

Annex 1 Important Tips for online COVA visa form filling

- (1) Please carefully read the prompts and requirements of the COVA form system, and complete the entries of the visa application COVA online form step by step, making sure that the information is true, accurate and complete. Please note: Once the application form has been submitted, it cannot be modified in any way.
- (2) The "location" option jurisdiction. consular the with line in be for submitting the visa application should
- (3) Basic personal information. Surname, given names, gender, date of birth, nationality, passport number, passport type, etc. must be exactly the same as those on the passport information page, otherwise your visa application will be returned.
- (4) If you were born in China (including Hong Kong, Macao and Taiwan), please note:
 1. Application form 1.1E The native language name must be entered in Chinese with the Chinese character input method, please do not fill in "Chinese", "Chinese", etc.
 2. In the application form 1.6G, select "Yes" for "former nationality", and then select the nationality information.
 3. Item 1.6H of the application form is required. If the applicant is applying for a Chinese visa for the first time, this entry will be automatically generated during the form filling process; but if the applicant has previously applied for a Chinese visa, this entry will not be displayed when filling in the online form, and the form must be printed out and supplemented by hand-written Chinese name and other information. This Item cannot be empty.
- (5) Completely fill in the work experience and educational background
 1. Please fill in the complete work experience after graduation from school.
 2. The "position" and "duty" of the application form 3.3D and 3.3E must be filled in completely.
 3. Please fill in the complete learning experience since high school in 4.2, and the diploma/degree and major in 4.2C and 4.2D must be completed.
- (6) Completely fill in each address

The address of the spouse in 5.5A of the application form, and the addresses of the parents in 5.5B and 5.5C must fill in the address of the current location, not the address of the place of birth. The address must be filled in completely, including street, city, state, and country.
- (7) If you choose "not applicable" for any entry in the form, you need to state the reason for "not applicable".
- (8) Printing and signing. After completing the COVA online form filling, you must print out a full set of application forms, including the "Confirmation of Online Visa application" and "Visa Application Form of the People's Republic of China" (depending on the individual filling situation, a total of 9 to 10 pages will be generated). All the pages of the forms must be printed to turn in, the signature and date on the Confirmation Page and the 8th page of Visa Application Form of the People's Republic of China must

be handwritten by the applicant him/herself. Visa applicant under the age of 18 is signed by their guardian, and meanwhile add a handwritten signature in the "For person filling in the application on the applicant's behalf".