

# VISA SERVICES CANADA

[WWW.VISASERVICESCANADA.CA](http://WWW.VISASERVICESCANADA.CA)

## YOUR PERSONAL CONCIERGE SERVICE

*Visa Services Canada, Inc.* is pleased to offer our clients full private personal Visa Concierge service to help ease the burden of dealing with visa paperwork. You can fill out the following form by hand in ink in BLOCK LETTERS.

**Send us an email or give us a call to start you on the road to a visa application.**

**toll-free      1-866-378-1229**  
**Email:        info@visaservicescanada.ca**

When you want concierge service *Visa Services Canada* assigns a specific named visa specialist to not only assist in your document preparation and review, and also to complete the data entry on your behalf. Your Visa Concierge will make it their priority to respond to your initial request within 5 business hours on working days.

We can make this daunting process simple for you.

From start to finish, your assigned Visa Concierge will help you in all aspects of your visa questionnaire preparation. Your assigned helper will assist in ensuring you provide the correct details and documents.

Once you request a Visa Concierge your assigned helper will personally reach out to you by telephone and email to discuss your needs and make this as simple, quick and pain-free for you as possible.

Visa Concierge Services include:

- Assistance with document preparation and review to minimize any rejections or delays.
- Application forms completed and delivered by email for your personal signature.
- Secondary personal review of all documents prior to submission.
- Review and recommendation of most appropriate visa and service level based on needs.
- Personalized updates during all phases of the process via preferred method of contact.

Visa Concierge Service fees -- Additional Visa Concierge fee per person: \$199 in addition to the visa processing and embassy fees. \$75 per additional destination/service. Please note that the Visa Concierge fee does not include visa processing or processing fees for the embassy.

Thank you  
*Ms Pamela Wheat, President*

### ***Visa Services Canada, Inc.***

275 Slater Street, Suite 900, Ottawa ON, K1P 5H9

phone: 613 231-7054

toll-free 1-866-378-1229

Email: info@visaservicescanada.ca

Website: www.VisaServicesCanada.ca



# China Visa Concierge Service

This document is a worksheet to help you gather and provide the information needed for *Visa Services Canada* to build a detailed and complete China visa application on your behalf. Please print out these pages, complete the worksheet in ink and scan, obtain a scan of the data page of your passport (the page with the picture on it) and email it all to your personal VSC Visa Concierge in Ottawa.

Write "N/A" in any box which does not apply to you

**Applicant's First Names** \_\_\_\_\_

**Applicant's Last Name** \_\_\_\_\_

**Applicant's additional/Former/Extra/AKA names** \_\_\_\_\_

**Applicant's Current Nationality** \_\_\_\_\_

**Applicant's Former Nationalities** \_\_\_\_\_

**Applicant's Place of Birth** \_\_\_\_\_

**Applicant's Current Occupation**

- |                                                 |                                                         |
|-------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Businessperson         | <input type="checkbox"/> Company employee               |
| <input type="checkbox"/> Entertainer            | <input type="checkbox"/> Industrial/Agricultural worker |
| <input type="checkbox"/> Student                | <input type="checkbox"/> Crew member                    |
| <input type="checkbox"/> Unemployed             | <input type="checkbox"/> Retired                        |
| <input type="checkbox"/> Military               | <input type="checkbox"/> NGO Staff                      |
| <input type="checkbox"/> Religious              | <input type="checkbox"/> Media                          |
| <input type="checkbox"/> Other: please specify: | _____                                                   |

**Applicant's Education**

- |                                                |                                  |
|------------------------------------------------|----------------------------------|
| <input type="checkbox"/> Postgraduate          | <input type="checkbox"/> College |
| <input type="checkbox"/> Other please specify: | _____                            |

**Applicant's Current Employer or School** (list school only if student)(retired type "retired")

Employer or School Name: \_\_\_\_\_

Employer/School Street Address: \_\_\_\_\_

Street Address (continued): \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Employer/School Telephone: \_\_\_\_\_

**Applicant's Home Address**

Street Address in Canada: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant's Marital Status**

Married     Single     Other \_\_\_\_\_

**Applicant's Major Family Members** (must list a minimum of two persons)

Name	Nationality	Occupation	Relationship
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1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Emergency Contact in Canada** (must be a family member listed above)

Name of Contact: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Telephone Number of Contact: \_\_\_\_\_

**Applicant's Travel Information**

**Applicant's Major Purpose of Visit**

- |                                                    |                                                           |
|----------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Tourism                   | <input type="checkbox"/> Business & Trade                 |
| <input type="checkbox"/> Visit to Chinese National | <input type="checkbox"/> Visit to Legal Resident of China |
| <input type="checkbox"/> Non-Business Visit        | <input type="checkbox"/> Study                            |
| <input type="checkbox"/> Conference                | <input type="checkbox"/> Work & Employment                |
| <input type="checkbox"/> Official Visit            | <input type="checkbox"/> Short Term Visit                 |
| <input type="checkbox"/> Other: please specify:    | _____                                                     |

**Number of Entries of China**

Multiple Entries (standard)     Single Entry     Double Entry

**Date of Departure from Canada:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

**Date of Arrival in China:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

**Longest Intended stay in China** (in days) \_\_\_\_\_ Days

## Itinerary in China by Date - Hotel Names and Addresses in China

Date of Arrival at Hotel #1 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Hotel #1 Name: \_\_\_\_\_

Address #2 in China: \_\_\_\_\_

Address #2 in China (continued): \_\_\_\_\_

City, Region, Postal Code: \_\_\_\_\_

Hotel #1 Telephone Number: 86-\_\_\_\_\_

Date of Arrival at Hotel #2 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Hotel #2 Name: \_\_\_\_\_

Address #2 in China: \_\_\_\_\_

Address #2 in China (continued): \_\_\_\_\_

City, Region, Postal Code: \_\_\_\_\_

Hotel #2 Telephone Number: 86-\_\_\_\_\_

Date of Arrival at Hotel #3 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Hotel #3 Name: \_\_\_\_\_

Address #3 in China: \_\_\_\_\_

Address #3 in China (continued): \_\_\_\_\_

City, Region, Postal Code: \_\_\_\_\_

Hotel #3 Telephone Number: 86-\_\_\_\_\_

Date of Arrival at Hotel #4 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Hotel #4 Name: \_\_\_\_\_

Address #4 in China: \_\_\_\_\_

Address #4 in China (continued): \_\_\_\_\_

City, Region, Postal Code: \_\_\_\_\_

Hotel #4 Telephone Number: 86-\_\_\_\_\_

**Reference Hotel Name or Chinese Travel Agency in China for TOURIST only**

Hotel or Agency Name (if a tourist): \_\_\_\_\_

Address in China: \_\_\_\_\_

Address in China (continued): \_\_\_\_\_

City, Region, Postal Code: \_\_\_\_\_

China Telephone Number: 86-\_\_\_\_\_

**Reference Name and Address in China for BUSINESS and VISIT only**

Business Name (if on business): \_\_\_\_\_

Invitor Name (if invited by a person): \_\_\_\_\_

Address in China: \_\_\_\_\_

Address in China (continued): \_\_\_\_\_

City, Region, Postal Code: \_\_\_\_\_

China Telephone Number: 86-\_\_\_\_\_

**Has Applicant Ever Been to China Before?**       No       Yes

Previous Date of Visa Issuance: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day month year)

Previous Place of Visa Issuance: \_\_\_\_\_

**Other Countries Visited in the past 12 months:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Information**

**Have you ever overstayed your visa or residence permit in China?**       No       Yes

**Have you ever been refused a visa for China, or been refused entry into China?**       No       Yes

**Do you have any criminal record in China or any or other country?**       No       Yes

**Are you experiencing any of the following conditions?**  No  Yes  
Serious mental disorder; Infectious pulmonary tuberculosis; other infectious diseases  
or public health hazards.

**Did you visit countries or territories affected by infectious diseases  
or public health hazards in the past 30 days.**  No  Yes

**Give Details of any Yes Answers to the four questions above**

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### **Additional Information**

If you have more information about your visa application other than the above to declare,  
please give details here.

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### **Applicant's Signature**

*The information provided is honest and truthful to the best of my abilities:*

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Email address: \_\_\_\_\_

Applicant's mobile telephone: \_\_\_\_\_

Applicant's Work Telephone: \_\_\_\_\_

Applicant's Home Telephone: \_\_\_\_\_

**Once completed, scan document and obtain a scan of the information page of the  
applicant's passport (the page with their picture on it) and email it all to your  
VSC Visa Concierge.**

## **SECURE PAYMENT FOR CONCIERGE SERVICE**

*Visa Services Canada, Inc.* is pleased to offer the most secure means of payment available in Canada for the processing of your concierge service.

### **INTERAC e-Transfer**®

*Interac e-Transfer* is a funds transfer service between personal and business accounts at Canadian banks and other financial institutions. You do not have to provide any account details or even a credit card number to our company.

Our staff never see any of your account details when you use an e-transfer method of payment. You deal only with your bank or financial institutions to make payment in a totally secure environment right from your home or office.



### **HOW IT WORKS**

1. Fill in the entire visa application form, and send it and the passport scan to our office by courier or e-mail as applicable.
2. Our professional staff review your application and determine the total payment for the concierge service to be made by you.
3. Our staff send you an e-mail detailing the full and final charges. This email will contain all the instructions for making the e-transfer. It will include the e-mail and security codes, and step-by-step instructions for you.
4. You, or a friend or relative acting on your behalf, make the e-transfer to VSC for all the concierge service charges and fees.
5. It takes up to 30 minutes for the bank to send the e-transfer notification to our office. We then receive the funds and can then pay the embassy on your behalf. Payment must be received before the concierge service can be started on your behalf.

### **YOUR E-MAIL ADDRESS**

Applicants **MUST** provide at least one (1) working and monitored e-mail address on the VSC cover page so that our staff can contact you with details of the payment. Please provide two.

An application form without a typed, correct, and monitored e-mail address cannot be processed.

Applicants who respond immediately are assisted first. Applicants who do not respond within three days (72 hours) will have their applications cancelled and their passports prepared for return. Failure to respond promptly may result in you missing your journey.