



CHINA VISA APPLICATION CHECKLIST

For applicants in the United Kingdom and other eligible countries worldwide

Clear preparation. Organised documents. Confident submission.

Professional travel and China visa application support from Riogrande Travels.

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1. OVERVIEW

This checklist has been prepared by Riogrande Travels to help applicants organise the information and documents commonly required for a China visa application.

Requirements can vary according to nationality, place of application, travel purpose, visa category and the instructions issued by the relevant Chinese mission or visa application centre.

IMPORTANT

Visa approval remains solely at the discretion of the relevant Chinese authorities. Additional documents, an interview or personal attendance may be requested.

This guide includes

- ✓ Information required for the online application
- ✓ Documents required for submission
- ✓ Biometrics, attendance and interview guidance
- ✓ Visa fees and centre service charges
- ✓ Riogrande Travels service charge
- ✓ Processing information
- ✓ Terms, final checks and contact information

2. INFORMATION REQUIRED FOR THE ONLINE APPLICATION

Please have the following information ready. Items should be accurate and consistent with your supporting documents.

- ✓ Passport data page and personal details
- ✓ Full residential address, including city and postcode
- ✓ Phone number and email address
- ✓ Immigration status in the country of application and details of a valid residence permit if legally resident in a country other than your home country or country of citizenship. (For applicants residing in the UK: UK eVisa details and immigration share code)
- ✓ Occupation and current living status
- ✓ Employer's name, address and telephone number, or school/university details if you are a student
- ✓ Purpose of travel to China
- ✓ Intended arrival and return dates
- ✓ Intended length of stay
- ✓ City or cities to be visited in China
- ✓ Accommodation address in China. This may be left for Riogrande Travels to complete where we are generating the reservation for you

2. INFORMATION REQUIRED (CONTINUED)

- ✓ Travel history, including any previous visits to China
- ✓ Details of previous Chinese visas, if applicable
- ✓ Emergency contact's full name, relationship and contact number
- ✓ Contact person or inviting organisation in China, where applicable
- ✓ Details of any previous visa refusals or immigration issues, where requested
- ✓ Applicant declaration and signature

RESIDENCE DOCUMENTS

International applicants should provide evidence of legal residence in the country where they are applying when that country is not their home country or country of citizenship. UK-resident applicants should provide their UK eVisa printout/details and immigration share code.

3. DOCUMENTS REQUIRED FOR SUBMISSION

Prepare clear, complete and legible documents that apply to your circumstances.

- ✓ Original passport, normally valid for at least six months and containing at least two blank visa pages
- ✓ A valid residence permit if legally resident in a country other than your home country or country of citizenship. (For applicants residing in the UK: UK eVisa printout and immigration share code)
- ✓ One recent colour passport photograph on a white background, meeting the current photograph specification
- ✓ Completed online application and confirmation pages, where applicable
- ✓ Flight reservation or proposed travel itinerary
- ✓ Hotel reservation or other accommodation evidence
- ✓ Three months of recent personal bank statements
- ✓ Employment letter
- ✓ Three months of recent payslips
- ✓ Copies of previous Chinese visas, if any

3. DOCUMENTS REQUIRED (CONTINUED)

Depending on your current living status and reason for travel, you may also need:

- ✓ Business registration, business bank statements and tax/accounting evidence if self-employed
- ✓ School or university letter and proof of funding if a student
- ✓ Sponsor's letter, identity document and financial evidence if sponsored
- ✓ Invitation letter and inviter's supporting documents if visiting a person or organisation
- ✓ Proof of relationship where visiting family
- ✓ Evidence supporting the purpose of business, conference, study or other travel
- ✓ A clear cover letter explaining the trip and any relevant circumstances
- ✓ Any further evidence requested by the Chinese mission or visa application centre

TRAVEL RESERVATIONS

Riogrande Travels will usually generate unpaid flight and hotel reservations for the application unless you have already purchased your travel or arranged your own accommodation. Reservations are temporary and may expire; do not make non-refundable commitments solely for a visa application.

4. BIOMETRICS, ATTENDANCE & INTERVIEW

- ✓ Fingerprint collection and personal attendance depend on the current rules for your visa type, age and place of application.
- ✓ Attend in person whenever instructed by the Chinese mission or visa application centre.
- ✓ Take your appointment confirmation, passport and all documents requested for your appointment.
- ✓ An interview or additional documents may be requested at the authorities' discretion.

Visa application centres listed in the original guide

London	12 Old Jewry, London EC2R 8DU — near Bank Station
Manchester	Ground Floor, 71 Mosley Street, Manchester M2 3HU
Edinburgh	2nd Floor, Exchange Tower, 19 Canning Street, Edinburgh EH3 8EG
Belfast	1 Stranmillis Embankment, Belfast BT7 1GB

Centre addresses, operating arrangements and appointment rules can change. Confirm your location and appointment instructions before travelling.

5. OUR CHARGE & INDICATIVE VISA FEES

RIOGRANDE TRAVELS SERVICE CHARGE: £100 PER APPLICANT

Our fee covers application support, form preparation, document guidance, reservation support where applicable, appointment guidance and pre-submission review.

Visa fee guide

VISA TYPE	REGULAR	EXPRESS	URGENT
Single entry	£87	£118	£139
Double entry	£98	£129	£150
Multiple entry — 6 months	£109	£140	£161
Multiple entry — 12 months	£130	£161	£182

Centre service fee guide

SERVICE	INDICATIVE FEE
Regular service — approximately 4 working days	£66
Express service — approximately 3 working days	£78
Urgent service — approximately 2 working days	£90
Optional passport return by post/courier	£90

All visa, centre, courier and priority-service amounts are indicative and subject to change. The fee charged by the centre at the time of payment will apply. Availability of priority services is not guaranteed.

6. PROCESSING INFORMATION

- ✓ Standard processing is commonly estimated at approximately four to seven working days after the application has been accepted, although actual timing may vary.
- ✓ Express or urgent processing may be available for an additional fee, subject to the centre's current service options.
- ✓ Processing time may be extended if additional checks, documents or an interview are required.
- ✓ The passport may be collected in person or returned by an available courier/postal service, depending on the selected centre and service.
- ✓ Apply well in advance and avoid non-refundable travel commitments before a decision is issued.

7. TERMS & CONDITIONS

1. Riogrande Travels does not guarantee visa approval. All visa decisions remain solely at the discretion of the relevant Chinese authorities.
2. A complete application does not automatically guarantee visa issuance, and the authorities may request additional documents, personal attendance or an interview.
3. Applicants are responsible for providing accurate, complete, authentic and verifiable information and documents.
4. False, altered, misleading or unverifiable documents or information may result in refusal, future immigration consequences or legal action.
5. Riogrande Travels provides travel and visa application support and does not act as an immigration law firm or government authority.
6. Appointment availability, submission procedures, biometrics rules and centre access are controlled by the relevant authorities and service providers.
7. Processing times are estimates only and may change due to nationality, security checks, application volume, public holidays or requests for more information.
8. Applicants should apply early and should not make irreversible or non-refundable travel commitments before a decision is received.
9. Riogrande Travels service fees are non-refundable once work has commenced, except where a specific written agreement or applicable law provides otherwise.

7. TERMS & CONDITIONS (CONTINUED)

10. Government, visa centre, courier, insurance, reservation and other third-party fees are governed by the relevant provider's terms and refund policies.
11. Visa fees, service charges, processing options, centre addresses and operating arrangements may change without notice. The amount and instruction shown by the official provider at the time will apply.
12. Flight and hotel reservations arranged for application purposes are temporary, may be unpaid and may expire. Availability and price are not guaranteed for later purchase.
13. Applicants remain responsible for checking the visa issued, observing its validity and entry conditions, and complying with immigration and local laws.
14. Riogrande Travels may pause or discontinue service where information is withheld or where abusive, threatening, suspicious or fraudulent conduct occurs.
15. Refunds for an unprovided Riogrande Travels service may be considered only where the service cannot be delivered because of a material error directly caused by Riogrande Travels, subject to any work already completed.
16. By making payment or instructing Riogrande Travels to proceed, the applicant confirms that they have read and accepted these terms and conditions.

8. FINAL PRE-SUBMISSION CHECK

Use these boxes only for your final review before submission or appointment.

- ☐ Passport and photograph meet the current requirements
- ☐ Personal and travel information is accurate and consistent
- ☐ Residence evidence is included where required
- ☐ Financial and current living status documents are complete
- ☐ Flight, accommodation and purpose-of-travel evidence are included
- ☐ Previous Chinese visas and relevant travel history are included
- ☐ Application and appointment confirmations are ready
- ☐ All requested originals and copies are prepared for attendance

9. CONTACT INFORMATION

Call	0333 090 3019
WhatsApp	+44 7355 633212
Email	info@riograndetravel.com
Website	www.riograndetravels.com
Instagram / Facebook	@riograndetravels
Reviews	Trustpilot and Google Reviews: Riogrande Travels

READY TO BEGIN?

Prepare the information and documents listed in this guide, then contact Riogrande Travels to begin your China visa application support.

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