



Chinese Employment Visa Check List

- Signed** Passport valid for 6 months with at least 2 blank pages
- Completed and signed visa application form
- 2X2 Passport style photo to attach to application form
- Completed Master Visa Service form
- Visa notification issued by Chinese Unit
- Work Permit for aliens issued by Chinese Foreign Expert Bureau
- Visa Notification issued by Chinese unit or proof of kinship for accompanying family members
- Copy of your Airline ticket, e-ticket or agent itinerary.
- Hotel reservation OR provide staying address in China
- USPS Money order payable to the Chinese Consulate (Ignore if paying by CC)
- Check or Money order payable to Master Visa Service (Ignore if paying by CC)
- Self-Addressed Pre-Paid return envelope or MVS FedEx Fee

Send your documents to

Master Visa Service
230 S. Clark St. Suite 400
Chicago, IL 60604

Any questions please call us at (800) 516-2778