

# TRAVCOUR (UK) LTD ORDER FORM

Wimbledon Business centre, The Old Town Hall, 4 Queens Road, Wimbledon, SW19 8YB  
 Tel: 020 85431846 (9.00am to 7.00pm)  
 e-mail: info@travcour.com Website: www.travcour.com  
 Open Hours: (Mon – sat) 9.00am to 7.00pm



## SERVICES FOR CHINA CREW VISAS - (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

**FINGERPRINTS ARE REQUIRED & YOU WILL NEED TO ATTEND THE APPLICATION CENTRE IN LONDON AT 11AM ON YOUR CHOSEN DATE.**

PLEASE SPECIFY THE DATE THAT YOU CAN ATTEND .....

WE WILL CONTACT YOU ON RECEIPT TO CONFIRM THESE DETAILS ONCE YOUR DOCUMENTS HAVE BEEN CHECKED

Please tick the service you are applying for. Should any charge differ once received, we will notify you

✓	Chinese Visas	Dates of entry/exit	Embassy Visa fee	Travcour service charge	Total to send excluding return cost
	<b>Crew visa</b>	To	<b>151.00</b>	<b>50.00</b>	<b>201.00</b>
	<b>Crew visa express</b>	To	<b>182.00</b>	<b>60.00</b>	<b>242.00</b>

Please select the type of return you need us to use for your documents. Postal & International fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

✓	Return type	Charge	Terms
	<b>Royal Mail Special Delivery</b>	<b>9.00</b>	Only applicable for UK residents. For terms & conditions please visit www.royalmail.com
	<b>DHL International Ltd</b>	<b>40.00</b>	For terms & conditions please visit www.dhl.co.uk
	<b>Travcour courier hand delivery</b>	<b>POA</b>	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	<b>Personal collection</b>	<b>N/A</b>	Please await our call to advise your documents are ready
	<b>Own prepaid envelope</b>	<b>N/A</b>	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

**Cheque or postal order** (Payable to Travcour (UK) Ltd)

**Debit Card** (please complete the following section) **We do not accept American Express or Diners or credit cards.**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry: .....	3 digit SCN	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.**

Barclays Bank PLC, Account name Travcour UK Ltd  
 Account number: 60960055  
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

**Title:** First Names .....Surname.....

**Address** .....

.....**Postcode** .....

**Telephone Number** .....**Email** .....

**If you require your documents by a certain time, please indicate the latest date you would like them returned to you:** .....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

**Signature** .....(passport holder or legal guardian) **Date** .....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data handling as set out in our privacy statement as detailed at [www.travcour.com](http://www.travcour.com). Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

# **DOCUMENT CHECKLIST**

## **CHINESE CREW VISAS**

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not permitted. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email [info@travcour.com](mailto:info@travcour.com) with your preferred date & time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

#### **Standard service – 4 Working days**

#### **Express service – 3 Working days**

Remember to allow time for your process – documents are delivered to the embassy the following working day from receipt depending on the date chosen for your fingerprint appointment. The embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

**In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.**

#### **Order form fully completed and signed**

#### **Visa application, fully completed at <https://www.visaforchina.org/>**

*\*Please ensure your photo is uploaded, print & sign once completed - double sided or handwritten applications will not be accepted.*

*If you would like us to complete the online application for you, please complete the questionnaire attached to this form.*

*There is an additional charge of £40.00 for this. You do not need to complete it if you are doing your own application online.*

#### **1 x passport photo - professional photos only on white background**

- *Do not wear any jewellery or scarf*
- *Must not be the same as the picture displayed in your passport*
- *Must show eyes, eyebrows and ears*
- *Only non-rimmed glasses can be worn in the photo*

#### **Letter of invitation**

- *Printed on A4 paper – no pictures of invitations will be accepted*
- *Must be dated within 3 months of the application*
- *Must include: Full name, address & phone number of the inviting party, full name, passport number, date of birth and gender of the applicant, relationship between the inviter and the applicant, confirm who will be financially responsible during the stay in China, expected dates of entry and exit, place and purpose of the visit, number of entries required and bear the official Chinese company stamp.*
- *The embassy will also request the passport ID of the inviting party signatory if not a Chinese national.*

#### **Guarantee letter from transport company**

**If you were born in any other country to the nationality of the passport provided, you must provide copy of the passport for the country you were born in (even if expired) or provide a typed letter to explain why you do not have that national passport**

**For applicants that have had previous trips to China, please provide a copy of the last Chinese visa – if in a different passport to the one being supplied, you must also send a copy of the ID page that it is in. If this cannot be supplied, you must supply a typed letter to explain why you no longer have the visa copy/ passport.**

**Passport.**

***NOTE the embassy will decide the validity & entries of the visa regardless of the requested term. This cannot be disputed thereafter.***

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.

# VISA QUESTIONNAIRE ENTER YOUR NAME HERE

CHINESE VISA APPLICATIONS MUST BE COMPLETED ONLINE. WE CAN COMPLETE THE ONLINE APPLICATION FOR YOU, INCLUDING UPLOADING YOUR PHOTO AND PASSPORT, IF THE INFORMATION BELOW IS PROVIDED. INCOMPLETE QUESTIONNAIRES WILL NOT BE ACCEPTED. ONCE COMPLETE, PLEASE SEND TO US WITH ALL OTHER REQUIRED DOCUMENTS BY SECURE POST. ALTHOUGH WE WILL CHECK AND SUBMIT YOUR APPLICATION, YOU WILL STILL NEED TO ATTEND FOR FINGERPRINTING WHICH WE WILL ALSO ORGANISE FOR YOU. ONCE ALL DOCUMENTS ARE RECEIVED, WE WILL CONTACT YOU TO MAKE THESE ARRANGEMENTS.

You can print and hand complete this questionnaire or complete it on your screen. You will need to post this to us with all other requirements. **Please ensure all questions are answered.**

MARITAL STATUS Married Divorced Single Widowed Other

SPOUSES NAME, DOB & PLACE OF BIRTH, IF MARRIED

DO YOU HAVE ANY OTHER NATIONALITY? YES NO

IF YES, PLEASE ENSURE BOTH NATIONAL PASSPORTS ARE SENT TO US

DO YOU HAVE PERMANENT RESIDENCE IN ANY OTHER REGION? YES NO

IF YES, PLEASE CONFIRM COUNTRY OF PERMANENT RESIDENCE

WHAT IS YOUR PURPOSE OF VISIT TO CHINA?

WHAT SERVICE DO YOU REQUIRE? NORMAL EXPRESS

WHAT IS YOUR CURRENT OCCUPATION?

WHAT IS YOUR ANNUAL INCOME?

WHAT WAS THE START DATE OF YOUR EMPLOYMENT, CURRENT OR PREVIOUS?

WHAT WAS THE END DATE OF YOUR EMPLOYMENT IF PREVIOUS?

NAME OF EMPLOYER

ADDRESS OF EMPLOYER

TELEPHONE NUMBER OF EMPLOYER

NAME OF SUPERVISOR

TELEPHONE OF SUPERVISOR

YOUR EMPLOYED POSITION

WHAT ARE/WERE YOUR BASIC DUTIES?

PLEASE LIST ANY LANGUAGE SKILLS

IF A STUDENT, DATE OF ENROLMENT

DATE OF EXPECTED END OF ENROLMENT

NAME OF INSTITUTION

ADDRESS OF INSTITUTION

WHICH DIPLOMA/DEGREE WILL YOU HAVE

YOUR FULL RESIDENTIAL ADDRESS IN THE UK

PHONE NUMBER HOME

MOBILE

EMAIL ADDRESS

PLEASE GO TO PAGE 2

FATHERS NAME  
FATHERS NATIONALITY  
FATHERS OCCUPATION

FATHERS DATE OF BIRTH  
FATHERS ADDRESS

IS YOUR FATHER IN CHINA? YES NO

MOTHERS NAME

MOTHERS NATIONALITY  
MOTHERS OCCUPATION

MOTHERS DATE OF BIRTH  
MOTHERS ADDRESS

IS YOUR MOTHER IN CHINA? YES NO

CHILDS NAME

CHILDS NATIONALITY  
CHILDS OCCUPATION

CHILDS DATE OF BIRTH  
CHILDS ADDRESS

IS YOUR CHILD IN CHINA? YES NO

*IF YOU HAVE ANY OTHER CHILDREN YOU WOULD LIKE TO ADD, PLEASE COMPLETE ON A SEPERATE SHEET*

DO YOU HAVE ANY OTHER IMMEDIATE RELATIVES IN CHINA YES NO

IF YES, PLEASE PROVIDE DETAILS

EMERGENCY CONTACT FULL NAME  
RELATIONSHIP TO YOU  
PHONE NUMBER  
EMAIL ADDRESS  
FULL ADDRESS INCLUDING POSTAL CODE

HAVE YOU BEEN TO CHINA BEFORE YES NO

*IF YES, PLEASE PROVIDE THE FOLLOWING & ENSURE YOU PROVIDE THE VISA COPY AND ID PAGE OF THE PASSPORT THAT IT IS IN.*

*CITIES VISITED*

*DATE OF ARRIVAL*

*DATE OF DEPARTURE*

*Please go to page 3*

HAVE YOU EVER BEEN FINGERPRINTED WHEN APPLYING FOR A CHINESE VISA?      YES      NO

DETAILS

HAVE YOU EVER BEEN ISSUED CHINESE RESIDENCE?      YES      NO

DETAILS

HAVE YOU EVER LOST A CHINESE VISA OR HAD ONE STOLEN?      YES      NO

DETAILS

HAVE YOU EVER BEEN REFUSED A CHINESE VISA?      YES      NO

DETAILS

HAVE YOU EVER CANCELLED A CHINESE VISA?      YES      NO

DETAILS

HAVE YOU EVER ENTERED, OVERSTAYED OR WORKED IN CHINA ILLEGALLY?      YES      NO

DETAILS

DO YOU HAVE A CRIMINAL RECORD IN CHINA OR ANY OTHER COUNTRY?      YES      NO

DETAILS

DO YOU HAVE A SERIOUS MENTAL DISORDER OR INFECTIOUS DESEASE?      YES      NO

DETAILS

HAVE YOU VISITED ANY COUNTRY/TERRITORY IN THE LAST 30 DAYS SUFFERING FROM ANY EPIDEMIC/INFECTIOUS DESEASE?      YES      NO

DETAILS

HAVE YOU EVER BEEN TRAINED OR HAVE SPECIAL SKILLS WITH FIREARMS, EXPLOSIVES, BIOLOGICAL/CHEMICAL WEAPONS OR NUCLEAR WEAPONS?      YES      NO

DETAILS

HAVE YOU EVER SERVED IN THE MILITARY      YES      NO

IF YES, COUNTRY & REGION OF SERVICE BRANCH OF SERVICE

RANK IN MILITARY

SPECIALITY

START DATE OF SERVICE

END DATE OF SERVICE

HAVE YOU SERVED OR PARTICIPATED IN ANY PARLIAMENTARY ORGANISATION, CIVIL ARMED UNIT, GUERILLA FORCES OR REBELLION ORGANISATIONS?      YES      NO

DETAILS

HAVE YOU WORKED FOR, BELONGED TO OR CONTRIBUTED TO ANY PROFESSIONAL, SOCIAL OR CHARITABLE ORGANISATION?      YES      NO

DETAILS

SIGNATURE

DATE