

## **Instruction Sheet for the VISA Application**

As you prepare to complete your VISA Application for your travel to China please be aware of the following:

- The VISA Application can be filled out online. You may be asked to download an Asia Font package. The download takes only a couple of minutes and is necessary to complete the form online.
- If you chose not to complete the form online please print the blank form, use black ink and print neatly.
- The form cannot be saved to your computer so when complete please print the form, sign and date the form, make a copy for your files and send the original form to:
  - Bibles for China  
Attention: Office of the President  
P.O. Box 3843  
Bartlesville, OK 74006
- When you send your completed VISA Application please also send your Passport, and two 2x2 Passport photos
- A good rule to follow when completing the VISA Application is – be truthful but do not elaborate on information beyond the minimum necessary to answer the questions.

### FAQ as you complete the four page VISA Application:

#### **Page 1**

- Section 1.1 the word “surname” is your last name as it appears in your Passport
- Section 1.1 the words “given name” is your first and middle names as they appear on your Passport.
- Section 1.2 - 1.12 most requested information is self-explanatory.
- Section 1.13 do not specify “Religious Worker” or write in under “Other” a ministry or church. Most employment has other general categories i.e. office worker, writer, professional staff, retired, etc. Some categories come under closer inspection during the VISA approval process than others. Describe your work honestly without identifying religion or ministry.
- Section 1:14 “Passport type” check “Ordinary” unless you know you have a specific category or Passport.
- Other information on page 1 is self-explanatory.

#### **Page 2**

- Section 2.1 “Travel Information” please check the “Tourism” box.
- Section 2.2 “Intended number of entries” please check “One entry valid for 3 months from application.”
- Section 2.3 “Date of first entry” will be the date you arrive in China.
- Section 2.4 “Your longest intended stay...” the number of days you will be in China.
- Section 2.5 “Residence and phone number during your stay...”:
  - Jinling Hotel, No 2 Han Zhong Road, Zin Jie Kou Square, Nanjing, China 210005 and the phone is 025-8471-1888
- Section 2.6 “who will pay our costs...” check the box “Yourself”
- Section 2.7 “Name, address and phone number of your inviter” enter:
  - China Commercial International Travel Services Rm#710, Bldg.#3, 45 Fuxingmen Nei, Beijing, 100801

#### **Pages 3 and 4**

- Most categories are self-explanatory. If you have a problem call 918-815-0521