

Date : 1/17/2024 4:29:28 PM

From : [REDACTED]@mcsdonline.org

To : [REDACTED]

BCc : [REDACTED]@mcsdonline.org

Subject : China Trip - Important info ASAP

Attachment : General Documents.docx;

Hi all,

Sorry for the rush. You have to respond to this email asap. Please see the following. This is the info that I need for booking a flight ticket. **Please provide yours for me ASAP, due tonight 7:00 pm.**

1. Please fill the form ASAP

Name	Nationality	Gender	Age	Date of Birth	Passport No.	Identity	School Email	Religion	Food Prohibition	Allergens
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2. Tomorrow you have to give me your passport!!! My room number is 23-017.

3. Digital Passport Photo & Work on the visa application. Please see the attached file.

If you don't understand it, I will help everyone tomorrow maybe Muskie time & 3rd period. So far I'm not sure which I can have. I will email to you all tomorrow.

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## **General Documents**

### **1. Passport**

2. Photocopy of the bio-page of the passport

**3. COVA Visa Form.** Please log on to <https://cova.mfa.gov.cn> to fill out the form online

(Please follow Annex 1 "Important Tips for online COVA visa form filling")

4. Photocopy of the latest Chinese visa or the Chinese residence permit.

\*If the previous visa is on the old passport, the old passport is required to be submitted

5. Proof of Residence (eg, driver's license, utility bill, bank bill)

**6. Where You Stay Form (Please see Annex, handwritten signature required)**

7. If the applicant is a foreigner in the US, they need to provide a photocopy of green card, visa, I20, or I94 to prove their legal residence in the US.

8. If the applicant was of Chinese nationality, this application is the first Chinese visa application after naturalization in a foreign country, please provide 2 photocopies of the bio-page of the Chinese passport and a photocopy of naturalization certificate. In addition, the last physical Chinese passport is needed for the visa application.

9. If the applicant's name has been changed, and it is the first time to apply for a Chinese visa after the name change, a photocopy of the name change document is required.

10. For the visa application by a minor of Chinese origin born in the US, please follow the guidance.

## **Annex 1 Important Tips for online COVA visa form filling**

### **Type of Visa: F**

(1) Please carefully read the prompts and requirements of the COVA form system, and complete the entries of the visa application COVA

online form step by step, making sure that the information is true, accurate and complete. Please note: Once the application form has been submitted, it cannot be modified in any way.

(2) The "location" option for submitting the visa application should be in line with the consular jurisdiction.

(3) Basic personal information. Surname, given names, gender, date of birth, nationality, passport number, passport type, etc. must be exactly the same as those on the passport information page, otherwise your visa application will be returned.

(4) If you were born in China (including Hong Kong, Macao and Taiwan), please note:

1. Application form 1.1E The native language name must be entered in Chinese with the Chinese character input method, please do not fill in "Chinese", "Chinese", etc.

2. In the application form 1.6G, select "Yes" for "former nationality", and then select the nationality information.

3. Item 1.6H of the application form is required. If the applicant is applying for a Chinese visa for the first time, this entry will be automatically generated during the form filling process; but if the applicant has previously applied for a Chinese visa, this entry will not be displayed when filling in the online form, and the form must be printed out and supplemented by hand-written Chinese name and other information. This Item cannot be empty.

(5) Completely fill in the work experience and educational background

1. Please fill in the complete work experience after graduation from school.

2. The "position" and "duty" of the application form 3.3D and 3.3E must be filled in completely.

3. Please fill in the complete learning experience since high school in 4.2, and the diploma/degree and major in 4.2C and 4.2D must be completed.

(6) Completely fill in each address

The address of the spouse in 5.5A of the application form, and the addresses of the parents in 5.5B and 5.5C must fill in the address of the current location, not the address of the place of birth. The address must be filled in completely, including street, city, state, and country.

(7) If you choose "not applicable" for any entry in the form, you need to state the reason for "not applicable".

(8) Printing and signing. After completing the COVA online form filling, you must print out a full set of application forms, including the "Confirmation of Online Visa application" and "Visa Application Form of the People's Republic of China" (depending on the individual filling situation, a total of 9 to 10 pages will be generated). All the pages of the forms must be printed to turn in, the signature and date on the Confirmation Page and the 8th page of Visa Application Form of the People's Republic of China must be handwritten by the applicant him/herself. Visa applicant under the age of 18 is signed by their guardian, and meanwhile add a handwritten signature in the "For person filling in the application on the applicant's behalf".