



## Travel Online Tours

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### CHINA VISA ASSISTANCE – NEW APPLICATION

(7-10 Working Days)

TYPE OF VISA	RATE PER PERSON BASED ON CITIZENSHIP						
	PH	USA	CANADA	ISRAELI	ARGENTINA	BRAZIL	ALL OTHERS
Single Entry	PHP 6,999	PHP 13,999	PHP 8,999	PHP 6,999	PHP 11,499	PHP 11,199	PHP 7,249
Double Entry	PHP 7,999						PHP 8,349
Multiple Entry (1 year validity)	PHP 9,999						PHP 11,199
	<b>NON-APPEARANCE</b>	<b>WITH PERSONAL APPEARANCE AT THE VISA CENTER</b>					

#### IMPORTANT NOTE:

- Single Entry: Applicable to all 1<sup>st</sup> time applicants
  - Double Entry: Applicable only if applicant has at least 1 previous China Visa
  - Multiple Entry: Applicable only if applicant has at least 3 previous China Visa
- \*\*all visa results are not guaranteed. All results are solely the discretion of the embassy

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> <li>✓ Visa Consultancy</li> <li>✓ Online Application Form Facilitation</li> <li>✓ Visa Fee</li> <li>✓ Submission to the Visa Center</li> </ul>	<ul style="list-style-type: none"> <li>✗ Courier or delivery fee for documents/passports to be returned</li> </ul>

#### STEPS IN CHINA VISA PROCESSING – NEW APPLICATION (non-appearance)

##### STEP 1: ASSESSMENT

Read and sign our [Data Privacy Agreement & Visa Waiver](#) then email it together with the accomplished [Questionnaire](#) for Free Assessment, this will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through:

➤ <https://www.facebook.com/TravelOnlineTours>

<b>STEP 2: PAYMENT</b>	After the assessment and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle then send your proof of payment.
<b>STEP 3: ENDORSEMENT &amp; PROCESSING</b>	The Visa Team will then endorse you to the next available Visa Consultant and he/she will verify your payment before proceeding to processing your application.

WHAT TO EXPECT AFTER PAYMENT VERIFICATION	
Expected turnaround time based on working days	ACTIVITY / PROGRESS
Day 1-3	Assigned Visa Consultant will encode your Application Form and send you back a draft for checking <b>NOTE:</b> <i>Kindly ensure to double check all encoded information and let your Visa Consultant know if there are any revisions/corrections.</i>
	Once the Application Form is finalized, the applicant must print it on A4-size paper and sign it accordingly. Your Visa Consultant will provide guidance on where to sign and will ensure that all required signatures are wet-signed (handwritten).
	Submit the signed Application Form along with the complete set of requirements via courier for thorough checking and verification.
	Once all requirements are complete, your Visa Consultant will confirm that your application is ready for submission. Thereafter, our Liaison Officer will submit your application on the next working day.
4-5 Days after Application Submission	<b>Please keep your lines open.</b> Your Visa Officer will contact you to inform you of the result of your application. We will also require your preferred method for the return of your passport at that time.

## TERMS AND CONDITIONS

- Visa approval is at the discretion of the Embassy. We cannot guarantee a 100% approval.
- In case we found the documents insufficient, and you choose to pull-out the application; an assessment fee of ₱1,000/applicant excluding the courier fee shall be applied. Remaining payment will be refunded to you.
- All itinerary, reserved tickets and hotel are non-refundable even for pull-out documents/application.
- We strongly suggest applying at least two (2) months prior to travel date because there are times where the visa officer is requesting for additional documents.
- For a denied application, you can re-apply after 6 months. No refunds for the Visa Assistance Fee.
- We do not require any confirmed Airline Ticket and Hotel Accommodation for every visa application thus in any case of delayed results and/or refusal of application, Travel Online Tours shall not be held liable for the costs of airline ticket/s and hotel accommodation/s.

## LIST OF REQUIREMENTS FOR NEW APPLICATION

**All original (if applicable) and hard copy documents must be submitted to Travel Online Tours**

### APPLICANT'S PRIMARY REQUIREMENTS

- ❑ **WET SIGNED** APPLICATION FORM (refer on Steps 1-3 where/how to get the application form)
- ❑ VALID PHILIPPINE PASSPORT with at least 12 months validity (**make sure page 3 is signed**)
- ❑ OLD PASSPORT/S  
If new passport only and lost old passport, embassy requires an explanation letter  
→ [Sample Explanation Letter](#)
- ❑ Colored photocopy of the Passport's Bio Page (page 2) and Emergency Contact Page (last page)
- ❑ Colored photocopy of previous and valid visa from other countries
- ❑ Colored photocopy of Latest Arrival Stamp from PH Immigration OR the latest arrival E-travel in PH
- ❑ 2 pcs colored Photo for Chinese Visa (size must be 48mm x 33mm) on a white background

#### PHOTO REQUIREMENTS:

- Must be taken recently within the last six (6) months
- Photo must be formal (no smiling)
- Do not wear white shirt/polo shirt (must be colored)
- Any type of accessory is not allowed (e.g. earrings, necklace)
- Avoid wearing heavy make-ups
- Facial features should be complete and clearly visible, with the head centered in the photo. Eyeglasses are allowed except thick-rimmed, tinted or glare glasses. Hat or other head wears are only permitted due to religious reasons, but any facial features should not be obscured.

If applying together with a Family Member

- ❑ PSA Birth Certificate
- ❑ If Married: PSA Marriage Certificate

If Foreign Passport Holder

- ❑ Colored Photocopy of Alien Card or PH Permanent Resident Card (FOR NON-PH PASSPORT HOLDERS ONLY)

### APPLICANT'S FINANCIAL REQUIREMENTS

- ❑ Original Bank Certificate **with OR** from the Bank
  - Ideal current balance is PHP 100,000 and Ideal average daily balance is PHP 50,000
  - Must include the type of account, opening date, average daily balance and current balance
  - Must have an Official Receipt if from a Commercial Bank
  - For Digital banks: ONLY Gotyme, CIMB and Maya are accepted
  - Must be issued within 30 calendar days upon submission
  - Must be addressed to:  
Embassy of Peoples Republic of China  
The World Center, Sen. Gil J. Puyat Ave, Makati, Metro Manila
- ❑ Original Bank Statement
  - Must be for the past 4 months if a commercial bank
  - Must be for the past 6 months if a digital bank
  - Must be issued within 30 calendar days upon submission

### ADDITIONAL REQUIREMENT IF APPLICANT IS EMPLOYED

- Certificate of Employment
  - Must be wet signed by an Authorized Signatory (HR or Employer)
  - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
  - Must be issued within 30 calendar days upon submission
  - If employer is overseas, provide an explanation letter stating the COE can't be wet signed due to the Employer's location
- Photocopy of Company ID
  - If none, provide an explanation letter pertaining the absence of Company ID
- Latest Income Tax Return
  - Form 2316
  - Must be signed by both Employee and Employer
- If no ITR, please provide a notarized Affidavit of Non-Filing of ITR explaining the absence of the ITR

### ADDITIONAL REQUIREMENTS IF APPLICANT IS A BUSINESS OWNER

- Colored Photocopy of Valid DTI or SEC Permit
  - If SEC Permit, include the GIS (General Information Sheet)
- Colored Photocopy of Valid Mayor's or Business Permit
- Colored Photocopy of BIR Company Registration: Form 2303
- Latest Income Tax Return
  - Form 1701 or 1702
- If no ITR, please provide a notarized Affidavit of Non-Filing of ITR explaining the absence of the ITR

### ADDITIONAL REQUIREMENT IF APPLICANT IS A STUDENT

- Original School Certificate of Enrollment
- Photocopy of School ID

### ADDITIONAL REQUIREMENTS IF APPLICANT IS SPONSORED

(applicable for Family Members or Employers only)

- Notarized Affidavit of Support
  - [Sample Affidavit of Support](#)
- Proof of Relationship
  - Birth Certificate or Marriage Certificate for Family Members
  - COE and Business Documents if Sponsored by Employer
- Financial Requirements of Sponsor
  - Original Bank Certificate **with OR** from the Bank
    - ❖ Must include the type of account, opening date, average daily balance and current balance
    - ❖ Must have an Official Receipt if from a Commercial Bank
    - ❖ For Digital banks: ONLY Gotyme, CIMB and Maya are accepted
    - ❖ Must be issued within 30 calendar days upon submission
    - ❖ Must be addressed to:  
Embassy of Peoples Republic of China  
The World Center, Sen. Gil J. Puyat Ave, Makati, Metro Manila

- Original Bank Statement
  - ❖ Must be for the past 4 months if a commercial bank
  - ❖ Must be for the past 6 months if a digital bank
  - ❖ Must be issued within 30 calendar days upon submission

**ADDITIONAL REQUIREMENT IF SPONSOR IS EMPLOYED**

- ☐ Certificate of Employment
  - Must be wet signed by an Authorized Signatory (HR or Employer)
  - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
  - Must be issued within 30 calendar days upon submission
  - If employer is overseas, provide an explanation letter stating the COE can't be wet signed due to the Employer's location
- ☐ Photocopy of Company ID
- ☐ Latest Income Tax Return
  - Form 2316
  - Must be signed by both Employee and Employer
- ☐ If no ITR, please provide a notarized Affidavit of No ITR explaining the absence of the ITR

**ADDITIONAL REQUIREMENT IF SPONSOR IS BUSINESS OWNER**

- ☐ Photocopy of Valid DTI or SEC Permit
  - If SEC Permit, include the GIS (General Information Sheet)
- ☐ Photocopy of Valid Mayor's or Business Permit
- ☐ Photocopy of BIR Company Registration
- ☐ Latest Income Tax Return
  - Form 1701 or 1702
- ☐ If no ITR, please provide a notarized Affidavit of No ITR explaining the absence of the ITR

**ADDITIONAL REQUIREMENT IF APPLYING FOR BUSINESS CATEGORY**

- ☐ Invitation Letter from China
  - Must be stamped by the inviting company
  - Must have an English translation
  - Must indicate the full name, date of birth, passport number, company name and position of the applicant
  - Must indicate the exact travel dates when the Applicant will visit China and must be the same on what's encoded in the Application Form

**ADDITIONAL REQUIREMENT IF APPLYING FOR TOURIST CATEGORY**

*(additional PHP 1500/applicant if you want Travel Online Tours to provide this)*

- ☐ Ticket Reservations
- ☐ Hotel Reservations
- ☐ Travel Itinerary