

# TRAVCOUR (UK) LTD ORDER FORM

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Tel: 020 85431846 (8.30 to 5.00)

e-mail: [info@travcour.com](mailto:info@travcour.com) Website: [www.travcour.com](http://www.travcour.com)

Open Hours: (Mon – Fri) 9.00am to 5.30pm



## SERVICES FOR CHINA CREW VISAS (C) - (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Issued to foreign crew members of aircraft, trains and ships, motor vehicle drivers engaged in cross-border transport activities, and also to the accompanying family members of the above-mentioned ships' crew members

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – 4 working days

Express service – 3 working days

**STEP ONE:** In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents)

|                    |                  |             |          |                           |
|--------------------|------------------|-------------|----------|---------------------------|
| 1 Visa application | 1 Passport photo | *Invitation | Passport | This order form & payment |
|--------------------|------------------|-------------|----------|---------------------------|

Please note that the embassy may request a copy of crew ID

**STEP TWO:** Return fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents. Please put a tick by the type of return you would like us to use for your documents.

| ✓ | Return type                 | Charge | Terms  |
|---|-----------------------------|--------|--|
|   | Royal Mail Special Delivery | 9.00   | Only applicable for UK residents. For terms & conditions please visit <a href="http://www.royalmail.com">www.royalmail.com</a> |
|   | DHL International Ltd       | 40.00  | For terms & conditions please visit <a href="http://www.dhl.co.uk">www.dhl.co.uk</a>   |
|   | Travcour courier            | POA    | Subject to local area & availability. Please contact 020 85431846  |
|   | Personal collection         | N/A    | Please await our call to advise your documents are ready   |
|   | Own prepaid envelope        | N/A    | For security, please only send prepaid secure mail & note your tracking number   |

**STEP THREE:** Please tick the service you are applying for.

| ✓ | China Crew Visas                              | Dates of entry/exit | Embassy Visa fee | Travcour service charge | Total to send excluding return postage |
|---|---|---------------------|------------------|-------------------------|--|
|   | Crew (C) single entry visa standard service   | / / To / /          | 151.00           | 50.00                   | 201.00                                 |
|   | Crew (C) single entry visa express service    | / / To / /          | 178.00           | 50.00                   | 228.00                                 |
|   | Crew (C) double entry visa standard service   | / / To / /          | 151.00           | 50.00                   | 201.00                                 |
|   | Crew (C) double entry visa express service    | / / To / /          | 178.00           | 50.00                   | 228.00                                 |
|   | Crew (C) multiple entry visa standard service | / / To / /          | 151.00           | 50.00                   | 201.00                                 |
|   | Crew (C) multiple entry visa express service  | / / To / /          | 178.00           | 50.00                   | 228.00                                 |

**STEP FOUR:** You must enclose payment for us to process your order. Please include Embassy fee, Travcour charge & return postage.

Cheque (Payable to Travcour (UK) Ltd)  Bacs (an invoice will be sent to you on receipt to be paid in full before the return of your documents)

Credit/Debit Card (please complete the following section)

Please note there is a 2.5% fee when you pay by Credit/Debit Card. We do not accept American Express or Diners cards.

Card number             last 3 digits on back of card

Expiry date: ...../...../.....

Issue No: (if applicable) .....

**STEP FIVE:** Please tell us the address you would like your passport to be returned to. If you are collecting your documents, we only need the contact details.

Title: Mr. /Mrs./Miss: First Names .....Surname.....

Address .....

.....Postcode .....

Telephone Number .....Email .....

Please indicate the latest date your passport can be returned to you: ...../...../.....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Should there be any delays, we will attempt to contact you.

Signature .....

Date ...../...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse your application & therefore no guarantees can be provided. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions as detailed at [www.travcour.com](http://www.travcour.com). Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Please send your documents by a secure method such as Royal Mail Special Delivery or DHL. Documents may be hand delivered to our reception during open hours only. If you require assistance, please call or email us to book an appointment before you arrive and ensure all documents are completed beforehand.

## ADVISORY NOTICE

THE INVITATION MUST INCLUDE; DATE, FULL NAME, GENDER, DOB, PURPOSE OF VISIT, ARRIVAL AND DEPARTURE DATES, PLACES TO BE VISITED, RELATIONSHIP BETWEEN THE APPLICANT AND THE INVITING PARTY, FINANCIAL SUPPORT DURING THE STAY AND FULL INFORMATION OF THE INVITING PARTY. THE EMBASSY ALSO NEED THE PASSPORT COPY (PHOTO AND SIGNATURE PAGE) OF THE PERSON SIGNING THE INVITATION.

APPLICATIONS MUST BE PRINTED ON SINGLE SIDED PAPER ONLY. THE EMBASSY WILL NOT ACCEPT HALF TYPED/HALF WRITTEN APPLICATIONS – EITHER ALL TYPED OR ALL HAND WRITTEN. COPIES ARE NOT ACCEPTED.

ALL BOXES MUST BE COMPLETED USING 'n/a' WHERE APPLICABLE.

2.6. - DO NOT WRITE 'SEE SEPARATE SHEET' AS THIS IS NOT ACCEPTABLE. FULL ITINERARY MUST BE WRITTEN AS WELL AS PROVIDING THE CONFIRMATIONS.

PHOTOS; SELF PRODUCED PHOTOS WILL NOT BE ACCEPTED – ONLY PROFESSIONAL PASSPORT PHOTOS WITH CORRECT SPECIFICATIONS. EYES, EYEBROWS AND EARS MUST BE CLEAR IN THE PHOTOS. NO JEWELLERY OR GLASSES CAN BE WORN.

NON BRITISH, EU PASSPORT HOLDERS WILL NEED TO SUPPLY THE FOLLOWING WITH THEIR DOCUMENTS;  
WORK CONTRACT AND COMPANY LETTER CONFIRMING THERE IS A MINIMUM OF 6 MONTHS REMAINING ON YOUR CONTRACT PLUS 6 MONTHS PERSONAL BANK STATEMENTS.

IF YOU WERE BORN IN ANY OTHER COUNTRY TO THE NATIONAL PASSPORT BEING SUPPLIED, YOU MUST SUPPLY EITHER A COPY OF THE PASSPORT ID PAGE FOR THE COUNTRY YOU WERE BORN IN OR PROVIDE A LETTER CONFIRMING WHY YOU DO NOT HAVE A COPY OF THAT NATIONAL PASSPORT.

THE EMBASSY WILL NOT GRANT A VISA ANY FASTER BASED ON YOUR TRAVEL DATE. YOU MUST LEAVE PLENTY OF TIME TO PROCESS YOUR VISA. THE EMBASSY MAY REQUEST YOU ATTEND AN INTERVIEW WHICH WILL DELAY THE PROCESS.

# 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

|  |  |   |
|--|--|---|
| 1.1 英文姓名<br>Full English name<br>as in passport                      | 姓 Last name  | 粘贴一张近期正面免冠、浅色背景<br>的彩色护照照片。<br><b>照片/Photo</b><br>Affix one recent color passport<br>photo (full face front view,<br>bareheaded and against a plain<br>light colored background). |
|  | 中间名 Middle name  |   |
|  | 名 First name   |   |
| 1.2 中文姓名<br>Name in Chinese  | 1.3 别名或曾用名<br>Other name(s)  |   |
| 1.4 性别 Sex <input type="checkbox"/> 男 M <input type="checkbox"/> 女 F | 1.5 出生日期<br>DOB(yyyy-mm-dd)  |   |
| 1.6 现有国籍<br>Current nationality(ies)                                 | 1.7 曾有国籍 Former nationality(ies)   |   |
| 1.8 出生地点(市、省/州、国)<br>Place of birth(city, province/state, country)   |  |   |
| 1.9 身份证/公民证号码<br>Local ID/ Citizenship number                        |  |   |
| 1.10 护照/旅行证件种类 Passport/Travel document<br>type                      | <input type="checkbox"/> 外交 Diplomatic <input type="checkbox"/> 公务、官员 Service or Official<br><input type="checkbox"/> 普通 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify):   |   |
| 1.11 护照号码<br>Passport number   | 1.12 签发日期<br>Date of issue(yyyy-mm-dd)   |   |
| 1.13 签发地点<br>Place of issue  | 1.14 失效日期<br>Date of expiry(yyyy-mm-dd)  |   |
| 1.15 当前职业<br>(可选多项)<br>Current<br>occupation(s)                      | <input type="checkbox"/> 商人 Businessperson <input type="checkbox"/> 前/现任议员 Former/incumbent member of parliament<br>职位 Position _____<br><input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 前/现任政府官员 Former/incumbent government<br>official<br>职位 Position _____<br><input type="checkbox"/> 演艺人员 Entertainer <input type="checkbox"/> 军人 Military personnel<br>职位 Position _____<br><input type="checkbox"/> 工人/农民 Industrial/Agricultural worker <input type="checkbox"/> 非政府组织人员 NGO staff<br><input type="checkbox"/> 学生 Student <input type="checkbox"/> 宗教人士 Religious personnel<br><input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 新闻从业人员 Staff of media<br><input type="checkbox"/> 自雇 Self-employed<br><input type="checkbox"/> 无业 Unemployed<br><input type="checkbox"/> 退休 Retired<br><input type="checkbox"/> 其他(请说明) Other (Please specify): |   |
| 1.16 受教育程度<br>Education  | <input type="checkbox"/> 研究生 Postgraduate <input type="checkbox"/> 大学 College<br><input type="checkbox"/> 其他(请说明) Other (Please specify):  |   |
| 1.17 工作单位/学校<br>Employer/School                                      | 名称<br>Name   | 联系电话<br>Phone number  |
|  | 地址 Address   | 邮政编码<br>Zip Code  |

|   |   |                                    |                        |                 |
|---|---|------------------------------------|------------------------|-----------------|
| <b>1.18 家庭住址</b><br>Home address  |   | <b>1.19 邮政编码</b><br>Zip Code       |                        |                 |
| <b>1.20 电话/手机</b><br>Home/mobile phone number   |   | <b>1.21 电子邮箱</b><br>E-mail address |                        |                 |
| <b>1.22 婚姻状况 Marital status</b> <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 单身 Single <input type="checkbox"/> 其他 Other(Please specify): |   |                                    |                        |                 |
| <b>1.23 主要家庭成员</b><br>(配偶、子女、父母等,可另纸)<br>Major family members (spouse, children, parents, et c., may type on separate paper)                              | 姓名 Name                                 | 国籍 Nationality                     | 职业 Occupation          | 关系 Relationship |
|   |   |                                    |                        |                 |
|   |   |                                    |                        |                 |
|   |   |                                    |                        |                 |
| <b>1.24 紧急联络人信息</b><br>Emergency Contact  | 姓名 Name                                 |                                    | 手机 Mobile phone number |                 |
|   | 与申请人的关系 Relationship with the applicant |                                    |                        |                 |
| <b>1.25 申请人申请签证时所在的国家或地区 Country or territory where the applicant is located when applying for this visa</b>  |   |                                    |                        |                 |

## 二、旅行信息 Part 2: Travel Information

|  |   |  |
|--|---|--|
| <b>2.1 申请入境事由 Major purpose of your visit</b>  | <input type="checkbox"/> 官方访问 Official Visit  | <input type="checkbox"/> 常驻外交、领事、国际组织人员<br>As resident diplomat, consul or staff of international organization<br><input type="checkbox"/> 永久居留 As permanent resident<br><input type="checkbox"/> 工作 Work<br><input type="checkbox"/> 寄养 As child in foster care |
|  | <input type="checkbox"/> 旅游 Tourism   |  |
|  | <input type="checkbox"/> 交流、考察、访问 Non-business visit  |  |
|  | <input type="checkbox"/> 商业贸易 Business & Trade  |  |
|  | <input type="checkbox"/> 人才引进 As introduced talent  |  |
|  | <input type="checkbox"/> 执行乘务 As crew member  |  |
|  | <input type="checkbox"/> 过境 Transit   |  |
| <input type="checkbox"/> 短期探望中国公民或者具有中国永久居留资格的外国人 Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status                                 | <input type="checkbox"/> 与中国公民或者具有中国永久居留资格的外国人家庭团聚居留超过 180 日 Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status |  |
| <input type="checkbox"/> 短期探望因工作、学习等事由在中国停留居留的外国人 Short-term visit to foreigner residing in China due to work, study or other reasons                                      | <input type="checkbox"/> 长期探望因工作、学习等事由在中国居留的外国人 As accompanying family member of foreigner residing in China due to work, study or other reasons                        |  |
| <input type="checkbox"/> 短期学习 Short-term study for less than 180 days  | <input type="checkbox"/> 长期学习 Long-term study for over 180 days   |  |
| <input type="checkbox"/> 短期采访报道 As journalist for temporary news coverage  | <input type="checkbox"/> 外国常驻中国新闻机构记者 As resident journalist  |  |
| <input type="checkbox"/> 其他(请说明)Other (Please specify):  |   |  |
| <b>2.2 计划入境次数 Intended number of entries</b>   | <input type="checkbox"/> 一次(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue  |  |
|  | <input type="checkbox"/> 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 of issue   |  |
|  | <input type="checkbox"/> 半年多次(自签发之日起 6 个月有效) Multiple entries valid for 6 months from the date of issue   |  |
|  | <input type="checkbox"/> 一年多次(自签发之日起 1 年有效) Multiple entries valid for 1 year from the date of issue  |  |
|  | <input type="checkbox"/> 其他(请说明) Other (Please specify):  |  |
| <b>2.3 是否申请加急服务 Are you applying for express service?</b><br>注: 加急服务须经领事官员批准, 将加收费用。 Note: Express service needs approval of consular officials, and extra fees may apply. |   | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No   |
| <b>2.4 本次行程预计首次抵达中国的日期</b><br>Expected date of your first entry into China on this trip (yyyy-mm-dd)   |   |  |

|  |  |                              |
|--|--|------------------------------|
| <b>2.5 预计行程中单次在华停留的最长天数<br/>Longest intended stay in China among all entries</b>   |  | <b>Days</b>                  |
| <b>2.6 在中国境内行程（按时间顺序，可附另纸填写）<br/>Itinerary in China (in time sequence, may type on separate paper)</b>   | 日期 <b>Date</b>                                   | 详细地址 <b>Detailed address</b> |
|  |  |                              |
|  |  |                              |
|  |  |                              |
|  |  |                              |
| <b>2.7 谁将承担在中国期间的费用？ Who will pay for your travel and expenses during your stay in China?</b>  |  |                              |
| <b>2.8 中国境内邀请单位或个人信息<br/>Information of inviter in China</b>   | 姓名或名称<br><b>Name</b>                             |                              |
|  | 地址<br><b>Address</b>                             |                              |
|  | 联系电话<br><b>Phone number</b>                      |                              |
|  | 与申请人关系<br><b>Relationship with the applicant</b> |                              |
| <b>2.9 是否曾经获得过中国签证？如有，请说明最近一次获得中国签证的时间和地点。 Have you ever been granted a Chinese visa? If applicable, please specify the date and place of the last time you were granted the visa.</b> |  |                              |
| <b>2.10 过去 12 个月中访问的其他国家或地区 Other countries or territories you visited in the last 12 months</b>   |  |                              |

### 三、其他事项 **Part 3: Other Information**

|   |  |
|---|--|
| <b>3.1 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?</b>   | <input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b> |
| <b>3.2 是否曾经被拒绝签发中国签证，或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?</b>   | <input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b> |
| <b>3.3 是否在中国或其他国家有犯罪记录？ Do you have any criminal record in China or any other country?</b>  | <input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b> |
| <b>3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions?</b><br>①严重精神障碍 <b>Serious mental disorder</b><br>②传染性肺结核病 <b>Infectious pulmonary tuberculosis</b><br>③可能危害公共卫生的其他传染病 <b>Other infectious disease of public health hazards</b> | <input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b> |
| <b>3.5 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories affected by infectious diseases in the last 30 days?</b>   | <input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b> |
| <b>3.6 如果对 3.1 到 3.5 的任何一个问题选择“是”，请在下面详细说明。<br/>If you select Yes to any questions from 3.1 to 3.5, please give details below.</b>  |  |
|   |  |

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.**

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<br><i>Information</i>  | 偕行人 1<br><b>Person 1</b><br><br>粘贴照片于此<br><i>Affix Photo here</i> | 偕行人 2<br><b>Person 2</b><br><br>粘贴照片于此<br><i>Affix Photo here</i> | 偕行人 3<br><b>Person 3</b><br><br>粘贴照片于此<br><i>Affix Photo here</i> |
|------------------------------|---|---|---|
| 姓名<br><b>Full name</b>       |   |   |   |
| 性别<br><b>Sex</b>             |   |   |   |
| 生日<br><b>DOB(yyyy-mm-dd)</b> |   |   |   |

#### 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 China.**

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.**

➡ 申请人签名

**Applicant's signature:** .....

日期

**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 the applicant's behalf, please fill out the information of the one who completes the form**

|   |  |   |  |
|---|--|---|--|
| 5.1 姓名 <b>Name</b>  |  | 5.2 与申请人关系 <b>Relationship with the applicant</b> |  |
| 5.3 地址 <b>Address</b>   |  | 5.4 电话 <b>Phone number</b>                        |  |
| <b>5.5 声明 Declaration</b><br>我声明本人是根据申请人要求而协助填表，证明申请人理解并确认表中所填写内容准确无误。<br><b>I declare that I have assisted in the completion of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct.</b> |  |   |  |
| 代填人签名/Signature: .....  |  | 日期/Date (yyyy-mm-dd): .....                       |  |