**Passport:**  Original and a Copy of passport with at least 6 months validity.

**Photograph:** One passport sized photo with white background.

**Employment Authorization or Residency Permit:** Copy of EP/ DP/ Work Permit or PR

**Itinerary:**  Copy of an itinerary or flight reservation from an airline or travel agent clearly showing entry and exit dates.

**Place of Birth**: If a traveler is born in China, Macau, Taiwan or Hong Kong, he must provide a copy of birth certificate or a copy of previous China visa.

**Applicants with Media Occupation:** If the applicant works for a company associated with the media, they must supply an additional business introduction letter. The letter must:

* + Be addressed to the China Embassy
  + Be on company letterhead paper
  + Include the name of the applicant
  + Specify in detail the purpose of journey and if is not media related, clearly indicate that the visit is  not media related or engaging in any media coverage
  + Specify the requested number of entries and the length of visa required
  + Include an acceptance of financial responsibility for the applicant
  + Be signed by the applicant's supervisor or the company's HR department

A personal letter is also required. The letter must:

* + Be addressed to the China Embassy
  + Specify in detail the purpose of journey and if it is not media related, clearly indicate that the visit is not media related or engaging in any media coverage
  + Specify the requested number of entries and the length of visa required
  + Be signed by the applicant

Processing time and visa validity granted will be subject to the Chinese Embassy’s discretion. CIBT cannot assist to obtain invitations for applicants with media related occupations.