

Visa Instructions

Ladybugs N Love Adoption Services CHICAGO

Judy Stoner 780 Pleasant Avenue Glen Ellyn, IL 60137 630-632-3347

jrstoner@sbcglobal.net

I've included the instructions for your visa application and helpful tips in this document. These instructions are specifically for our courier services. If you are using another courier, please be sure to use their directions as they may be different.

You **MUST** use the Visa Application Form that went into effect on September 3, 2013. It is a four-page application form. All applications must be typed. The Chinese Consulate will no longer accept hand-written applications.

If your occupation has anything to do with media, journalism, clergy, church, writer, editor, publisher, photographer, tv/radio producer, please contact me before completing your visa application.

I've included our step-by-step instructions for completing your visa application at the end of this page.

Note: If a line on the application is not applicable to you, put "N/A" in that space. **If the form is not filled out completely, or if your visa photo does not meet the Consulate's requirements, your application will be rejected.**

To find the Visa Application Form, go to:

<http://www.china-embassy.org/eng/visas/zyxx/W020130830800265486897.pdf>

and **TYPE** the form on-line. **You cannot use a visa application from another Consulate.**

If you have trouble typing on the form, download the Chinese character package and/or use another Browser: i.e. Explorer, Chrome, Firefox, Safari. If all else fails, try the computer at your local Library.

What to include in your package to me:

1. Payment

2. A prepaid, self addressed FEDEX or UPS Shipping label OR your account number for shipping. Setting up a FEDEX or UPS account is free and will save you money. Go to fedex.com, ups.com, or usps.com to create your labels. Do not give us a Priority Mail label. We have no confidence in this method of shipping.

3. A completed visa application for each applicant. Please review the Chicago Chinese Consulate's Visa Photo requirements and examples that can be found on their website. Your photo(s) must meet their requirements or your applications will be rejected. Photo should be full face, front view, bareheaded passport-photo-style, 2" x 2". No artistic/glamour photo, group photo, or photocopy of photo is acceptable. Background must be PURE WHITE in color and the photo must show your face in good light. NO smiling – NO hair over your ears – NO glasses – NO hair clips or other accessories. No shadows. It will look like a mug shot. Please measure the space from top of ear to top of ear across your face. It must be 18-22mm.

You must GLUE ON your photo. DO NOT cut down your photo. **Stapled or paper- clipped photos will be rejected.**

4. Passports. Include your original passports. Your visas will go inside of them. **BE SURE YOU HAVE SIGNED YOUR PASSPORT.**

For minor children, you will print your child's name, sign YOUR name, and then write "by Mother" or "by Father" in parentheses after your child's name. You must have 12 months remaining on your passport and a minimum of two blank pages left.

5. A black and white photocopy of your Passport Signature and Photo page. Send one for each applicant— each on its own piece of paper.

6. A photocopy of your LOA letter, LOC letter or TA (Travel Approval.) Most folks have their LOA long before the others. Any of these will work.

7. Include a flight itinerary for each applicant. This is MUST. Call me if you have questions about this.

If you have a foreign passport other than USA, please contact me.

If any child traveling was born in China, include the following:

Child's original Chinese passport. It will be returned to you.

Child's original U.S. Passport. Print your child's name, sign your name.

Write "by Mother" or " by Father" in parentheses.

Black and white copy of child's U.S. passport photo/signature page

Black and white copy of each parent's passport photo/signature page

Black and white copy of Chinese adoption certificate or birth certificate.

If you do not have this, send something official that shows BOTH the Chinese name AND the American name of your child. This will be the Red Book for some.

If an American born child is traveling, please include:

Child's original U.S. Passport. Print your child's name, sign your name.

Write "by Mother" or " by Father" in parentheses.

Black and white copy of your child's birth certificate

Additional black and white copy of each parent's passport photo/signature page.

If you are a citizen of another country: You must provide the **original and photocopy** of your valid certificates or visa of stay, residence, employment or student status, or other valid certificates of legal stay provided by the relevant authorities of the country where you are currently staying.

Those who were Chinese citizens and have obtained foreign citizenship: You must provide a photocopy of previous Chinese passports or previous Chinese visas. If you are applying for a Chinese visa for the first time, provide your previous Chinese passport and a photocopy of its data and photo page.

If you have obtained Chinese visas before and want to apply for a Chinese visa with a renewed passport that does not contain any Chinese visa, include a photocopy of the previous passport's data & photo

pages and a photocopy of all previous Chinese visas. If your name on the current passport differs from that on the previous one, include a photocopy of an official document of name change.

INSTRUCTIONS FOR COMPLETING THE VISA APPLICATION

1.1 Full English Name as in passport: Write your last name after "Last Name," your middle name after "Middle Name" and your first name after "First Name."

1.2 Name in Chinese: Write "N/A" unless you have a Chinese name. If you have a Chinese name, please write it in Chinese character – this applies to adopted kiddos)

1.3 Other names: This would be a maiden name, nickname, other married names, etc.

1.4 Sex: Please choose male or female

1.5 Date of birth: Fill out in format **yyyy-mm-dd**

1.6 Current nationality(ies): Please fill in your current nationality as in your passport. Usually this is "USA"

1.7 Former nationality(ies): Please fill in any former nationality you've ever had if applicable.

1.8 Place of birth: Please fill in the name of your birth place (City, Province/State and Country).

1.9 Local ID/Citizenship number: Please fill in your driver's license number

1.10 Passport/Travel document type: Usually "Ordinary" unless you are traveling under a Diplomatic or military passport

1.11 Passport Number: Fill in the number of the passport with which you are applying for the visa.

1.12 Date of issue: Please fill in the date of issue of your passport, in the date format **yyyy-mm-dd**

1.13 Place of issue: Write exactly what it says on your passport. If it says "National Passport Center" that's what you write. If it says, "UNITED STATES DEPARTMENT OF STATE" that's what you write. You may abbreviate if it doesn't fit, like "US DEPT OF STATE."

1.14 Date of expiry: Put the expiration date of your passport using the date format **yyyy-mm-dd**.

1.15 Current occupation: Generally, you will check "Businessperson" if you are employed. This includes doctors, attorneys, teachers, nurses, architects, plumbers, electricians and covers just about everyone in the eyes of the Chinese Consulate.

Call me 630-632-3347 if you are a member of the press or affiliated with any religious organization. If you are a member of the press you must include a letter explaining that you are going to China to adopt your child. You are not going to write a story, or take photos that will be published for a story. You will need to sign a Statement of Professional Waiver and may need to be fingerprinted at the Chicago Consulate.

If you are working or go to school at any place to do with religion, you have to write a letter promising not to proselytize. Clergy will need to personally appear at the Consulate for fingerprinting. We can help you navigate this and pick up your visas for return shipping. Clergy is often rejected, so call us first for suggestions on what to write in your letter. You will have a Statement of Professional Waiver to sign. Clergy must appear personally at the Consulate for fingerprinting.

1.16 Education: If you have not attended college, check "Other" and specify High School or whatever applies.

1.17 Employer/School: Give the full name and address or write "N/A" if retired or unemployed – also please type WHAT you do for the company (scientist, teacher, retail sales etc.)

1.18 Home address: Give your home address, minus zip code

1.19 Zip Code: Zip code of your home address

1.20 Home/Mobile Number: Either or both

1.21 Email address: Only use one

1.22 Marital Status: Self-explanatory

1.23 Major family members: Any relative traveling with you to China

1.24 Emergency Contact: First person you want contacted if there are any problems.

1.25 Country or Territory where the applicant is located when applying for this visa: Usually "USA"

2.1 Major purpose of your visit: Check "Other" and type Adoption for parents traveling. For children and other adults traveling with you, check Tourism. **If you are inviting another adult to travel with you to China, you will need to include a short, typed explanation. Let me know and I'll send you an example with the necessary info to include.**

2.2 Intended number of entries: Check "Other" and type Multi-entry valid for 10 years. We always request this for our clients, but the Consular decides.

2.3 Are you applying for express service? "Yes" would be 2-3 business days. "No" is regular 4-5 business days processing. The Consular will decide whether or not to grant Express service.

2.4 Expected date of your first entry into China on this trip: The earliest possible date you think you may be leaving for China. This is not written in stone. They know you are just guessing. Type **yyyy-mm-dd**.

2.5 Longest intended stay: 30 days - I know you probably won't be staying for 30 days, but what if you or the child gets sick? Better safe than sorry.

2.6 Itinerary in China: Put name and address of your hotel(s) and phone number(s) during the visit in China in chronological order. They are now **requiring** this info, so get it from your agency. Unless Guangzhou is the only place you are staying, one hotel from Guangzhou listed in this section is not acceptable. **If you are estimating the dates, put "Estimate" next to the date.**

2.7 Who will pay for your travel? If you are paying, type Self. Otherwise give the name and relationship of the person who will pay for your cost of traveling and living during your stay in China.

2.8 Information of your inviter or contact unit in China. For adoption, it's:

CCCWA, SUNLIGHT INTERNATIONAL PLAZA
NO.16 WANG JIA YUAN LANE, DONG CHENG, BEIJING 100027
PHONE: 010-655-45199, EMAIL: CCAA@CCAA.CN
RELATIONSHIP: ADOPTION AUTHORITY

FOR TOURISM – LEAVE BLANK

2.9 If you have ever been granted a China visa? If yes, please specify the date and country in which you were granted the visa. That's the date of the visa, not the date you first entered China. WRITE AS "YYYY-MM, CITY"

2.10 Other countries or territories you have visited in the last 12 months: Specify date, name of countries or territories and purpose of the visits for each.

3.1 Have you ever overstayed your visa or residence permit in China? Select "Yes" if applicable. Otherwise, select "No".

3.2 Have you ever been refused a visa for China, or been refused entry into China? Select "Yes" if applicable. Otherwise, select "No".

3.3 Do you have any criminal record in China or any other country? Select "Yes" if applicable. Otherwise, select "No".

3.4 Are you experiencing any of the following conditions? Select “Yes” if applicable. Otherwise, select “No”.

3.5 Did you visit countries or territories infected by infectious diseases in the last 30 days? Select “Yes” if applicable. Otherwise, select “No”.

3.6 If you select “Yes” to any questions from 3.1 - 3.5, please, contact me before sending your application.

3.7 If you have more information about your visa application other than the above to declare, please give details. Or type on a separate sheet of paper.

3.8 If someone else travels and shares the same passport with the applicant, please affix their photos and give their information below: Type "N/A" after "Full name" if you hold a USA passport. American passports do not allow anyone to travel on anyone else's passports. (THIS IS HIGHLY UNUSUAL)

4.1 Please read closely and understand all the questions on this application form, and be fully responsible for the answers and the photo.

4.2 Please confirm that you understand that whether to issue a visa, type of visa, numbers of entries, validity and duration of each stay will be decided by consular officers, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.

4.3 Please understand that even if you are granted a visa, you may be refused entry into China. If you agree, please sign and fill in the date (make sure the date is in the correct format. YYYY-MM-DD) Please note: ALL applicants MUST sign except minors less than 18 years whose parent or guardian WILL sign on behalf of him or her. **Parents completing this section on behalf of minors will provide YOUR signature for section four AND complete and SIGN YOUR NAME section 5.**

If this application form is completed by another person on the applicant’s behalf, please have that person complete section 5.

5.1 Name: Type the name of the person who completed the application form.

5.2 Relationship: Type the relationship to the applicant of the person who completes this application form.

5.3 Address: Type the full address of the person who completes this application form.

5.4 Phone number: Type the phone number of the person who completes this application form.

5.5 Declaration: Please sign and date - in the date format required. If this section is not applicable, put N/A in 5.1 and leave the signature line for this section blank.

WHEN YOUR VISA APPLICATION IS COMPLETE...

Staple the four pages in the upper left corner.

For adoption, put a copy of the passport photo/signature page(s) next (each applicant) followed by your LOA/LSC (parents) and then a copy of your flight itinerary (each applicant.)

Use the Checklist at the bottom of this document to be sure you have everything required to include in your package to me.

PAYMENT: We prefer Paypal using the FRIEND option. For your convenience, you can pay for your Consulate AND Courier fees in **one easy payment**. Send your payment to: ss Stoner@scgroupre.com. We also accept personal checks payable to Judy Stoner. Include courier and consulate fees in one payment.

Courier fees: \$65/1 visa OR \$50 each for 2+ visas

Consulate fees: \$140 per visa for regular processing (4-5 business days) OR \$160 each for Express processing (2-3 business days.) We will ask for you, but the Consular makes the decision. You will be refunded accordingly. Please do not wait until the last minute to apply. Save yourself the stress!

SHIPPING: WE PREFER FEDEX AND UPS FOR SHIPPING. IF THESE ARE NOT AVAILABLE IN YOUR AREA, USPS IS OK, BUT **DO NOT USE THE POST OFFICE'S PRIORITY MAIL SERVICE**. PLEASE DO NOT REQUIRE A SIGNATURE. I AM NOT AT HOME WHEN YOUR PACKAGE ARRIVES. THE DELIVERY PERSON WILL PLACE IT IN A SECURE LOCATION.

Open your passport and lay it flat to put inside the envelope. Make sure those passports don't FEEL like passports from the outside.

Send me a prepaid/self-addressed shipping label or your FEDEX/UPS account number for return shipping. I don't need an envelope. If you can only use USPS, send the required postage stamps and a self-addressed label in your package to me. USE YOUR ADDRESS (NOT MINE) AS THE SENDER FOR ALL LABELS.

CHECKLIST:

- FOUR-PAGE TYPED VISA APPLICATION WITH 2 X 2 VISA PHOTO GLUED ON. DO NOT CUT DOWN PHOTO.
- BLACK & WHITE COPY OF PASSPORT PHOTO/SIGNATURE PAGE
- LOA OR TA IF FOR ADOPTION
- TRAVEL ITINERARY FOR EACH APPLICANT
- STATEMENT OF EXPLANATION FOR OTHER ADULTS TRAVELING WITH YOU.
- INVITATION LETTER IF NOT ADOPTION
- IF APPLYING ON BEHALF OF MINOR CHILDREN - A COPY OF MOM AND DAD'S PASSPORT PHOTO/SIGNATURE PAGE FOR EACH CHILD & BIRTH CERTIFICATE
- IF CHILD WAS ADOPTED, YOU NEED ADOPTION REGISTRATION PLUS BIRTH CERTIFICATE. INCLUDE CHINESE PASSPORT IF BORN IN CHINA.
- ACTUAL PASSPORT (SIGNED)
- IF CLERGY/MEDIA ETC – A LETTER STATING YOU WILL NOT PROSELYTIZE FROM YOU AND YOUR EMPLOYER ON LETTERHEAD.

If you have any questions at all, we are always here to answer.
Call me at (630) 632-3347 Or Kelly at (410) 596-8250 voice or text.
Facebook message us at Judy Stoner or Kelly Stem Rumbaugh.

We will update you as often as you wish. We are ALL about communication and keeping you apprised of your paperwork status. Do not hesitate to contact us. We know how stressful all this can be.