

# TRAVCOUR (UK) LTD ORDER FORM



Falcon House, Suite 2, 19 Deer Park Road, Wimbledon, SW19 3UX  
 Tel: 020 85431846 (9.00am to 5.00pm)  
 e-mail: [info@travcour.com](mailto:info@travcour.com) Website: [www.travcour.com](http://www.travcour.com)  
 Open Hours: (Mon – Fri) 9.00am to 5.00pm

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

Please tick the service you are applying for. Should any charge differ once received, we will notify you

✓	Chinese Visas	Dates of entry/exit	Embassy Visa fee	Travcour service charge	Total to send excluding return cost
	1-24 month crew visa	/ / To / /	151.00	50.00	201.00
	1-24 month crew visa express	/ / To / /	178.00	60.00	238.00

Please select the type of return you need us to use for your documents. Postal & International 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 by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

✓	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 hand delivery	POA	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	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

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

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Expiry: ...../..... 3 digit SCN

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Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd  
 Account number: 60960055  
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

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

Address .....

.....Postcode .....

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

If you require your documents by a certain time, please indicate the latest date you would like them returned to you: ...../...../.....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature .....(passport holder or legal guardian) Date ...../...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data handling as set out in our privacy statement 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. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

Registered Company No: 4651386

VAT No: 238 0357 68

# **DOCUMENT CHECKLIST**

## **CHINESE CREW VISAS**

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email [info@travcour.com](mailto:info@travcour.com) with your preferred time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

#### **Standard service – 4 Working days**

#### **Express service – 3 Working days**

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

**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) You only need one order form if you are sending more than one passport.**

**Order form fully completed and signed**

**Visa application fully completed**

- **Type the application, print on separate pages and sign. Double sided applications will not be accepted.**
- **All questions must be answered. Please put N/A if a question is not applicable to you (such as Chinese name)**
- **If employed, please include the job title**
- **You must complete 2.6 for the first 5 places of stay. Applications that state ‘see separate sheet’ will be rejected. You can continue after the 5<sup>th</sup> place of stay on a separate sheet only.**

**1 x passport photo - professional photos only on pale grey background**

- **Must not wear any jewellery at all**
- **Must not be the same as the picture displayed in your passport**
- **Must show eyes, eyebrows and ears**
- **Only non-rimmed glasses can be worn in the photo**

**Letter of invitation**

- **Printed on A4 paper – no pictures of invitations will be accepted**
- **Should be addressed to the Chinese embassy in London and dated**
- **Must include: Full name, address & phone number of the inviting party, full name, passport number, date of birth and gender of the applicant, relationship between the inviter and the applicant, confirm who will be financially responsible during the stay in China, expected dates of entry and exit, place and purpose of the visit, number of entries required and bear the official Chinese company stamp.**
- **Must be dated within 3 months of the application**
- **The embassy will also request the passport ID of the inviting party signatory if not a Chinese national.**

**Guarantee letter from Transport Company**

**If you were born in any other country to the nationality of the passport provided, you must provide a copy of the passport for the country you were born in (even if expired) or provide a typed letter to explain why you do not have that national passport**

**For applicants that have had previous trips to China, please provide a copy of the last Chinese visa – if in a different passport to the one being supplied, you must also send a copy of the ID page that it is in. If this cannot be supplied, you must supply a typed letter to explain why you no longer have the visa copy/passport.**

**Passport plus one copy of ID page and copy of both sides of the crew ID card. Applicants with dual nationality must provide both national passports**

**NOTE the embassy will decide the validity & entries of the visa regardless of the requested term. This cannot be disputed thereafter. They can also, at their discretion, request you attend an interview, although this is rare.**

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.

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

<b>1.18 家庭住址</b> Home address		<b>1.19 邮政编码</b> Zip Code		
<b>1.20 电话/手机</b> Home/mobile phone number		<b>1.21 电子邮箱</b> 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> (配偶、子女、父母等,可另纸) 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> 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 As resident diplomat, consul or staff of international organization <input type="checkbox"/> 永久居留 As permanent resident <input type="checkbox"/> 工作 Work <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> 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> 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 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） Itinerary in China (in time sequence, may type on separate paper)</b>	<b>日期 Date</b>	<b>详细地址 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 Information of inviter in China</b>	<b>姓名或名称 Name</b>	
	<b>地址 Address</b>	
	<b>联系电话 Phone number</b>	
	<b>与申请人关系 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 Yes <input type="checkbox"/> 否 No
<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 Yes <input type="checkbox"/> 否 No
<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 Yes <input type="checkbox"/> 否 No
<b>3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions?</b> ①严重精神障碍 <b>Serious mental disorder</b> ②传染性肺结核病 <b>Infectious pulmonary tuberculosis</b> 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 Yes <input type="checkbox"/> 否 No
<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 Yes <input type="checkbox"/> 否 No
<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。 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 <i>Information</i>	偕行人 1 <b>Person 1</b>  粘贴照片于此 <i>Affix Photo here</i>	偕行人 2 <b>Person 2</b>  粘贴照片于此 <i>Affix Photo here</i>	偕行人 3 <b>Person 3</b>  粘贴照片于此 <i>Affix Photo here</i>
姓名 <b>Full name</b>			
性别 <b>Sex</b>			
生日 <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> 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。 <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): .....	