

**MANDATORY ORDER FORM**

Fully complete this form and submit with your application. Processing will be held if items are missing or incomplete.

**SECTION 1. CONTACT INFORMATION**

<b>NAME</b>	<input type="text"/>	<b>TELEPHONE</b>	<input type="text"/>
<b>E-MAIL</b>	<input type="text"/>	E-mail address will be used to provide vital passport tracking information as well as periodic travel updates & payment invoice	

**SECTION 2. TYPE OF VISA TO BE PROCESSED (COMPLETE MULTIPLE LINES IF APPLYING FOR MORE THAN ONE VISA)**

<b>VISA 1</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/>
<b>VISA 2</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/>
<b>VISA 3</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/>

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

**TOTAL VISA COST**

**SECTION 3. OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION**

<input type="checkbox"/> <b>PICK-UP AT OFFICE - \$0</b> <input type="checkbox"/> <b>PRE-PAID - \$0</b> RETURN ADDRESS: (IF PAYING FOR RETURN) <input type="checkbox"/> <b>FEDEX OVERNIGHT US - \$30</b> ADD \$20 FOR SAT DELIVERY. SOME RURAL LOCATIONS COST MORE <input type="checkbox"/> <b>FEDEX OVERNIGHT CAN - \$50</b> <input type="checkbox"/> <b>INTERNATIONAL - \$110+</b> SOME RURAL LOCATIONS COST MORE	<p><b>Absolute latest date by which you must have your documents returned to you</b></p> <input type="text"/>
<p><b>RETURN SHIPPING</b></p> <input type="text"/> <small>RECIPIENT'S NAME</small>	<p><b>TOTAL RETURN COST</b> <input type="text"/></p>
<input type="text"/> <small>ADDRESS</small>	
<input type="text"/> <small>CITY</small>	<input type="text"/> <small>COUNTRY</small>
<input type="text"/> <small>POST CODE</small>	
<input type="text"/> <small>THIRD PARTY PICKUP: PROVIDE NAME</small>	

ADD TOTAL VISA COST TO TOTAL RETURN COST

**SECTION 4. PAYMENT FOR YOUR VISA APPLICATIONS**

<p><b>PLEASE MAKE A PAYMENT BY CHECK PAYABLE TO RA CONSULTING CORP.</b></p>	<p><b>GRAND TOTAL AMOUNT</b></p> <input type="text"/> <small>ADD TOTAL VISA COST AND TOTAL RETURN COST FOR GRAND TOTAL</small>
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By using the services of Visa Center, I authorize to handle my personal information and my passport/other documents and particulars / to a foreign diplomatic mission in Canada & US for the purpose of acquiring a visa or other consular document. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center can not and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. Visa Centre does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic grounds or passed into the control of a courier for return delivery. Visa Center is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of visa or what may be affected by processing times or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of visas by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. Visa Center will charge \$50.00 per passport for cancelled visa applications after the documents have been received for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.

**SIGNATURE**

**CURRENT DATE**

# SMS (Text) Notifications Application Form

<b>Last Name</b>	
<b>First Name</b>	
<b>Cell Phone Number</b>	
<b>Name of the provider (Bell, Rogers, etc.)</b>	

We shall be using the data provided by you in your SMS application form solely and exclusively to send your application status by SMS to your registered mobile number, and to send you these details also by e-mail at the indicated e-mail address. We may also provide your information to any government or government agency in connection with the processing of your application. **BY SIGNING THIS FORM YOU ARE NOTIFYING US THAT YOU CONSENT TO RECEIVING THIS INFORMATION BY SMS AND E-MAIL.** Please note that if you give your consent, you have the right at any time to withdraw this consent by notifying us at **VisaCenter by email [info@visacenter.ca](mailto:info@visacenter.ca).**

## Disclaimer and Terms and Conditions

1. The Short Messaging Service ("SMS") provided to Visa Applicants is to update on current status to the applicant with regards to Visa Application Process. The information provided by SMS is based among others on the information provided by the Embassy/Consulate. While VisaCenter ensures that information is made available to the visa applicant promptly and accurately, the Visa Applicant shall at all times be responsible for providing and maintaining an SMS text compatible mobile phone number where VisaCenter can send text messages regarding the status of the Visa Application to the Visa Applicant. The Visa Applicant is responsible for ensuring connection to a mobile network capable of receiving the SMS Services. The Visa Applicant understands that if The Visa Applicant 's mobile phone is switched off, disconnected for any reasons or is out of coverage for a period of 24 hours or more, The Visa Applicant's mobile network provider may delete any SMS messages to be received by The Visa Applicant.
2. The Visa Applicant confirms that the Visa Applicant has provided the accurate mobile number for receiving SMS and that the Visa Applicant is the owner or its legitimate user, or that the Visa Applicant has the consent of the owner or legitimate user, of the mobile phone using for the Services. The Visa Applicant acknowledges that using another person's mobile phone/providing inaccurate mobile phone number/unauthorized use of mobile phone number for receiving the SMS may entail disclosure of Visa Applicant 's confidential information which disclosure shall be at the sole risk of the Visa Applicant
3. The Services, once obtained, will be available to the Visa Applicant from the time of application till complete processing of the application or such other period as VisaCenter may advise via our website located at [www.VisaCenter.ca](http://www.VisaCenter.ca) . VisaCenter reserves the right to withdraw this service at any time and without notice.
4. The Visa Applicant must not use (or permit any third party to use) the SMS Service to send any message or communication which is Spam, illegal, offensive, abusive, indecent, obscene or menacing or causes annoyance, inconvenience or needless anxiety or infringes the rights of third parties. VisaCenter reserves the right to withdraw the SMS service to such Visa Applicant if The Visa Applicant is in breach of this paragraph 4. VisaCenter may also withdraw the Services if VisaCenter in its sole discretion apprehends that the SMS service is being used for such purposes.
5. For operational reasons VisaCenter may vary the technical specification of the Services with or without notice. In the event of any change to the Service these Terms and Conditions is to be treated as varied accordingly.
6. The time to deliver the SMS is dependent on several factors such as upon the traffic on the mobile network and whether The Visa Applicant mobile phone is within reach and switched on and cannot therefore be guaranteed by VisaCenter. VisaCenter is not a mobile network operator and does not guarantee the delivery of SMS text messages.
7. The Visa Applicant acknowledges that the SMS Services may, at any time, be adversely affected by problems with The Visa Applicant mobile phone network, type of mobile account, force majeure events including, without limitation, interference to the network coverage. VisaCenter is not responsible or liable to The Visa Applicant for any loss, damage or expenses incurred directly or indirectly by The Visa Applicant as a result of any difficulties experienced by the Visa Applicant's mobile phone service provider. Subject to the constraints described within this paragraph 7, VisaCenter shall carry out the services with reasonable care and skill.
8. If The Visa Applicant does not receive SMS relating to these Services, the Visa Applicant should inform VisaCenter through email.
9. The SMS service delivers the Visa Application Status based on the information received by VisaCenter from Embassy/Consulate.
10. The Visa Applicant agrees to comply with all instructions we may give concerning the Services, including any security instructions. We will be entitled to treat any failure by Visa Applicant themselves to comply with these instructions as a breach of these Terms and Conditions, which will entitle us to deny Visa Applicant access to the Services.
11. The Visa Applicant is responsible for paying charges for the message origination. Charges once paid for SMS service will not be refunded under any circumstances.
12. The Visa Applicant shall at its sole risk be responsible for taking all reasonable steps to prevent unauthorized persons gaining access to the Services.
13. While VisaCenter takes every precaution transmission of information to transmit information. VisaCenter shall not be responsible or liable for any unforeseen events and circumstances beyond the reasonable control of VisaCenter.
14. VisaCenter may in its sole discretion temporarily suspend the provision of the Services if such provision could materially affect the quality of any telecommunications service, including the Services, provided by VisaCenter.
15. VisaCenter specifically excludes all liability of any kind (including negligence) in respect of any third party information or other material made available on, or which can be accessed using SMS text services.

I have read and understood the Disclaimer and the terms and conditions contained therein and agree to abide by the same.

**Signature of the Visa**

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_

## REGISTRATION WITH US EMBASSIES

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.us can help you to make your contact information in the country where you are traveling available to US Embassy/Consular officials responsible for helping Americans abroad.

### **What is the registration?**

Upon your request the Department of State in Washington DC will be provided with your major contact information in the country of your travel. In the event there is a need to contact Americans to offer urgent advice or evacuation during a natural disaster or civil unrest, US Embassy/Consulate contacts all registered US citizens in that country. U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties.

**OFFICIAL REGISTRATION IS RECOMMENDED** for **ALL Americans** traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE the start of the trip.**

### **What should I do to register?**

To register, you are required to fill-out short US Embassy Registration Request Form with your basic contact and travel information.

### **What is the cost?**

The cost of **peace of mind** is just USD10.00 per person.

*Yes, I want to register and agree that Visacenter.us submits on my behalf my data exactly as provided by myself on the form for US Embassy Registration service by The Bureau of Consular Affairs of the US Department of State and agree that for this act the charge of CAD 10.00 be added to the total payment for my visa services order.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Next step:**

→ **Please, fill-out the following US Embassy Registration Request Form**

# US EMBASSY REGISTRATION REQUEST FORM

## BASIC INFORMATION

FIRST NAME

LAST NAME

DATE OF BIRTH    GENDER  M /  F  
MONTH DAY YEAR

CITIZENSHIP

## PASSPORT

PASSPORT NUMBER

PASSPORT DATE OF ISSUE     
MONTH DAY YEAR

PASSPORT DATE OF EXPIRATION     
MONTH DAY YEAR

## HOME RESIDENCE

ADDRESS 1

ADDRESS 2

CITY  STATE

ZIP CODE  CONTACT EMAIL ADDRESS

## DESTINATION INFORMATION

COUNTRY

PURPOSE OF VISIT

DESTINATION DATE OF ARRIVAL     
MONTH DAY YEAR

DESTINATION DATE OF DEPARTURE     
MONTH DAY YEAR

TYPE of RESIDENCE  HOTEL  HOME  SCHOOL  OTHER

ADDRESS at DESTINATION

CITY

PHONE NUMBER AT DESTINATION

*Note: If you have more than one destination please, provide details on a separate sheet of paper.*

DATE:    SIGNATURE:   
MONTH DAY YEAR

## China Visa Pricing (includes Embassy and handling fee)

Visa Type / Processing Time	8 days
Multiple entries visa valid for 1 to 10 years (available to US passports holders only)	\$ 300.00

\*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added.

### INCLUDE THE FOLLOWING DOCUMENTS:

#### China Visa Requirements

- A valid passport (make sure that your passport does not expire within 6 months and that you have a blank page for visa purposes)  
A filled-out application:

(1) Please

log on to the website '[China Online Visa Application \(COVA\)](#)' to fill in the COVA forms and send it back to me printed and signed.

We will make an appointment for on-site submission at the Consulate as soon as we receive an application and all documents from you.

Applicants must refer to the '[Important Tips for online COVA visa form filling](#)', to ensure the COVA forms are true, accurate, and complete. Once the COVA form is submitted, no information can be changed. If any adjustment needs to be made, the whole COVA form must be filled out again.

After completing the COVA forms as required, please make sure to print the full set of COVA forms (8-9 pages) and sign on the Confirmation Page and the 8th page. If the COVA forms are not prepared as guided, the application will not be accepted.

- (2) In addition to the printed signed COVA forms, visa applicants also need to prepare the physical Required Documents (include 'A.Basic Documents' and 'B.General Documents') ([click the link](#)) for visa application. If the physical documents do not meet the requirements or not sufficient, the application may be returned, and the applicant may need to fill in the COVA forms again and make another appointment for on-site submission.
- Copy of your hotel reservation and air tickets if it is a tourist visa or a copy of your business invitation from China for a business visa.
  - Old US passport with valid Chinese visa (if any)
  - One passport-size photograph on a white clear background (most recent one, taken within the last 6 months).
  - Copy of utility bill.
  - Please enclose self-addressed pre-paid mail to send you back



<b>1.18 家庭住址</b> Home address		<b>1.19 邮政编码</b> Zip Code		
<b>1.20 电话/手机</b> Home/mobile phone number		<b>1.21 电子邮箱</b> E-mail address		
<b>1.22 婚姻状况 Marital status</b> <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 单身 Single <input type="checkbox"/> 其他 Other(Please specify):				
<b>1.23 主要家庭成员</b> (配偶、子女、父母等,可另纸) Major family members (spouse, children, parents, et c., may type on separate paper)	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
<b>1.24 紧急联络人信息</b> Emergency Contact	姓名 Name		手机 Mobile phone number	
	与申请人的关系 Relationship with the applicant			
<b>1.25 申请人申请签证时所在的国家或地区 Country or territory where the applicant is located when applying for this visa</b>				

## 二、旅行信息 Part 2: Travel Information

<b>2.1 申请入境事由 Major purpose of your visit</b>	<input type="checkbox"/> 官方访问 Official Visit	<input type="checkbox"/> 常驻外交、领事、国际组织人员 As resident diplomat, consul or staff of international organization
	<input type="checkbox"/> 旅游 Tourism	<input type="checkbox"/> 永久居留 As permanent resident
	<input type="checkbox"/> 交流、考察、访问 Non-business visit	<input type="checkbox"/> 工作 Work
	<input type="checkbox"/> 商业贸易 Business & Trade	<input type="checkbox"/> 寄养 As child in foster care
	<input type="checkbox"/> 人才引进 As introduced talent	
	<input type="checkbox"/> 执行乘务 As crew member	
	<input type="checkbox"/> 过境 Transit	
<input type="checkbox"/> 短期探望中国公民或者具有中国永久居留资格的外国人 Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status	<input type="checkbox"/> 与中国公民或者具有中国永久居留资格的外国人家庭团聚居留超过 180 日 Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status	
<input type="checkbox"/> 短期探望因工作、学习等事由在中国停留居留的外国人 Short-term visit to foreigner residing in China due to work, study or other reasons	<input type="checkbox"/> 长期探望因工作、学习等事由在中国居留的外国人 As accompanying family member of foreigner residing in China due to work, study or other reasons	
<input type="checkbox"/> 短期学习 Short-term study for less than 180 days	<input type="checkbox"/> 长期学习 Long-term study for over 180 days	
<input type="checkbox"/> 短期采访报道 As journalist for temporary news coverage	<input type="checkbox"/> 外国常驻中国新闻机构记者 As resident journalist	
<input type="checkbox"/> 其他(请说明)Other (Please specify):		
<b>2.2 计划入境次数 Intended number of entries</b>	<input type="checkbox"/> 一次(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue	
	<input type="checkbox"/> 二次(自签发之日起 3-6 个月有效) Two entries valid for 3 to 6 months from the date of issue	
	<input type="checkbox"/> 半年多次(自签发之日起 6 个月有效) Multiple entries valid for 6 months from the date of issue	
	<input type="checkbox"/> 一年多次(自签发之日起 1 年有效) Multiple entries valid for 1 year from the date of issue	
	<input type="checkbox"/> 其他(请说明) Other (Please specify):	
<b>2.3 是否申请加急服务 Are you applying for express service?</b> 注: 加急服务须经领事官员批准, 将加收费用。Note: Express service needs approval of consular officials, and extra fees may apply.		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
<b>2.4 本次行程预计首次抵达中国的日期</b> Expected date of your first entry into China on this trip (yyyy-mm-dd)		

<b>2.5 预计行程中单次在华停留的最长天数 Longest intended stay in China among all entries</b>		<b>Days</b>
<b>2.6 在中国境内行程（按时间顺序，可附另纸填写） Itinerary in China (in time sequence, may type on separate paper)</b>	<b>日期 Date</b>	<b>详细地址 Detailed address</b>
<b>2.7 谁将承担在中国期间的费用？ Who will pay for your travel and expenses during your stay in China?</b>		
<b>2.8 中国境内邀请单位或个人信息 Information of inviter in China</b>	<b>姓名或名称 Name</b>	
	<b>地址 Address</b>	
	<b>联系电话 Phone number</b>	
	<b>与申请人关系 Relationship with the applicant</b>	
<b>2.9 是否曾经获得过中国签证？如有，请说明最近一次获得中国签证的时间和地点。 Have you ever been granted a Chinese visa? If applicable, please specify the date and place of the last time you were granted the visa.</b>		
<b>2.10 过去 12 个月中访问的其他国家或地区 Other countries or territories you visited in the last 12 months</b>		

### 三、其他事项 Part 3: Other Information

<b>3.1 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?</b>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
<b>3.2 是否曾经被拒绝签发中国签证，或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?</b>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
<b>3.3 是否在中国或其他国家有犯罪记录？ Do you have any criminal record in China or any other country?</b>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
<b>3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions?</b> ①严重精神障碍 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能危害公共卫生的其他传染病 Other infectious disease of public health hazards	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
<b>3.5 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 affected by infectious diseases in the last 30 days?</b>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
<b>3.6 如果对 3.1 到 3.5 的任何一个问题选择“是”，请在下面详细说明。 If you select Yes to any questions from 3.1 to 3.5, please give details below.</b>	



3.7 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，请在此或另纸说明。

**If you have more information about your visa application other than the above to declare, please give details below or type on a separate paper.**

3.8 如申请人护照中的偕行人与申请人一同旅行，请将偕行人照片粘贴在下面并填写偕行人信息。**If someone else travels and shares the same passport with the applicant, please affix their photos and give their information below.**

偕行人信息 <i>Information</i>	偕行人 1 Person 1  粘贴照片于此 <i>Affix Photo here</i>	偕行人 2 Person 2  粘贴照片于此 <i>Affix Photo here</i>	偕行人 3 Person 3  粘贴照片于此 <i>Affix Photo here</i>
姓名 Full name			
性别 Sex			
生日 DOB(yyyy-mm-dd)			

#### 四、声明及签名 Part 4: Declaration & Signature

4.1 我声明，我已阅读并理解此表所有内容要求，并愿就所填报信息和申请材料的真实性承担一切法律后果。

**I hereby declare that I have read and understood all the questions in this application and shall bear all the legal consequences for the authenticity of the information and materials I provided.**

4.2 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 whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be determined by consular official, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.**

4.3 我理解，根据中国法律，申请人即使持有中国签证仍有可能被拒绝入境。

**I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted.**

➡ 申请人签名

Applicant's signature: .....

日期

Date (yyyy-mm-dd): .....

注：未满 18 周岁的未成年人须由父母或监护人代签。Note: The parent or guardian shall sign on behalf of a minor under 18 years of age.

#### 五、他人代填申请表时填写以下内容 Part 5: If the application form is completed by another person on the applicant's behalf, please fill out the information of the one who completes the form

5.1 姓名 Name		5.2 与申请人关系 Relationship with the applicant	
5.3 地址 Address		5.4 电话 Phone number	
5.5 声明 Declaration 我声明本人是根据申请人要求而协助填表，证明申请人理解并确认表中所填写内容准确无误。 <b>I declare that I have assisted in the completion of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct.</b>			
代填人签名/Signature: .....		日期/Date (yyyy-mm-dd): .....	