



Consular Service Fly

Visa and Consular Service
Bern - Geneva

Documents nécessaires: Chine - Business

Validité de Visa:
90 jours - 1 année

Durée max. de séjour:
30 - 90 jours

Entrées autorisées:
1x/2x/multiples

- Notre bon de commande
- Formulaire d'application
Formulaire d'application en ligne - vous pouvez remplir vous-même l'application en ligne ou remplir le questionnaire plus simple (téléchargeable sur notre site) et nous laisser le soin de remplir le formulaire d'application en ligne.
 - > Lien formulaire d'application en ligne - Berne https://www.visaforchina.cn/#/nav/applications/applicationFormSection0?visacenterCode=BRN2&request_locale=en_US&site_alias=BRN2_EN
 - > Lien formulaire d'application en ligne - Zurich https://www.visaforchina.cn/#/nav/applications/applicationFormSection0?visacenterCode=ZRH2&request_locale=en_US&site_alias=ZRH2_EN
- Passeport original valable au moins 6 mois après la date de retour.
- Scan de la première double page du passeport
- Si votre passeport a été émis après 2019, nous avons également besoin de l'original de votre passeport précédent. Si celui-ci n'est pas disponible, nous avons besoin du formulaire "Personal Statement invalid Passport" dûment rempli.
- En cas de double nationalité, nous avons besoin de l'original des deux passeports.
- Si non suisse - Copie Permis de séjour suisse B, C, G ou attestation de domicile
- 2 photos d'identité 4,5 x 3,5 cm - bonne qualité, en couleur, fond blanc, datant de moins de 4 mois (Les photos peuvent également nous être transmises sous forme digitale au format jpg + CHF 10/photo)

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.
We are not liable for any delay or loss of documents posted on time.*

• info@consular-service.ch • www.consular-service.ch •

Office Bern

Postadresse: Postfach 9008, 3001 Bern
Domizil: Murtenstrasse 114, 3202 Frauenkappelen
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



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- Copies de tous les visas délivrés dans le passeport pour le pays de destination choisi (y compris du passeport précédent)
- Formulaire de consentement aux données (Consent Form)
- Passeport actuel ou précédent portant des tampons de voyages turcs - veuillez établir une liste de toutes les entrées en Turquie avec la date, le motif du voyage et le lieu d'entrée.
- Lettre d'invitation: Avec cachet de l'entreprise, signature, indication du lieu de l'activité - Copie/scan suffisant (en couleur, bonne qualité) - langue exigée: anglais/chinois

Procès de soumission: La demande/passeport est déposée et retirée par nos soins. l'applicant n'a pas besoin de se présenter personnellement pour les visas à entrée simple ou double. Envoyez-nous tous les documents nécessaires par poste suisse avec lettre recommandé à notre adresse de case postale., L'applicant doit se présenter en personne au centre de visa/à l'ambassade s'il s'agit d'un visa à entrées multiples. Le rendez-vous est réservé par nos soins. Nous récupérons le passeport avec le visa émis. Envoyez-nous au préalable tous les documents par e-mail pour vérification.

Durée de procès application standard 4 jours ouvrables

Durée de procès application express 2 jours ouvrables

Durée de procès application urgente 1 jour ouvrable ("next day")

Commentaires/remarques

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Chine Questionnaire Visa

Veillez remplir le formulaire complètement avec ordinateur. En l'absence d'informations le traitement peut être retardé. Le formulaire ne doit pas d'être signé.

Traitement désiré et Lieu d'application/Enregistrement des empreintes digitales

Application de Visa/Rendez-vous dans les 10 jours ouvrables suivants

Application de Visa/Rendez-vous dans les 2 jours ouvrables suivants¹ + CHF 80

¹ selon la disponibilité des dates libres

Lieu d'application/Enregistrement des empreintes

Berne

Zurich

1. Informations personnelles

Nom de famille:

Prénom:

Lieu de naissance (Ville/Pays):

État civil:

marié

célibataire

divorcé

veuf/veuve

Nationalité avec no. de passeport:

Autre/précédente Nationalité avec no. de passeport:

Permit de séjour d'un pays avec no. d'émission:

2. Visa désiré

M Business

L Touriste

S Visite d'un citoyen étranger

X Étudiant

Z Travaille

F (NGO)

Q Visite d'un citoyen chinois

Autres

Single Entry

Double Entry

Multiple Entry²

² dépendant des visas délivrés et entrées

Duré du visa en mois :

Duré du séjour désiré en jours³:

³ 30/60/90 jours, duré plus que 30 jours doit être mentionné dans la lettre d'invitation

3. Informations professionnelles

Emploi actuel:

Expérience professionnelle:

Employeur (actuel)	Adresse	Téléphone
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Nom du superviseur:

du	au
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Employeur (actuel)	Adresse	Téléphone
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Nom du superviseur:

du	au
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4. Éducation

Nom de l'institution	Diploma/Degree
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Nom de l'institution	Diploma/Degree
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5. Informations de famille

Adresse actuelle (Rue/CP/Lieu)

Téléphone	Email
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■ Époux/Épouse: nom de famille/prénom

Nationalité	Date de naissance
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Lieu de naissance et pays

Occupation

Adresse actuelle (Rue/CP/Lieu)

■ Père: nom de famille/prénom

Nationalité	Date de naissance
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■ Mère: nom de famille/prénom

Nationalité	Date de naissance
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■ Enfant: nom de famille/prénom

Nationalité	Date de naissance
-------------	-------------------

■ Enfant: nom de famille/prénom

Nationalité	Date de naissance
-------------	-------------------

■ Enfant: nom de famille/prénom

Nationalité	Date de naissance
-------------	-------------------

6. Informations sur le voyage prévu en Chine

Date d'arrivée
Ville/Province/District
Date de départ
Ville/Province/District
Organisation invitante
Personne invitante (Nom de famille/Prénom)
Description de la relation
Adresse e-mail
Téléphone
Adresse actuelle (Rue/CP/Lieu/Province/District)
Contact d'urgence: Nom de famille/Prénom
Description de la relation
Téléphone
Adresse e-mail
Adresse actuelle (Rue/CP/Lieu/Province/District)

7. Informations complémentaires

Vous a-t-on déjà délivré un visa chinois ?				<input type="checkbox"/> oui	<input type="checkbox"/> non		
Type de Visa	No.de Visa	Lieu d'émission	Date d'émission				
Vos empreintes ont été enregistrées dans un centre de visas chinois?						<input type="checkbox"/> oui	<input type="checkbox"/> non
Date de la registration						<input type="checkbox"/> Berne	<input type="checkbox"/> Zurich
Vous a-t-on déjà délivré un permis de séjour chinois?						<input type="checkbox"/> oui	<input type="checkbox"/> non
No. du permis de séjour							
Êtes-vous actuellement en possession d'un visa pour un autre pays?						<input type="checkbox"/> oui	<input type="checkbox"/> non
Pays:							
Avez-vous voyagé dans un autre pays au cours des 12 dernières mois?						<input type="checkbox"/> oui	<input type="checkbox"/> non
Pays:							

Date

Consent to the Processing and Transfer of Personal Data to a Third Country

-“Applicant”-

Given name, Surname: _____

Address: _____

ZIP, Code, City: _____

-“Controller”-

CITS V Service (Switzerland) AG

Giesshübelstrasse 45

8045 Zurich

E-Mail: berncenter@visaforchina.org

Fax: +41 058 618 89 87

§ 1 Purpose of Data Processing

In order to process your visa application for the People’s Republic of China it is necessary to process (especially to collect, store and use) your personal data. Moreover, the data provided in the “Visa Application Form of the People’s Republic of China” is transferred to the Embassy of the People’s Republic of China in Bern, Kalcheggweg 10, 3006 Bern, which is involved in the processing of your personal data.

The data is also processed in the Ministry of Foreign Affairs of The People’s Republic of China or the authorized third parties, including data storage on servers used by the above entities in China. To ensure a proper and successful processing of the Visa Application, the diplomatic missions of the People’s Republic of China are involved.

§ 2 Sensitive Personal Data

In order to check your Visa Application sensitive personal data resulting directly or indirectly from the information provided in the “Visa Application Form of the People’s Republic of China” is transferred to the Embassy, the Consulate General and the Ministry of Foreign Affairs of the People’s Republic of China. For the purpose of issuing a visa this could be personal data pointing to racial or ethnic origin, religious or ideological beliefs, biometrical data, health data, data about sexual orientation and data regarding criminal convictions and crimes.

§ 3 Cross-border disclosure of personal data

Under the Swiss data protection law, personal data may inter alia be disclosed abroad, if the legislation of the foreign country guarantees adequate protection, or if the data subject has consented in the specific case, or if the processing is directly connected with the conclusion or the performance of a contract (Art. 6 FADP).

§ 4 Possible Risks

The protection of your personal data is crucial to us. However, despite our (including the entities mentioned in § 1) best efforts and all available measures towards data privacy and data security with regard to the above-mentioned § 3, there are possible risks that cannot be completely eliminated; in particular:

- Your personal data could possibly be processed for other purposes than the Visa Application and gathered by third parties.
- You possibly cannot enforce your right to information towards the Embassy, the Consulate General and the Ministry of Foreign Affairs of the People’s Republic of China.

§ 5 Consent / Revocation of Consent

I agree with the transfer and the processing of my personal data provided in § 1 and §2, including sensitive personal data, for the purpose of processing my Visa Application to the Embassy, the Consulate General, the Ministry of Foreign Affairs of the People’s Republic of China and the authorized third parties.

I can revoke this consent towards CITS V Service Switzerland AG by post, by e-mail or by fax (contact information see above) at any time. With a revocation the legitimacy regarding the processing in the period from the consent until the revocation is inviolate.

Should you revoke your consent before the successful finish of your Visa Application, we cannot process your order for a visa anymore.

place, date

applicant’s (or legal guardian’s)
signature

Declaration

I accept that I should read and fully understand the Terms Conditions shown on the website www.visaforchina.org of Chinese Visa Application Service Centre (operated by CITS V SERVICE (SWITZERLAND) AG, hereafter referred as the Visa Application Centre), before signing this declaration I am aware that if I do not understand any of the Terms Conditions, I can ask counter staff at the Centre, telephone [+41 058 618 89 88] or email berncenter@visaforchina.org. I have read, understood and agreed the Terms Conditions on the website and agree to sign this declaration.

I acknowledge and hereby confirm that the Visa Application Centre is not involved in the visa assessment and decision-making process. The Embassies and Consulates have the authority to decide whether a visa will be issued or not, the type of a visa to be issued as well as its validity, duration of stay and number of entries in accordance with China's relevant laws and regulations. Fees will not be refunded should the visa application be declined, refused or in any way changed by the Chinese Embassy or Consulates.

I can make inquiries to the Application Centre through telephone or e-mail. I am required to acknowledge that the Visa Application Centre is a non-governmental organization, and its provision of inquiry services for clients is free and based on its unilateral understanding of clients' inquiries and the limited information known and mastered by it in order to provide assistance for its clients for their visa applications. No matter what the circumstances are, it cannot be interpreted that the Visa Application Centre has made any promise or assurance, nor does it bear any other legal responsibility for the answers to my queries.

I understand I am required to submit to the Visa Application Centre all the relevant supporting documents required for my visa application, and ensure that the information provided is true, reliable and complete. I acknowledge and agree that acceptance by the Visa Application Centre of the supporting documents provided does not mean that such Clients' Information as is provided is deemed sufficient. The Embassies and Consulates have the right to request a client to provide additional supporting documents or request the applicant to attend an interview.

I understand I shall carefully check all the information on the Pickup Form and make sure that it is correct when receiving this document issued by the Visa Application Centre. If any mistakes are found, I must contact the Visa Application Centre immediately, and the Visa application Centre will make necessary correction as soon as possible.

I understand I must carefully check all the information on the visa issued to me and make sure that it is correct at the time when I collect my passports containing the visas. If any mistakes are found, I must contact the Visa Application Centre immediately. The Visa Application Centre will try its best to help me with modification or re-issuance of the visa. I acknowledge that modifying or re-issuing a visa may involve new fees if the information on the issued visa is found incorrect due to the reasons or causes assignable to me.

I understand I must make my visa applications at an appropriate time in accordance with my travel arrangement. Under no circumstances will the Visa Application Centre be responsible or liable for any delay of travel arrangement as a result of my inappropriate action in regard to the time of submitting the visa application or the visa assessment result of the Embassies and Consulates.

I understand if my passport is lost or damaged from the custody of the Visa Application Centre, the Visa Application Centre will bear the reasonable cost incurred by visa applicants for replacement of passports following the normal application procedures with their country's passport authority. The cost will be reimbursed on presentation of the copy of the receipt issued by the passport authority. However, this agreement does not mean that the Visa Application Centre will be held liable in any way.

I understand if I request return passport by post in regard to a processed application, the Visa Application Centre will not be responsible or liable for any delay, delivery to a wrong address, or damage or loss of the documents by any mail service or delivery service company or not by the Visa Application Centre.

I acknowledge and agree that under no circumstances will the Visa Application Centre be liable to me or anyone claiming through me for any indirect, incidental, special and/or consequential losses or damages of whatever nature, or for loss or profits, loss of opportunity, loss of business or goodwill or interruption of business, whether arising out of or in connection with my application and/or any of the visa application services, and whether or not relating to any act, error, omission or negligence by the Visa Application Centre or any officer, agent, employee and representative of the Visa Application Centre.

Personal Statement

I, _____, passport number: _____, declare that my previous invalid
(name) (application passport number)

passport is of _____ and the passport number is: _____
(country of the passport)

The reason I can not present my previous invalid passport is: _____

I hereby state that, with my previous invalid passport, I have traveled to the following countries since January 1, 2018

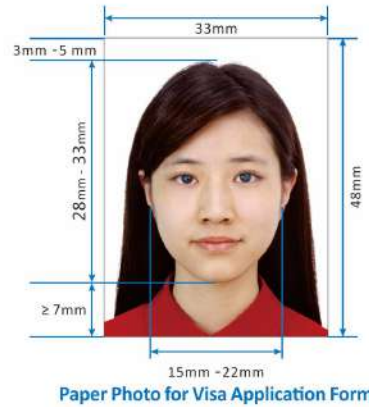
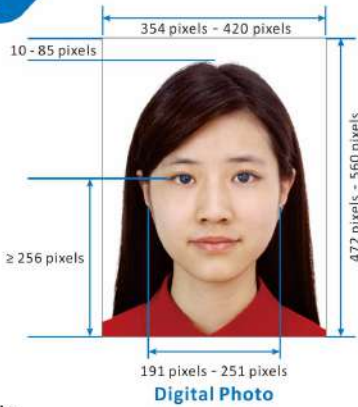
1. _____ and stayed _____ days;
(name of the country)
2. _____ and stayed _____ days;
3. _____ and stayed _____ days;
4. _____ and stayed _____ days;
5. _____ and stayed _____ days;
6. _____ and stayed _____ days;
7. _____ and stayed _____ days;
8. _____ and stayed _____ days;
9. _____ and stayed _____ days;
10. _____ and stayed _____ days.

Date and place: _____

Signature: _____

Photo Requirements for Chinese Visa Application

Sample Photos



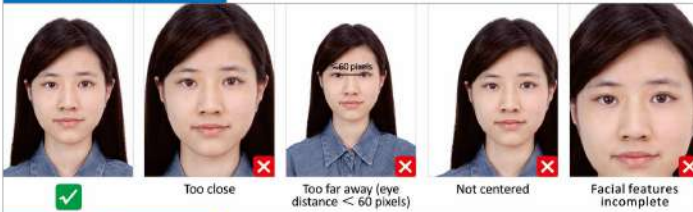
General Photo Requirements

- **Templates:** As indicated in the sample photos for digital and paper photos.
- **Dimensions:** The digital photo should be between 354 pixels (width) × 472 pixels (height) and 420 pixels (width) × 560 pixels (height). The paper photo should be 33 mm (width) × 48 mm (height).
- **Colour Space:** RGB 24bit true colour.
- **Image Compression:** JPEG and the image file size: 40 KB - 120 KB.
- **Facial Requirements:** The applicant is required to present the frontal view to the camera with the entire head and face clearly visible. The facial expression must be neutral with eyes open, mouth closed and ears visible. There should be no visible distortion of the facial features. There should not be any object such as hand or toy or another person visible in the photo. Eyeglasses are allowed in the photo only if the lenses are not tinted and there is no glare, shadows, or frames obscuring the eyes. The head position: ≤ 20° for left or right tilt (Yaw and Roll) and ≤ 25° for up or down tilt (Pitch).
- **Head Coverings:** Hats or other head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.
- **Photo Quality:** The photo should have no damage or impurities, no background light or shadow over face. There should not be over- or under-exposure. The face should be centered in the photo with all the features clearly visible and natural skin tone. The inter-eye distance should be > 60 pixels.
- **Head Size and Orientation for the Digital Photo:** With the digital photo of 354 pixels (width) × 472 pixels (height) as an example, the head should be horizontally centered in the image with the face width at 205 pixels ± 14 pixels. The space from the upper edge of the image to the crown of the head should be 10 - 70 pixels. The vertical distance from the bottom edge of the image to the horizontal line through the centre of the eyes should be > 256 pixels. In special cases, when the hair is too high, the voluminous hair can be trimmed off to ensure the size of the face.
- **Head Size and Orientation for the Paper Photo:** The head width should be between 15 mm and 22 mm and the head height, measured from the base of the chin to the crown of the head, should be between 28 mm and 33 mm. The space between the crown and the upper edge of the photo should be between 3 mm and 5 mm. The space between the chin and the bottom edge of the photo should be ≥ 7 mm.
- **Background and Borders:** The background of the photo should be white or close to white with no borders around the edge of the image.
- **The photo should be recent, taken within 6 months.**

Photo Quality



Head Position



Pose



Ornaments/Background

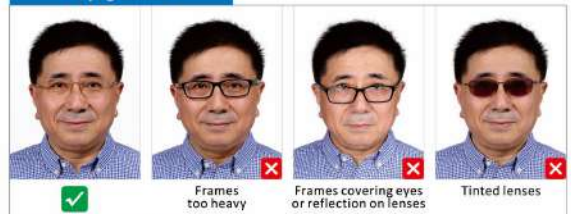


Photo Examples

Expression



Eyeglasses



Obscuring

