

Angaben zum Reisenden / Traveler data (pro Auftrag ist nur ein Auftragsformular nötig/Per order only one visa request form is required)

Reiseland/Country to Visit

Anzahl Einreisen/Nombre of Entries

Business - Tourist - Technical

Nachname/Last Name

Vorname/First Name

Nationalität/Nationality

Email

Telefon/Phone

Angaben AssistentIn/Assitant data (falls zutreffend/if available)

Nachname/Last Name

Vorname/First Name

Email

Telefon/Phone

Handy Nr./Cell phone

Rechnungsadresse / Billing address

Firmenname/Company Name

z.Hd./Attention to

Rücksendeadresse / Passport return address

Firmenname/Company Name

z.Hd./Attention to

falls zutreffend/if available

Genaue Adresse/Exact Address

Genaue Adresse/Exact Address

Auftragsnummer/Kostenstelle/PO-Number/Cost Center

Rücksendung Pass/Return address for passport

☐ Gleiche Adresse wie Rechnungsadresse/Same address as billing address

Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.
For administrative reasons we require credit card payment for private persons.

Zahlung/Payment

☐ Rechnung/Invoice

☐ Kreditkarte/Credit Card

Kreditkarten-Nummer

Creditcard number

MM/JJ

Expiry Date

Datum des Auftrags/Date of Request

Pass zurück bis/Passport returned until:

please avoid sunday as returning date

Wählen Sie die Rücksendung/Select Return Shipment (gilt nicht für eVisas/not valid for eVisas)

☐ Swiss Post Registered A-Post next working day (Monday-Friday)

☐ Swiss Post Registered EXPRESS next day (Monday-Saturday)

☐ DHL Courier Standard next working day (Monday-Friday)

☐ DHL Courier Rapid next working day (Monday-Friday)

☐ Courier - price on request

☐ Courier International - price on request

Required documents: China - Work

Validity of Visa:

90 days

Max. Duration of stay:

30 days

Permitted entries:

1x

- Our Visa Request Form
- Questionnaire PDF - (the online application form will be filled by us)
- Original passport, valid at least 6 months beyond return date
- Scan of first passport double page
- Scan of passport with blank consecutive double pages
- If non-Swiss - Copy Swiss residence permit B, C, G or confirmation of residence
- 1 passport photo 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Copies of all visas in passport issued by the selected travel country (also from the previous passport)
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - required language: english or chinese
- Additional documents: Notification letter of foreigner's work permit in the People's Republic of China

Submission procedure: The applicant must generally appear in person at the visa centre/embassy. The appointment is booked by us. The passport with the issued visa will be collected by us. Send us all documents following this checklist in advance by email for verification.

Processing time standard application	4 working days
Processing time express application	3 working days
Processing time urgent application	2 working days ("next day")

Destination: **China**

Visa type

Standard Paper Visa

Fill out the form completely on your PC. Processing may be delayed if information is missing. The form does not need to be signed.

Surname and first name				
	<i>Surname</i>		<i>First name</i>	
Single name (if applicable)				
	<i>Surname</i>		<i>First name</i>	
Address				
	<i>Street / no.</i>		<i>Post code / Place</i>	
Phone and email				
	<i>Phone</i>		<i>Email</i>	
Nationality				
	<i>Nationality</i>		<i>Nationality at birth (if different)</i>	
Other nationality:				
	<i>Country</i>	<i>No. of passport</i>	<i>Date renunciation of nationality (if applicable)</i>	
	<i>Issue date Passport other nationality</i>		<i>Expiry date Passport other nationality</i>	
Birth place and birth country				
	<i>Place</i>		<i>Country</i>	
Civil status	☐ single ☐ divorced ☐ married ☐ widowed			
Spouse				
	<i>Surname</i>	<i>First name</i>	<i>Birth date</i>	
	<i>Occupation</i>			
	<i>Nationality</i>	<i>Birth place</i>	<i>Birth country</i>	
Child 1				
	<i>Surname</i>	<i>First name</i>	<i>Birth date</i>	
	<i>Nationality</i>	<i>Birth place</i>	<i>Birth country</i>	
Child 2				
	<i>Surname</i>	<i>First name</i>	<i>Birth date</i>	
	<i>Nationality</i>	<i>Birth place</i>	<i>Birth country</i>	
Child 3				
	<i>Surname</i>	<i>First name</i>	<i>Birth date</i>	
	<i>Nationality</i>	<i>Birth place</i>	<i>Birth country</i>	
Father of applicant				
	<i>Surname</i>	<i>First name</i>	<i>Birth date</i>	
	<i>Nationality</i>	<i>Birth place</i>	<i>Birth country</i>	
Mother of applicant				
	<i>Surname</i>	<i>First name</i>	<i>Birth date</i>	
	<i>Nationality</i>	<i>Birth place</i>	<i>Birth country</i>	

Employer

Company name		Occupation
Street / no.		Post code / Place
Phone employer	Supervisor Surname/First name	Employment date

Previous employer

Company name		Occupation
Phone employer	Supervisor Surname/First name	Employed from - to

Further previous employer

Company name		Occupation
Phone employer	Supervisor Surname/First name	Employed from - to

Education

Name of institution	Diploma/Degree

Further education

Name of institution	Diploma/Degree

☐ Business

☐ Tourist

☐ Visiting foreign citizens

☐ Visiting Chinese citizens

☐ Student

☐ Work

☐ NGO

☐ Other

☐ Single Entry

☐ Double Entry

☐ Multiple Entry

Issuance of multiple entry may
be dependent on previously
issued visas and entries

Required submission location /
registration of fingerprints

☐ Visacenter Berne ☐ Visacenter Zurich

Required visa validity in
months

Required duration of stay in
days

30/60/90 days (required duration of
stay of more than 30 days must be
stated in the invitation)

Required procedure

☐ Standard 4 working days

☐ Express 3 working days

☐ Urgent 2 working days (24 hrs)

Once we have submitted the online application form, the appointment is usually confirmed at the visa
centre within 2-5 working days. Please count in this time.

Intended travel dates
to China

Date of arrival	Date of departure	Duration of stay in days

Point of entry / exit

Point of entry	Point of exit

Inviting organisation

Company name		

Inviting person

Surname	First name	Relationship to the invit. person

Details of the inviting
organisation/person

Street / no.	
Post code / Place	
Phone	Email

Emergency contact in home
country

Surname	First name	Relationship to emergency contact
Street / no.		Post code / Place
Phone	Email	

Previous visa China

Type of visa	No. of visa	Issuance place	Issuance date

If yes - when/where were your fingerprints registered?

Date

☐ Visacenter Bern ☐ Visacenter Zurich

Have you ever been issued a Chinese residence permit?

Number of residence permit

Are you currently in possession of a visa for another country?

Countries

Have you travelled to another country in the last 12 months?

Countries
Countries

Details of relatives in China

Surname	First name	Birth date
Street / no.	Post code / Place	
Phone	Email	Relation degree

I confirm that the information provided is correct and complete.
I have never been refused entry to China or any other country.
I have never been convicted of a criminal offence.

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.

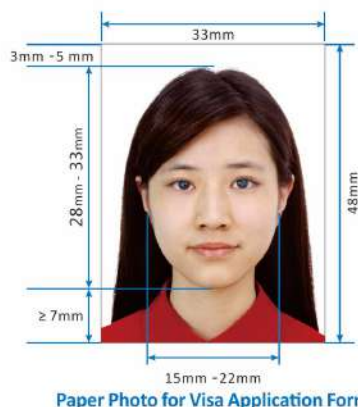
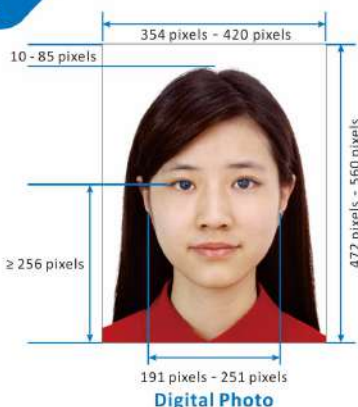
I understand if my passport is lost or damaged from the custody of the Visa Application Centre, the Visa Application Centre will bear the reasonable cost incurred by visa applicants for replacement of passports following the normal application procedures with their country's passport authority. The cost 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.

Photo Requirements for Chinese Visa Application

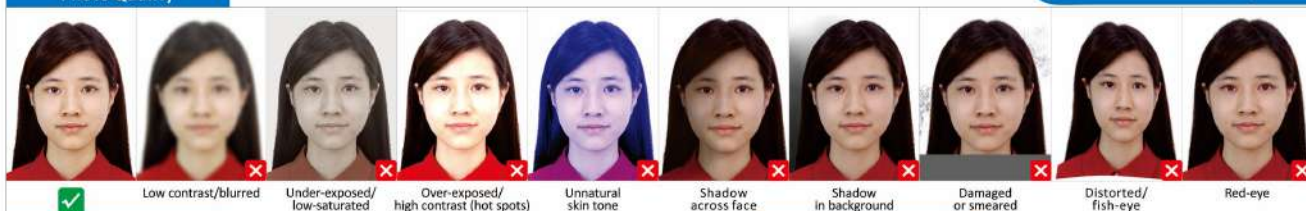
Sample Photos



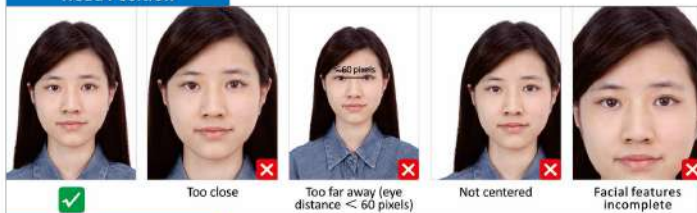
General Photo Requirements

- 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

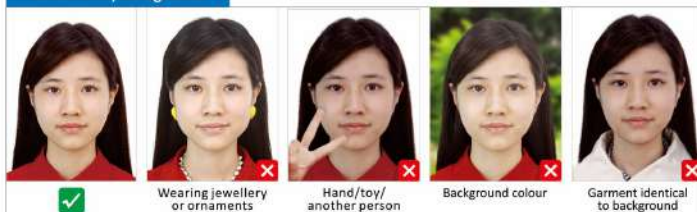


Photo Examples

Expression



Eyeglasses



Obscuring

