



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport, plus one photocopy of the information/photo page. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application form, completed and signed. The application must be typed or filled in on the attached fillable PDF and printed; handwritten applications are not accepted. All questions on the application must be answered; list "N/A" if necessary. The application must be signed with a pen-to-paper signature; make sure the signature matches the signature in the passport.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- One photocopy of your valid driver's license. If you do not have a driver's license, submit a copy of a utility bill in your name.
- A business letter from the applicant's flight department or U.S. company providing the details of the trip and a financial guarantee. For double entry requests, ensure the letter lists two entries and departures over the next six months. The letter must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A photocopy of the Flight Crew ID card. The ID must be valid, must show an expiration date, and must state that the applicant is a crewmember or specify the job position (e.g. pilot or flight attendant.)
- A copy of the flight itinerary or trip sheet. For double entry visa requests, this must show all entries and exits as listed on the business letter.

NON-US CITIZENS must also include:

- A copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- "Supplementary Visa Application" (attached). Complete only the personal details section at top and Section A and sign in ink.

G3's Standard of Service

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Visa Requirements



EssentialInfo

VISA NOTES

- These instructions are applicable for residents of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont.
- Chinese visas will not be issued more than 90 days in advance of the scheduled entry date to China.
- If you are a crewmember traveling to China and will not be on active duty when arriving or departing China, a separate China Tourist visa is required in addition to the Flight Crew visa. Please contact FlightCrew@g3visas.com for details.
- Current or former nationals of France, Pakistan, China, Hong Kong, Macao, Taiwan, or Tibet should email China@g3visas.com for further requirements and instructions.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery is recommended for requests requiring Mission Critical service.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at www.g3visas.com/Policies.html.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Special Services: ITAS & CLS

G3's International Travel Application Service (ITAS) adds the following benefits:

G3 has created simple questionnaires for you to use instead of confusing application forms, and our experts will create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time.

Questionnaires can be requested by contacting ITAS@g3visas.com.

Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

G3's Concierge Level Service (CLS) adds the following benefits:

You may utilize our dedicated Concierge email, CLS@g3visas.com, for a quick response from our experts.

Your G3 associate will thoroughly review your documents via email before you send them to one of our operations centers.

ITAS, as described above, may be requested at no additional charge.

G3 will generate FedEx air bills for you to efficiently ship your documents to our office. (Additional shipping fees will apply.)

Your G3 associate will personally contact you to confirm receipt of your documents and review your request providing a timeline of completion or if any additional information is needed.

If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates.

Upon completion of your request, your associate will contact you to confirm your return delivery information.

Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package to confirm you have received it.

You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

Additional service fees apply to ITAS and CLS requests.



VISAS & PASSPORTS

NEW YORK CHINA - FLIGHT CREW

Applicable Fees

Consular Fees for Visa Processing			
Visa Type	Mission Critical 48 Hours	Priority 5 Business Days	Expedited 7 Business Days
Single Entry	<input type="checkbox"/> \$175.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$145.00
Double Entry	<input type="checkbox"/> \$175.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$145.00
G3 Service Fees			
Flight Crew	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Special Services			
<input type="checkbox"/> Concierge Level Service (CLS) \$95.00		<input type="checkbox"/> International Travel Application Service (ITAS) \$35.00	
Return Delivery Fees			
<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge
<i>*These services may not be available for all delivery locations.</i>			

Send Completed Order Form and All Required Documents To:

G3 Visas & Passports, Attn: Visa Department, 60 E. 42nd Street, 4th Floor, Suite 457, New York, NY 10165

212.433.1356 Phone | 888.448.4727 Toll Free | 646.666.7670 Fax | NYC@g3visas.com

www.g3visas.com



Send to: G3 Visas & Passports
 Attn: Visa Department
 60 East 42nd Street, 4th Floor, Suite 457
 New York, NY 10165
 888.448.4727 | NYC@g3visas.com

NEW YORK
CHINA - FLIGHT CREW

VisaOrderForm

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Traveler Names			
1		3	
2		4	

Visa Service	
Visa Type: <input type="checkbox"/> Tourist <input type="checkbox"/> Business <input type="checkbox"/> Flight Crew <input type="checkbox"/> Other _____	Processing Speed: <input type="checkbox"/> Mission Critical <input type="checkbox"/> Priority <input type="checkbox"/> Expedited

Travel Details	
Date of US Departure:	I must have my passport no later than:
Other visa or passport services requested:	
Notes:	

Contact Information <small>Who should G3 contact about this request?</small>	
Name:	Company:
Contact Email (required):	
Daytime Phone:	Mobile Phone:
G3 Customer Number:	<input type="checkbox"/> N/A

Return Delivery Address <small>This must be a physical address for FedEx delivery; no P.O. Boxes.</small>		
Name:	Company:	
Street Address:		
City:	State:	Zip Code:
Daytime Phone:	Mobile Phone:	

Payment Information																									
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Approved Billing Terms																									
Billing, P.O., Project or Reference Code# <input type="text"/>																									
For Payment Via Credit Card:																									
Visa/MasterCard: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>																									
Exp. Date: ___ / ___ Security Code: <input type="text"/>																									
<i>OR</i>																									
American Express: <input type="text"/> - <input type="text"/> - <input type="text"/>																									
Exp. Date: ___ / ___ Security Code: <input type="text"/>																									
Name as it appears on the card: <input type="text"/>																									
Billing Address: <input type="text"/>																									
City: <input type="text"/> State <input type="text"/> Zip: <input type="text"/>																									
Signature: _____																									
Total Fees from Applicable Fees Page																									
	<table border="1"> <thead> <tr> <th>FEE</th> <th># Travelers</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Consular Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>= <input type="text"/></td> </tr> <tr> <td>G3 Service Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>= <input type="text"/></td> </tr> <tr> <td>CLS/ITAS Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>= <input type="text"/></td> </tr> <tr> <td colspan="2">Return Delivery Fee</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Subtotal</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Add 5% for credit card convenience fee</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Total Payment Enclosed</td> <td><input type="text"/></td> </tr> </tbody> </table>	FEE	# Travelers	TOTAL	Consular Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>	G3 Service Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>	CLS/ITAS Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>	Return Delivery Fee		<input type="text"/>	Subtotal		<input type="text"/>	Add 5% for credit card convenience fee		<input type="text"/>	Total Payment Enclosed		<input type="text"/>
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Subtotal		<input type="text"/>																							
Add 5% for credit card convenience fee		<input type="text"/>																							
Total Payment Enclosed		<input type="text"/>																							

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

申请人须在电脑上如实、完整填写并打印本表格。请逐项用中文或英文大写字母填写，或在□内打×选择。不适用者，请写“无”或“不适用”。如有更多需要声明事项，请附另纸说明。Applicant should fill out this form truthfully and completely on a computer and print out. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. Please state "N/A" or "None" if a section does not apply to you. If there is additional information to declare, please type on a separate sheet.

如申请工作签证或学习签证，或不在国籍国申请签证，或与护照偕行人同行，你还需填写签证附表(Form V.2011B)。Please also complete the Supplementary Visa Application Form (Form V.2011B) if you are not a U.S. citizen, or if you are applying for work visa or student visa, or if you will be accompanied by anyone who shares the same passport with you.

一、个人信息 Section 1: Personal information

1.1 英文姓名 Full name as shown on your passport	姓 Surname: 名 Given name:	1.2 性别 Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	<u>照片要求</u> Photo requirements ★ 1 张彩照 One colored photo ★ 6 个月内 Within 6 months ★ 护照照片 Passport photo ★ 正面 Front-facing ★ 免冠 Hatless ★ 浅色背景 Light-colored background
1.3 中文姓名 (如有, 请用汉字填写) Name in Chinese character (if applicable)				
1.4 别名或曾用名 Other name or previous name (if applicable)				
1.5 用母语书写的名字 Name in native language				
1.6 现有国籍 Current nationality		1.7 曾有国籍 Former nationality		
1.8 同时具有的国籍 Concurrent nationality		1.9 出生日期 Date of birth (yyyy-mm-dd)		
1.10 出生地点(国、省/市) Place of birth (city, province/state, country)		1.11 美国身份证号码 U.S. ID card number		
1.12 婚姻状况 Marital status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Never Married <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 丧偶 Widowed <input type="checkbox"/> 其他 (请说明) Other (Please specify):			
1.13 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessman <input type="checkbox"/> 政府官员 Government official <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 新闻从业人员 Staff of media <input type="checkbox"/> 教师 Teacher <input type="checkbox"/> 宗教人士 Religious worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 现役军人 Active duty military personnel <input type="checkbox"/> 家庭主妇 Housewife <input type="checkbox"/> 国会议员 Member of national parliament <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 其他 (请说明) Other (Please specify):			
1.14 护照种类 Passport type	<input type="checkbox"/> 外交护照 Diplomatic passport <input type="checkbox"/> 公务/官员护照 Service/Official passport <input type="checkbox"/> 普通护照 Ordinary passport <input type="checkbox"/> 其他证件 (请说明) Other (Please specify):			
1.15 护照号码 Passport number		1.16 护照签发日期 Date of issue (yyyy-mm-dd)		
1.17 护照签发地点(省/市及国家) Place of issue (city, province/state, country)		1.18 护照失效日期 Expiry date (yyyy-mm-dd)		
1.19 请选择取件日期 (加急需额外缴费) Please select pick-up day (Extra fee is charged for express pick-up)	<input type="checkbox"/> 正常 (第 4-5 个工作日) Normal (the 4 th or 5 th working day) <input type="checkbox"/> 加急 (第 2-3 个工作日) Express (the 2 nd or 3 rd working day)			

二、赴华旅行信息 Section 2: Details of travel to China

2.1 赴中国主要事由 (可选项) Major purpose(s) of your visit(s) to China	<input type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 记者常驻 As resident journalist <input type="checkbox"/> 探亲 Family visit <input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage <input type="checkbox"/> 访友 Visiting friends <input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul <input type="checkbox"/> 商务 Business trip <input type="checkbox"/> 商业演出 Commercial performance <input type="checkbox"/> 会议 Meeting <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit <input type="checkbox"/> 留学 Study <input type="checkbox"/> 任职就业 Employment <input type="checkbox"/> 官方访问 Official visit <input type="checkbox"/> 其他 (请说明) Other (Please specify):		
2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次入境 (自申请日起 3 个月内有效) One entry valid for 3 months from date of application <input type="checkbox"/> 二次入境 (自申请日起 6 个月内有效) Two entries valid for 6 months from date of application <input type="checkbox"/> 半年多次入境 (自申请日起 6 个月内有效) Multiple entries valid for 6 months from date of application <input type="checkbox"/> 一年多次入境 (自申请日起 12 个月内有效) Multiple entries valid for 12 months from date of application <input type="checkbox"/> 其他 (请说明) Other (Please specify):		
2.3 预计首次行程抵达中国的日期 Intended date of your first entry (yyyy-mm-dd)			
2.4 预计行程中单次在华停留的最长天数 Your longest intended duration of stay		Days	
2.5 i) 请按时间顺序列明你访问中国的地点 (省、市) Please list cities and provinces to visit in China in a time sequence			
2.5 ii) 请按时间顺序列明你在中国停留期间的住址及电话 Please list residence(s) and phone number(s) during your stay in China in a time sequence			
	详细地址 Detailed address	城市 City	省 Province
1.			电话 Phone number
2.			
3.			
4.			
2.6 谁将承担往返中国及在中国的费用? Who will pay for your trip to China?		<input type="checkbox"/> 我本人 Myself <input type="checkbox"/> 邀请单位或个人 Inviter <input type="checkbox"/> 父母或监护人 Parent(s) or guardian(s) <input type="checkbox"/> 其他 (请说明) Other (Please specify):	
2.7 在华期间是否有医疗保险?如有, 请填写保险公司名称及保险账号。Do you have medical insurance covering your visit in China? If "Yes", please fill out the name of the medical insurance company and your account number.		<input type="checkbox"/> 是 Yes	
		<input type="checkbox"/> 否 No	
2.8 在华邀请/联系单位名称、地址及电话 Name, address and phone number of your inviter or contact unit in China			
2.9 在华亲友/联系人姓名、地址、电话 Name, address and phone number of your relative, friend or contact person in China			

三、家庭、工作或学校信息 Section 3: Information about your family, work or study

3.1 目前家庭住址 Current home address	地址 Address		城市 City	省/州 Province/State	邮编 Zip code
3.2 家庭电话 Home phone number			3.3 手机号码 Mobile phone number		
3.4 电子信箱 Email address					
3.5 工作单位或学校名称、 电话、地址 Name, phone number and address of your current employer or school	名称 Name				
	地址 Address			电话 Phone number	
	城市 City		省/州 Province/State	邮编 Zip code	
3.6 主要家庭成员 Major family members	姓名 Name		国籍 Nationality	职业 Occupation	关系 Relationship
3.7 紧急情况联系人 Contact person in case of emergency				3.8 电话号码 Contact person's phone number	

四、其他情况 Section 4: Other information

4.1 是否曾持中国签证访问过中国？如果是，请说明最近一次访问中国的时间、地点和事由。Have you ever visited China before? If "Yes", please specify date, places and purpose of the latest visit.	<input type="checkbox"/> 否 No	
	<input type="checkbox"/> 是 Yes	
4.2 在过去的 12 个月里是否访问过其他国家或地区？如果是，请说明访问时间、地点和目的。Have you ever visited other countries or territories in the past 12 months? If "yes", please specify date, name of countries or territories and purpose of the visits.	<input type="checkbox"/> 否 No	
	<input type="checkbox"/> 是 Yes	
4.3 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.4 是否曾经被拒绝颁发中国签证，或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.5 是否在中国或其他国家有违法记录？ Do you have any criminal record in China or any other country?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.6 是否患有以下任何一种疾病？Are you suffering from any of the following diseases? ①严重精神疾病 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能对公共卫生造成危害的其他传染病 Other infectious disease of public health hazards	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.7 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories infected by infectious diseases in the past 30 days?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No

4.8 如果对 4.3 到 4.7 的任何一个问题选择“是”，请在下面详细说明。
 If you answered “Yes” to any of questions 4.3 to 4.7, please give details below.

五、有关声明 Section 5: Relevant declaration

5.1 如申请工作签证或学习签证，或不在国籍国申请签证，或与护照偕行人同行，你还需填写签证附表(Form V.2011B)。Please also complete the Supplementary Visa Application Form (Form V.2011B) if you are not a U.S. citizen, or if you are applying for work visa or student visa, or if you will be accompanied by anyone who shares the same passport with you.

5.2 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此或另纸详细说明。Please use the space below or a separate sheet for additional information / declaration / statement other than already provided in this application.

六、签名 Section 6: Signature

6.1 我已阅读并理解此表所有内容要求，并保证所填信息的真实准确。如有不实，我愿承担一切责任。I have read and understood all the questions in this application. I declare that the information provided above is true and accurate. I shall take all responsibilities for any false information.

6.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。I understand that the decision on whether to issue a visa, validity/ type of visa, number of entries, and duration of each stay will be decided by consular officers, and that any false, misleading or incomplete information may result in the refusal of a visa or denial of entry into China.

 申请人签名 _____ 日期 _____
 Applicant's signature: _____ Date (yyyy-mm-dd): _____
 注：未满 18 周岁申请人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of an applicant aged under 18.

七、他人代填申请表时填写以下内容 Section 7: If the application form is completed by another person on the applicant's behalf, please fill out the following:

7.1 申请表代填人姓名 Name of the person completing this form on the applicant's behalf		7.2 与申请人关系 Relationship to the applicant	
7.3 地址 Address		7.4 电话 Phone number	
7.5 所持身份证件种类 Type of ID document		7.6 证件号码 Number of ID	
7.7 声明 Declaration 我声明本人是根据申请人要求而协助填表，并证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion of this form at the request of the applicant, and the applicant understands and confirms that the information provided is true and correct. 代填人签名 /Signature: _____ 日期/Date (yyyy-mm-dd): _____			

以下供领事官员填写 Official use only

签证种类		有效期		停留期	
审核人		日期		备注	

中华人民共和国签证申请表附表

Supplementary Visa Application Form of the People's Republic of China

英文姓名 Name in English	
护照号码 Passport number	
出生日期(年月日) Date of birth (yyyy-mm-dd)	

A、非美国公民申请签证，请填写。If you are not a U.S. citizen, please complete the following.

1. 在美国居留或停留时间 Duration of your stay in the U.S.	<input type="checkbox"/> 少于6个月 Less than 6 months <input type="checkbox"/> 超过6个月 More than 6 months	
2. 现持何种美国有效签证或居留证件? What kind of U.S. visa or residence permit do you hold?	<input type="checkbox"/> 有效居留证件 Valid residence permit <input type="checkbox"/> 有效签证 Valid visa <input type="checkbox"/> 无 None	
3. 签证或居留证件的号码及有效日期 Number and expiry date of your visa or residence permit	号 码 Number	
	有效日期 Expiry date (yyyy-mm-dd)	
4. 持上述签证或居留许可是否被允许返回美国? Do you have the permission to return to the U.S. with the visa or residence permit stated above?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
5. 在美国居住地详细地址 Detailed address of your residence in the U.S.		
6. 在美国联系电话 Your phone number in the U.S.		

B、如申请工作签证，请填写。If you are applying for a work visa (Z-visa), please fill out the following:

1. 受教育程度 Level of education	<input type="checkbox"/> 本科 Bachelor <input type="checkbox"/> 硕士 Master <input type="checkbox"/> 博士或更高 Doctorate or higher <input type="checkbox"/> 未受正规教育 Without formal education <input type="checkbox"/> 其他(请说明) Other (Please specify).....	
2. 最后学习的学校名称 Name of your last school		
3. 专业 Your major at your last school		
4. 专业技术资格 Your professional or technical qualifications		
5. 在中国拟从事职业 Your intended occupation in China		
6. 在中国拟就职单位名称、地址及联系电话 Name, address and phone number of your employer in China		
7. 就业许可编号 Number of your Alien Employment License		



VISAS
& PASSPORTS

Sample Business Letter for Flight Crew

*****Please print your business letter on company stationery.*****

June 1, 2013

Consulate General of China, New York
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas with double entries. Financial responsibility for all expenses incurred by these individuals during their stay in China is the complete and total responsibility of Sample Products, Inc. Aviation Department (*insert name of your flight department*).

Pilots: Primary Captain: Brian Randall
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1:	July 13, 2013	Date of Arrival #2:	August 11, 2013
Airport of Arrival:	Beijing	Airport of Arrival:	Beijing
Aircraft/Flight:	N506AB	Aircraft/Flight:	N506AB

Date of Departure #1:	July 20, 2013	Date of Departure #2:	August 15, 2013
Airport of Arrival:	Beijing	Airport of Arrival:	Beijing
Aircraft/Flight:	N506AB	Aircraft/Flight:	N506AB

Reason for Travel: Transporting executives.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 (*contact number*).

Sincerely,

Heather Bauer

Heather Bauer
Scheduler

Sample Products, Inc. Aviation Department

(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)

Sample Letter