

## CAA – RM Checklist for Family reunion visa (Q2 visa)

Please prepare your documents in the order listed in this checklist. This checklist is on top of the documents. **If your whole family is applying for visas, only one checklist is required.**

Total number applicants : \_\_\_\_\_ Name of all applicants (in LastName, FirstName order): \_\_\_\_\_

Fee total (US citizens \$180 per each applicant, all other citizens \$130 per each applicant): \_\_\_\_\_

<input type="checkbox"/> 1.	This checklist. Make sure all <input type="checkbox"/> are checked. All the applicants' names are filled up and signed.
<input type="checkbox"/> 2.	Application fee. Cash or check. No credit card. If pay by check, write "CAA" as payee.
<input type="checkbox"/> 3.	<p>Passport.</p> <ol style="list-style-type: none"><li>1. <input type="checkbox"/> Photocopy of passport's first page (information page).</li><li>2. <input type="checkbox"/> Passport MUST have an expiration date no early than November 2017. If your passport has an expiration date early than May 2018, you will NOT be issued an visa valid for longer than 6 months. And a letter must be accompanied indicating you are aware you will not be issued a visa longer than 6 months.</li><li>3. <input type="checkbox"/> Passport must have at least two empty pages.</li><li>4. <input type="checkbox"/> Passport must be signed.</li><li>5. <input type="checkbox"/> If your new passport has different name than your old passport and this is the first time you apply for a Chinese visa with your new name. Photocopies of official documents indicating name change must be accompanied.</li><li>6. <input type="checkbox"/> If you were born in China (including Hong Kong, Macau, Taiwan) and became citizen of other countries. If this is your first time applying for a Chinese visa, you must provide your original Chinese passport, photocopy of Chinese passport's first page (information page), photocopy of extension page if any. We will return your revoked Chinese passport when you pick up your passport.</li><li>7. <input type="checkbox"/> If you were born in China (including Hong Kong, Macau, Taiwan) and became citizen of other countries. If this is NOT your first time applying for a Chinese visa AND if your old Chinese visa is not on your current passport. You will need to provide 1. Photocopy of old passport's first page (information page) and 2. Photocopy of your old Chinese visa.</li><li>8. <input type="checkbox"/> If you are holding a non-US passport. You will also need to provide photocopies of documents showing your legal status in the US. Such as green card, work visa. If you are holding a student visa or if you are a Canadian coming to US as an international student, photocopy of I-20 form is required.</li></ol>
<input type="checkbox"/> 4.	<p>Supplement documents for applicants under the age of 18.</p> <ol style="list-style-type: none"><li>1. <input type="checkbox"/> If this is the first time you apply for a Chinese visa, you will need to provide: 1. Birth certificate; 2. Photocopies of both of your parents' passports' first page (information page); 3. If your parent(s) are Chinese citizen, photocopies of their permanent resident card.</li><li>2. <input type="checkbox"/> If this is not the first time you apply for a Chinese visa and your old Chinese visa is not on the current passport, you will need to provide photocopy of old Chinese visa.</li></ol>

<input type="checkbox"/> 5.	<p>Passport photo.</p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Please take a US passport photo at any location you prefer such as Costco, Walmart, Walgreens. Do not take a photo yourself unprofessionally and trim the photo unprofessionally.</li> <li>2. <input type="checkbox"/> Photo must be taken within 6 months.</li> <li>3. <input type="checkbox"/> Passport photo must be glued or double side taped on the application form. Do NOT staple the photo on the form.</li> </ol>
<input type="checkbox"/> 6.	<p>Visa application form</p> <p>Please download chinese_visa_application.pdf and fill it up. Refer to the sample chinese_visa_application_l_sample_en.pdf. <b>Please note, if you try to open this file online, you cannot edit it. You will need to download it and open with Adobe Acrobat Reader or upload it to <a href="http://www.pdfescape.com/">http://www.pdfescape.com/</a> to edit.</b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Form must be computer typed. Hand written form is NOT accepted.</li> <li>2. <input type="checkbox"/> All fields must be filled up. If not applicable, write "none" or "N/A".</li> <li>3. <input type="checkbox"/> All letters must be in capital English.</li> <li>4. <input type="checkbox"/> 1.9 Driver's license number or state ID number.</li> <li>5. <input type="checkbox"/> 1.13 US passport please write "US DEPARTMENT OF STATE".</li> <li>6. <input type="checkbox"/> 2.1 Please select "<b>Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status</b>" ONLY.</li> <li>7. <input type="checkbox"/> 2.2 Please select "Other" and write "10-YEAR MULTIPLE ENTRY".</li> <li>8. <input type="checkbox"/> 2.3 Please select "No".</li> <li>9. <input type="checkbox"/> 2.4 Must match the date on the invitation letter.</li> <li>10. <input type="checkbox"/> For the signature, if applicant is under 18, his/her parents must sign on both Part 4 and Part 5.</li> </ol>
<input type="checkbox"/> 7.	<p>Invitation letter</p> <p>Please have your inviter fill up invitation_cn.pdf on computer, we have filled up the spaces with sample, please change the sample to your inviter's information. <b>Please note, if you try to open this file online, you cannot edit it. You will need to download it and open with Adobe Acrobat Reader or upload it to <a href="http://www.pdfescape.com/">http://www.pdfescape.com/</a> to edit.</b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> All the information has been changed from the sample to the actual inviter's information.</li> <li>2. <input type="checkbox"/> All spaces must be filled up.</li> <li>3. <input type="checkbox"/> In the invitation letter, after "邀请", must indicate the relationship between inviter and invitee. For example, "朋友 John Smith" (my friend John Smith) not just "John Smith".</li> <li>4. <input type="checkbox"/> Inviter must sign by hand after "签字".</li> <li>5. <input type="checkbox"/> <b>We only need the photocopy of the invitation, please do NOT submit the original copy.</b></li> <li>6. <input type="checkbox"/> <b>If your whole family is applying for visas, we need an invitation letter for each applicant.</b></li> </ol>
<input type="checkbox"/> 8.	<p>Photo copies of inviter's national ID card or permanent resident card.</p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Copies of the front AND back of the card.</li> <li>2. <input type="checkbox"/> The card is not expired</li> <li>3. <input type="checkbox"/> The name on the card must match the name on the invitation letter.</li> </ol>

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|  | 4. <input type="checkbox"/> If your whole family is applying for visas, we need copy of the card for each applicant. |
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I, the primary applicant has checked everything listed in this checklist. Signature: \_\_\_\_\_