter in Chinese format YYYY/MM/DD.

1.13 PLACE OF ISSUE

This is listed on Malaysia passports under the authority section.

1.14 DATE OF EXPIRY

As listed in your passport. Please enter in Chinese format YYYY/MM/DD.

1.15 CURRENT OCCUPATION

Please provide your current occupation or job title.

- If you do not have one, simply tick ‘Unemployed’ or ‘Retired’
- If you are a Parliament or Government Official, please enter your job title next to ‘Position’
- If you are Military personnel, please specify your job title/rank next to ‘Position’
- If you are self-employed, a business person or work from home, please type your job title and company name in 1.17
- If you work in media, a charity or a member of the clergy, then please call us as this will affect your application.

1.16 EDUCATION

Please tick your educational qualifications, even if you are retired. Alternatively, tick ‘Other’ and write Secondary School.

1.17 EMPLOYER/SCHOOL

- If you are retired, you can enter N/A for all boxes.

- If you are a businessperson, please enter the name of your company, address and phone number.
- If you are self-employed, please type the name of your company or the type of business you are in and the business registered address in this address section. A daytime phone number is also mandatory.

1.18 HOME ADDRESS

This must be an address in the Malaysia. If you are not able to type your full address because it cannot fit in the box, please just type the first line of your address only. If you live abroad, you must apply in your country of residence.

1.19 POSTCODE

Please enter your full Malaysia postcode

1.20 HOME/MOBILE NUMBER

Please enter your home telephone number

1.21 EMAIL ADDRESS

Please enter your email address here which can be typed in lowercase, should you not have an email address then enter N/A. If you are unable to type and fit your full email address in the box, please type as much as you can and then handwrite the rest when you print out your form. You can write over the box slightly.

1.22 MARITAL STATUS

Please tick the appropriate answer

1.23 MAJOR FAMILY MEMBERS

This section is compulsory. If you have no living relatives, please enter the details of a close friend, your Solicitor or Doctor as your application will not be accepted if this section is left blank. You only need to list one person's details. We need full name, nationality, occupation and relationship otherwise it will be rejected.

1.24 EMERGENCY CONTACT

Please complete the details of your Next of Kin. This must be someone who is not travelling with you.

1.25 COUNTRY OR TERRITORY WHERE THE APPLICATE IS LOCATED WHEN APPLYING FOR THE VISA

Please enter Malaysia. No other answer will be accepted.

PART 2: TRAVEL INFORMATION 2.1 MAJOR PURPOSE OF YOUR VISIT

We can only apply for a tourist visa on your behalf so please tick or mark 'Tourism'.

2.2 INTENDED NUMBER OF ENTRIES

If you hold a Malaysia, please tick the appropriate option.

If you hold any other passport, please tick 'One entry valid for 3 months from the date of issue'.

2.3 ARE YOU APPLYING FOR THE EXPRESS SERVICE?

Please tick 'NO' unless you have paid the additional 60 per passport for this service and is shown as Express Visa Fee on your invoice.

2.4 DATE OF ENTRY

Please refer to your flight itinerary or invoice for the date of arrival in China. The date of entry is usually the day after departing the Malaysia as flights tend to go overnight.

2.5 LONGEST INTENDED STAY IN CHINA

Please leave this section blank.

If you are processing your own visa, please answer this accordingly.

2.6 ITINERARY IN CHINA

Please leave this section blank.

If you are processing your own visa, please get this information from your Invitation Letter.

2.7 LIVING EXPENSES

Please leave this section blank.

If you are processing your own visa, please get this information from your Invitation Letter.

2.8 INFORMATION OF INVITER IN CHINA

Please leave this section blank.

If you are doing your own visa, please get this information from your Invitation Letter.

2.9 PREVIOUS VISA TO CHINA

If you have been to mainland China before and your visa is in your passport/or a previous passport, please include a copy of the visa with your application. If you have been to mainland China before and you no longer have the previous passport with the visa included, please enter N/A for this question. You must prove you have been before without this prove write N/A. If you have never had a visa for China then please enter N/A.

2.10 OTHER COUNTRIES OR TERRITORIES VISITED

Please list the names of the countries you have visited in the last 12 months. If you travel extensively, please list the last 2 or 3 countries you have visited.

PART 3: OTHER INFORMATION

Please complete sections 3.1 – 3.5 truthfully and provide detailed reasons in section 3.6 should you answer yes to any of the questions. If necessary, please provide an accompanying letter.

3.8 IF SOMEONE IS TRAVELLING WITH YOU AND SHARING YOUR PASSPORT

Please mark this section as N/A.

PART 4: DECLARATION & SIGNATURE

Please sign by the arrow and date the application form (YYYY/MM/DD) as it will otherwise be rejected. If the applicant is under 18 years of age and no signed but the child, this section must be

signed by a parent. If the applicant who is under 18 but has signed their passport they must sign part 4.

If you are travelling with someone under the age of 18 then please refer to the section at the bottom of this page.

If you have a new style passport which requires a physical signature, then please ensure that this is signed on page above your photo before submitting to TripVisa.my.

PART 5: APPLICATION FORM COMPLETED BY ANOTHER PERSON

For anyone travelling under 18 years of age, then you will need to provide the following documents with your application:

- Applicants original birth certificate
- Both parents original passport
- Section 5 of the application form needs to be completed and signed by both parents side by side.
- If the application has signed their passport then then section 4 needs to be completed by the applicant, if not the parent will need to complete this section too.

FINAL CHECK

When sending your application to us, please check that you have the following:

- One typed completed and signed (section 4) application form per person
- One full valid passport per person- With a validity of more the 6 months on return
- Two recent photo per person (which meets photo specifications)
- If you have booked your own flights, please include a copy of your flight itinerary/etickets
- If you are doing a short stay with us as an extension to your cruise holiday which you have booked elsewhere, please include your flight and cruise itineraries • Any other supporting documentation needed as listed above

Once you have everything, please contact us at support@tripvisa.my:

We recommend that you complete the form on a PC instead of a tablet or phone and that you save a copy of your completed visa form on your computer, just in case you make a mistake and need to go back to amend and re-print.

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