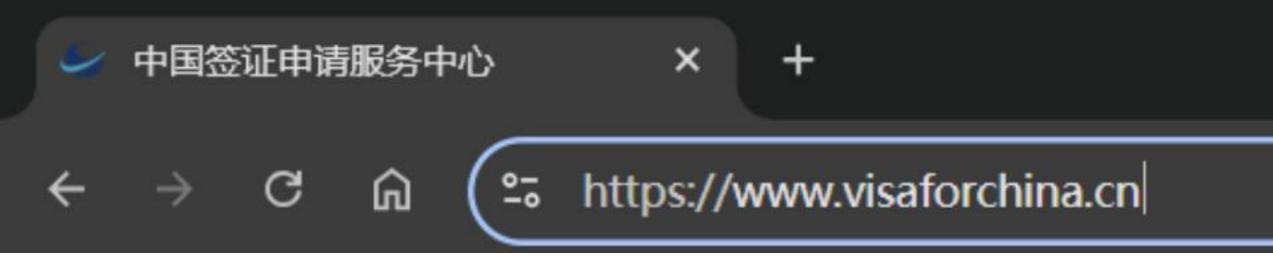


## Online Form Filling Instructions

Sept. 2025

1. Open the browser and enter "www.visaforchina.cn"

Enter the visa center website.



The website can be accessed from computers, mobile phones, pads and other devices. Please make sure that the browser's "Block Pop-up" function is turned off before applying.

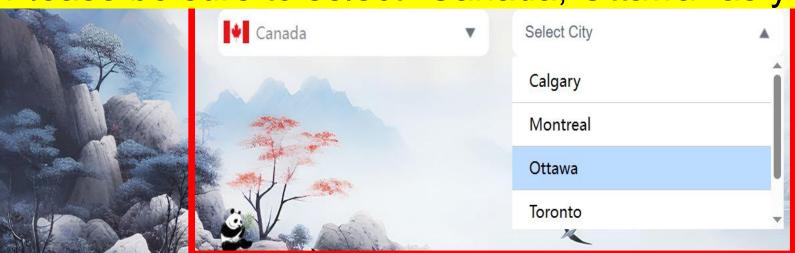
Reminder: Please be sure to check your browser settings. If you use the browser that comes with an iOS device, you must turn it off in "Settings  $\rightarrow$  App  $\rightarrow$  Safari".

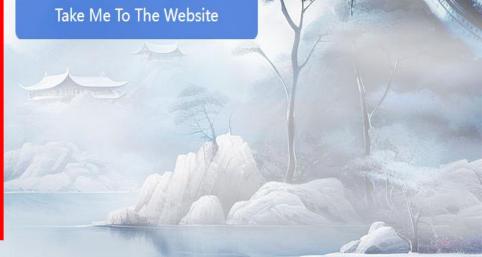
## 2. Select Application Location

## 欢迎访问中国签证申请服务中心

WELCOME TO CHINESE VISA APPLICATION SERVICE CENTER

For applicants planning to submit application forms at this center: Please be sure to select "Canada, Ottawa" as your application location.

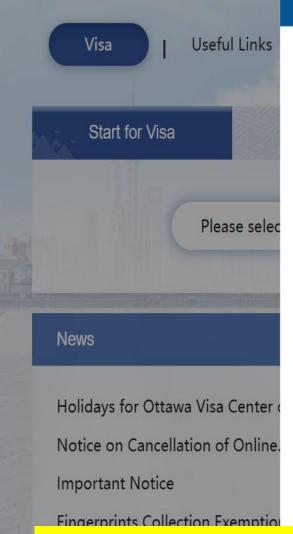




Reminder: Service areas of the Visa Centre: Ottawa Region, Newfoundland & Labrador, Nova Scotia, Prince Edward Island and Nunavut.

## 3. Enter the main page





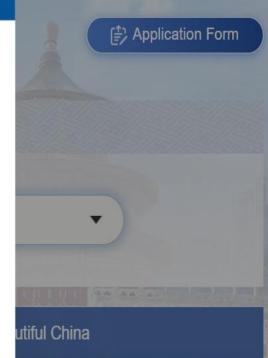
Important Notice

#### **Important Notice**

Update time: 2025-07-15

& Labrador, Nova Scotia, Prince Edward Island and Nunavut.

- 1.For visa application, you need to create an account and then fill out the form online via our website first.
- 2.It's not necessary to have an appointment to hand in Chinese Visa Application. The Chinese Visa Application Service Center accepts visa application from 9am to 3pm during the weekdays. Please check "holidays for Montreal Visa Center". (We suggest to come in before 2pm to hand in your visa application.)
- 4.To apply L,M,Q2,S2 multiple entrance Chinese Visa, all applicants, who is between 14 and 70 years old, must come in person to leave fingerprint





Website announcements may be updated at any time. Please read our announcements carefully.

## 3. Enter the main page

Please double-check whether the application location you selected is correct.

● Ottawa C Other Centers EN Y Sign In | C eate Account

If the location is correct, you may sign in or register here.

Visa | Useful Links | About Us

Start for Visa

Please select your passport type

More >

Please check the visa types and document checklist here, clarify the type of visa you need to apply for, and prepare the required materials in accordance with the

News

checklist.

Visa info

Visa Category

Y Visa Fees

Sample Application Form

Downloads

₫ FAQ

\_\_\_\_\_

Splendid South China

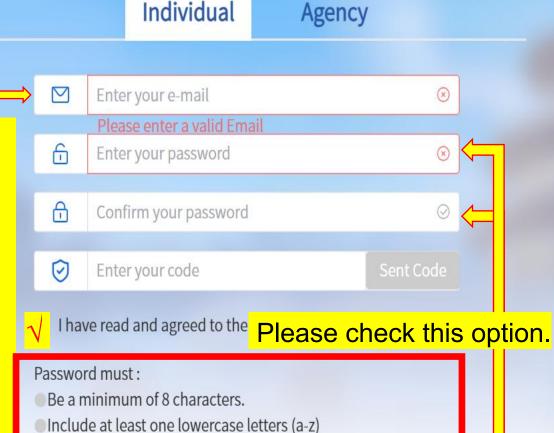
**Beautiful China** 

You may download the visa invitation letter template here.

## 4.1、Register an account

Registration is only supported via the email address you hold. Gmail, Hotmail, Yahoo, QQ, and other email services are all acceptable.

Reminder: Subsequent updates to the review status and application credentials will be automatically sent to this email address by the system, and the email address cannot be changed thereafter.



Include at least one uppercase letters (A-Z)

• Include at least one Special Character (\*?!&

**Create Account** 

• Include at least one number (0-9)

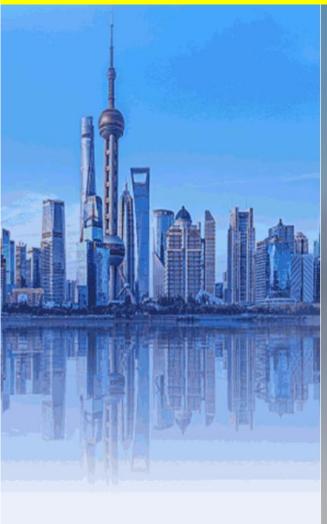
Please set your password as required.

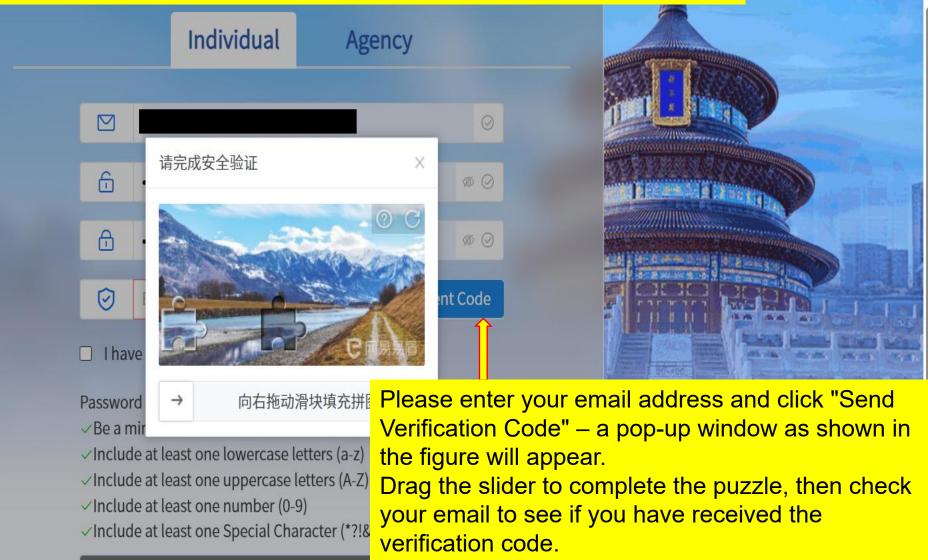
To avoid forgetting it, we recommend that you record and keep your account and password for your own reference.

Sign In

## 4.2. Register an Account (Verification Code)

Create Account



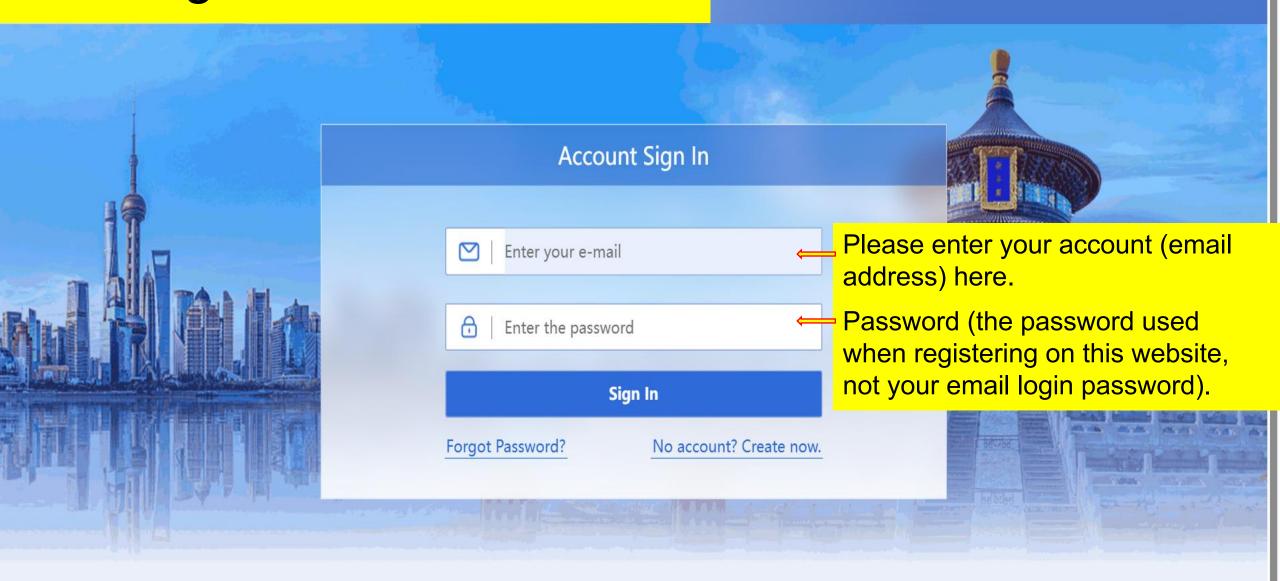


Reminder: The email verification code is valid for

15 minutes. Please do not click "Resend" frequently.

## 4.3. Sign in to Your Account

Ottawa C Other Centers EN Y Sign In | Create Account



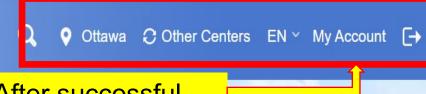
## 5. Access the Main Page (after logging in)

Visa

Start for Visa

Usetul Links

About Us



After successful login, the text "My Account" will appear here.



Click here to start filling out the form.

Reminder: Applications for a Chinese visa will only be accepted in the form of printed documents after online form completion. No paper application forms are available for manual completion.

Thank you for your understanding and cooperation.

Holidays for Ottawa Visa Center of... 2024-12-20

Notice on Cancellation of Online... 2024-06-03

Important Notice 2024-06-03

Fingerprints Collection Exemption f... 2024-06-03

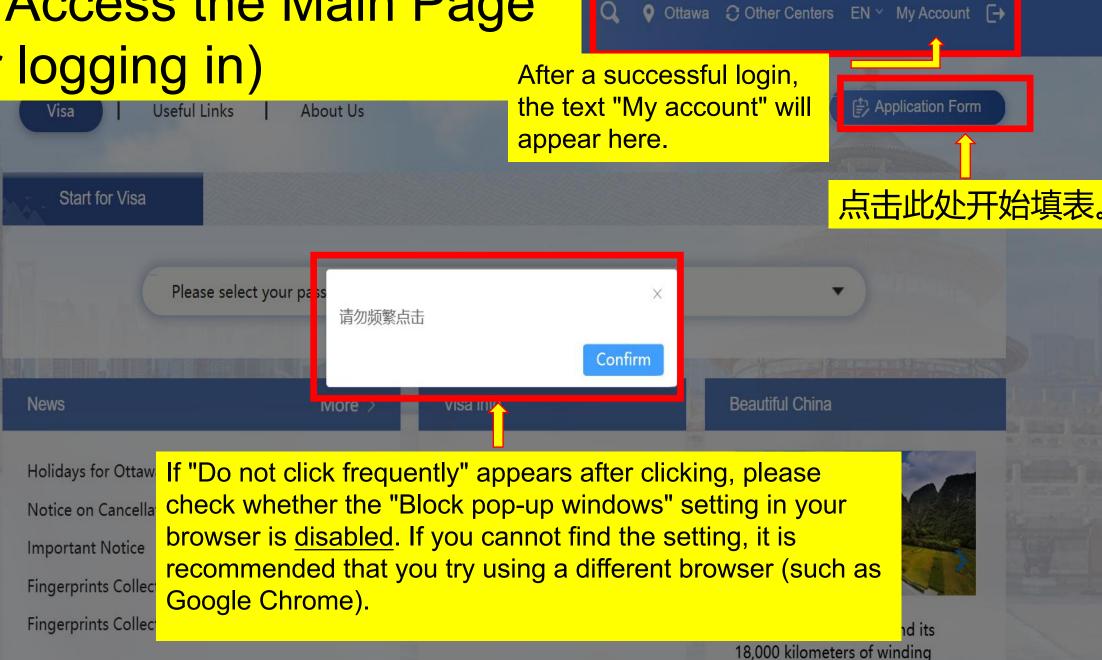
Fingerprints Collection Notification 2024-06-03

- Visa Category
- ¥ Visa Fees
- Sample Application Form
- Downloads



Splendid South China The Yellow River Basin and its 18,000 kilometers of winding coastline

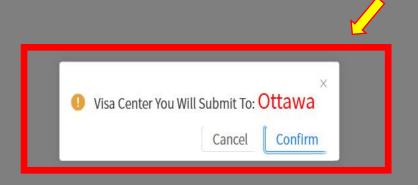
## 5.1. Access the Main Page (after logging in)



coastline

## 6. Preparing to Fill Out the Form

Please check and verify that the location of the Visa Center where you will submit your application is correct.



## 6.1. Preparing to Fill Out the Form

#### Guidelines for Filling in the China Online Visa Application (COVA) Form

(\*) This website supports the following browsers: Google Chrome, Microsoft Edge, Mozilla Firefox (version 54.0 and higher), and Safari (version 10.0.1 and higher).

- 1. When filling in the application form, if you want to move to the next or previous page, please click the "Next" or "Previous" button at the bottom of the page, and do not use the forward or backword function of the brower.
- 2. Please fill in each column correctly. The items marked with "\*" are mandatory. You have to answer all the mandatory questions on the page before proceeding to the next step. Some of these items have the option of [Not Applicable]. If a question does not apply to you, please tick "Not Applicable" to proceed.
- 3. If you have questions about the items in the COVA, you may click the "Help" button on the upper right corner to get help.
- 4. You may click the [Save] button to save an unfinished form, but the contents can only be kept for 30 days in the system. You can continue to fill in the unfinished form within 30 days by logging in to your account.
- 5. Please make sure the form is correctly completed before you click the "Submit" button. Once the application is submitted, you cannot make any changes.
- 6. After submitting the application, you need to upload the electronic version of the application materials, which should be clear and complete, as required by the relevant Chinese Embassy/Consulate.
- 7. The relevant Chinese Embassy/Consulate may require you to make an appointment for a video interview and subsequently make an appointment for a visit to the Chinese Embassy/Consulate to submit your passport. Please closely follow the status of your application.
- 8. Please fill in the form in Chinese or English.
- 9. The system only accepts visa applications for entry dates within the next 90 days. A
- 10. Once your application has been approved, please proceed promptly to the visa cento avoid the application becoming invalid.

Please double-check and verify that the location of the Visa Center where you will submit your application is correct.

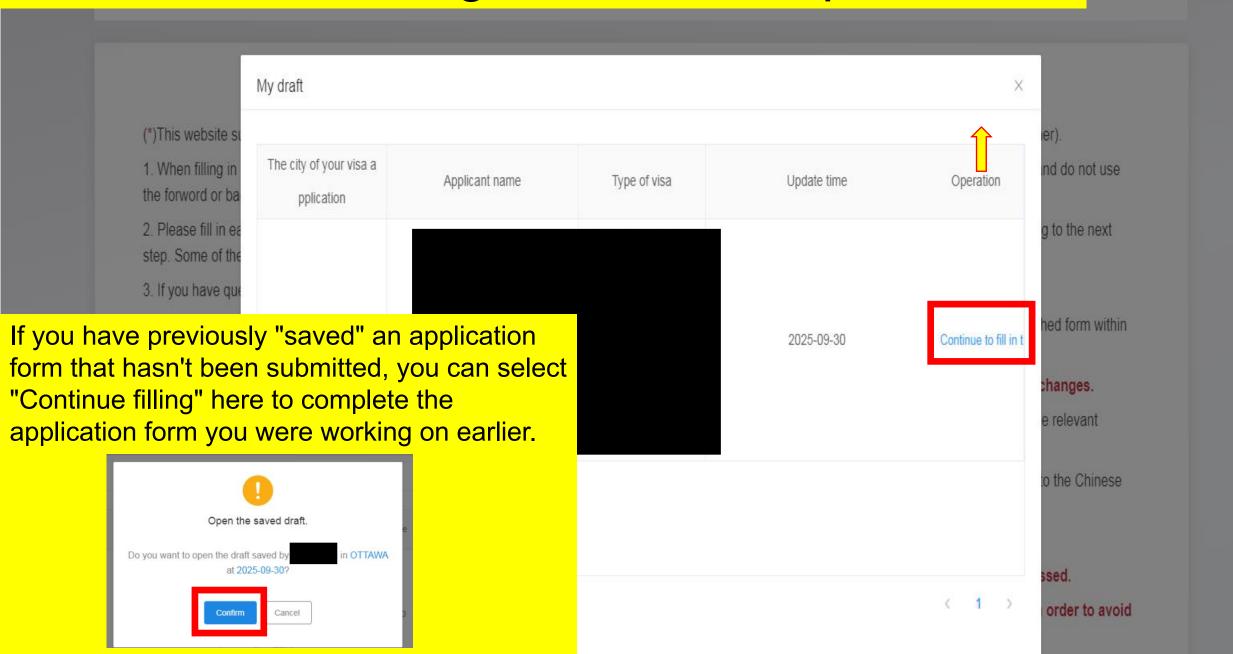
Notice: Submitting the COVA Form online does not mean that you will get the visa you have applied for. The final decision on the visa will be made by the Chinese Embassy/Consulate, which may be different from your application.

The city you have chosen for your visa application is: OTTAWA

Please read the form-filling guidelines carefully, and click "Fill out a new form" to start completing the form.

Start filling in the form.

## 6.2. Continue filling out the incomplete form





- 2. Type of visa
- 3. Work information
- 4. Education
- 5, Family information
- 6. Information on your travel
- 7. Information on previous travel
- 8. Other information
- 9. Declaration

Please fill in the form in Chinese or English.

#### 1. Personal information

\* Upload your photo.



View the photo re

- \* Data page of the passport
- \*Please upload a screenshot of the

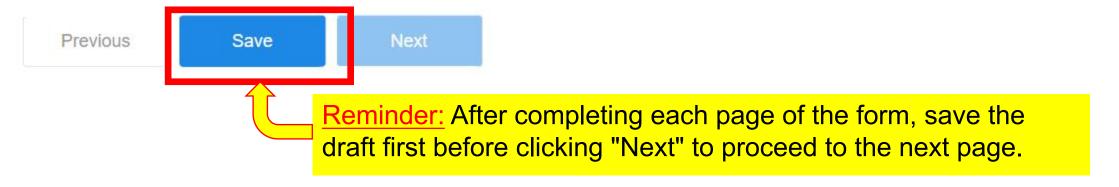


Please upload your photo as required and fill out the form step by step.

Friendly Reminder: If you do not have an electronic ID photo, you may upload 3 unrelated, unobstructed electronic photos of yourself in sequence. Please also prepare a paper photo that meets the visa application requirements and bring it to the Visa Center for submission after the online preliminary review is approved.

To avoid delays in your visa application due to incorrect information, please carefully check that all the information you have filled in is correct.

## 7.1、Form-Filling Reminders



After finishing filling out the entire form, please check the relevant box based on your actual situation and select "Next".

Please be sure to read the statement on this page carefully. If you check the box "I understand and agree to the above content", you will be deemed to have agreed to the aforementioned content.

#### 9. Declaration

\*9.1 The person who fills in the form

- Applicant
   The person who fills in the application on behalf of the applicant
- 9.1 To be filled in by the applicant
- \*9.1A Declaration

I hereby declare that I have read and understood all contents of this application form and shall bear all legal consequences for the authenticity of the information and application materials I provide. I understand that the final decision on whether to grant a visa and the visa type, number of entries, validity, and duration of each stay will be determined by the consular officer, and that any false, misleading, or incomplete statement may result in the refusal of a visa for or denial of entry into China. I understand that express visa service needs to be approved by the consular officer, and an extra fee will be charged.

I understand that, according to Chinese law, even an applicant with a Chinese visa may be denied entry into China.

My visa application will be submitted at OTTAWA (city) to the Chinese visa issuing authorities.

Notice: A parent or guardian should sign on behalf of a minor under the age of 18.

I understand and agree with the above.

## 7.2、Form-Filling Reminders

#### Family information

Please enter

```
* 5.1 Current home address

* 5.1 Current home address

Please enter.
```

Please fill in your complete and specific current address in Canada (including postal code).

Region, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and Nunavut. Applicants from other consular districts: Please visit the website of the visa center in your respective consular district to fill out and submit the application.

## 7.3、Form-Filling Reminders

6.5 Person sharing the same passport with you

\*6.5A Are you traveling with someone who shares the same passport with you?

Yes



No

Please select "No".

A "travel companion" refers to other members who use the same passport!

Applicants from the same family or with the same travel itinerary do not meet the requirements for this item! Applicants with different passports may use the same account to fill out forms separately; they must not use the same application form!

The following materials need to be uploaded:

Please ensure that the uploaded materals are complete, with clear images and even light. For samples of the materials, please refer to or download from the website of the Embassy/Consulate.

有效期为6个月以上目有空白签证页的申请人护照原件。

An original passport of the applicant valid for more than six months with blank visa pages.

有效期为6个月以上且有空白签证页的申请人护照原件。

An original passport of the applicant valid for more than six months with blank visa pages.

Click to upload. 护照(Required field) Passport

Please upload.

Please upload the required visa materials in accordance with the on-page reminders and the material list. Formats supported include JPG, PNG, PDF, etc.

合法停留证明或合法居留证明 (适用于非加拿大籍申请者)

Legal residence certificate or legal residence certificate (applicable to non-Canadian applying for visa in Canada)

非加拿大籍申请人申请签证,需提供在加合法停留、居留、工作、学习等有效证明。

Non-Canadian applicants should provide a valid visa or valid proof of legal stay, residence, work, study in Canada.

## 8.1. Upload Reminder



点击上传 文件5 (选填) Doc5

点击上传 文件6 (选填) Doc6 Reminder: The document upload sections are divided into "red dotted-line sections" and "grey dotted-line sections".

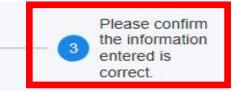
Among them:

The "red dotted-line sections" are mandatory; you must upload the required documents.

The "grey dotted-line sections" are optional; you may choose to upload other supplementary documents, and it is not required to fill all of them.

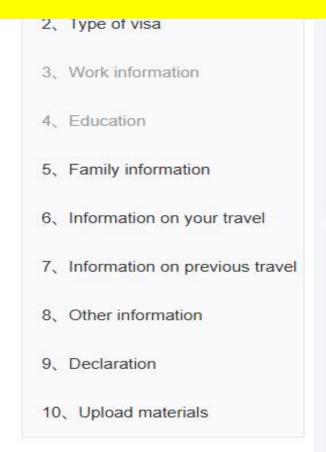
# 9. Please confirm the information entered is correct.

Photo



Payment

Modify



Please carefully check and verify that the information you have filled in and the materials you have uploaded are correct on this page.

Reminder:

Are you sure you want to submit your application? You cannot make any changes to the application form after submission.

Confirm

Cancel

Once the application form is submitted, the filled-in information cannot be modified!

## 9. Submit the Form

- \* You would not get a refund if consular officers process your application for longer time.
- Normal Express
- 2 Collection option
  - \* How are you going to collect your passport?
- By visting the Visa Center

Order Summary

Visa Fee: 75
Visa Rush Fee: 0.00

Total Visa Fee: 75

Service Fee: 55

Service Rush Fee: 0.00

Post Service Fee: 0.00

Congratulations! This is the final step to complete your online form filling.

The Visa Center has not yet activated the online payment function. You "do not need to make payment" on this page, but you must click the "Submit" button here. Otherwise, your order will remain in the "Order Created" status and cannot enter the online preliminary review system. This may prevent you from completing your visa application within the required time, thus delaying your trip to China.

#### 3 VIP service

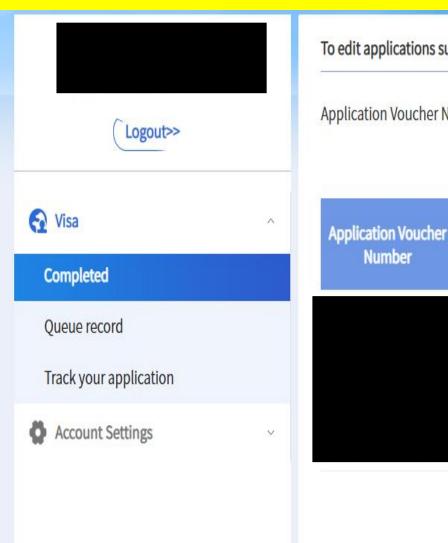
#### 4 Please select payment method

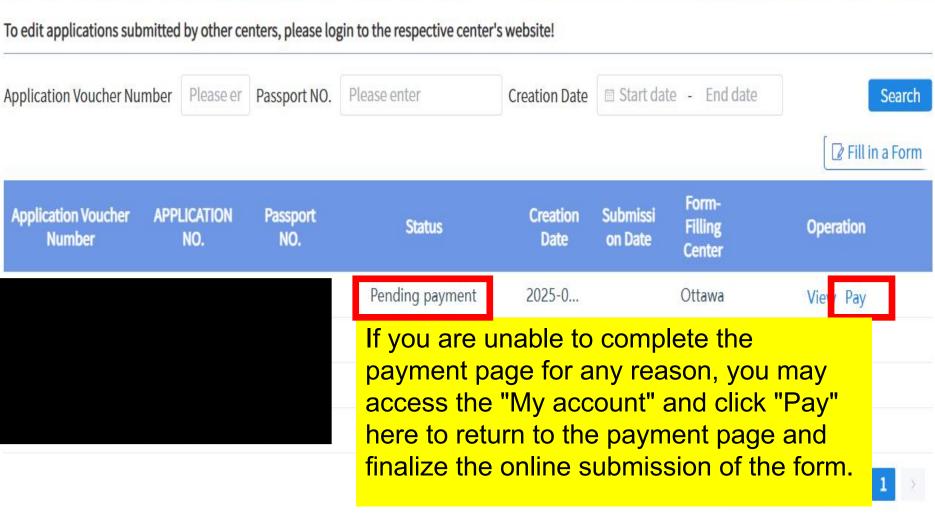
currency: CAD

Payment method: • Offline payment

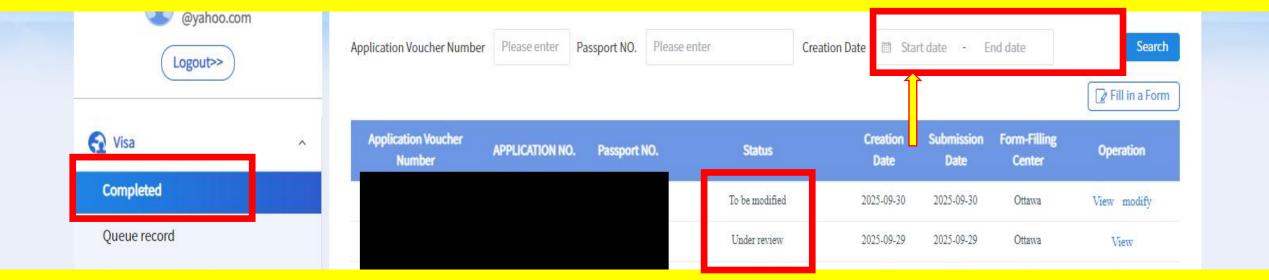
Submit

### 9.1、Submit the Form





## 10. Check the Review Status of the Application Form



You may access the "My account" to find your completed application form.

- ① If the status shows "To be modified", revise or supplement the application materials in accordance with the email instructions.
- ② If the status shows "Under review", please wait patiently for the review result.
- ③ If the status shows "Unapproved", the application has not passed the review.
- 4 If the status shows "Online review completed", please print the Visa Application Confirmation (attached to the email) and submit your passport and pay the fees at the Visa Center.
- ⑤ If the status shows "Supplementary documents to be provided", supplement and upload the materials in accordance with the email instructions.

Reminder: Select "Completed" in the sidebar and confirm the "Creation Date".

### 10.1. To be modified

Rejected and to be modified / 驳回待修改 8 ☆

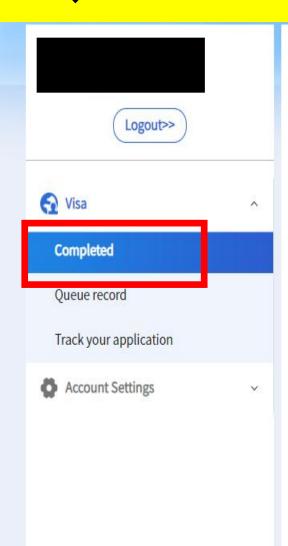


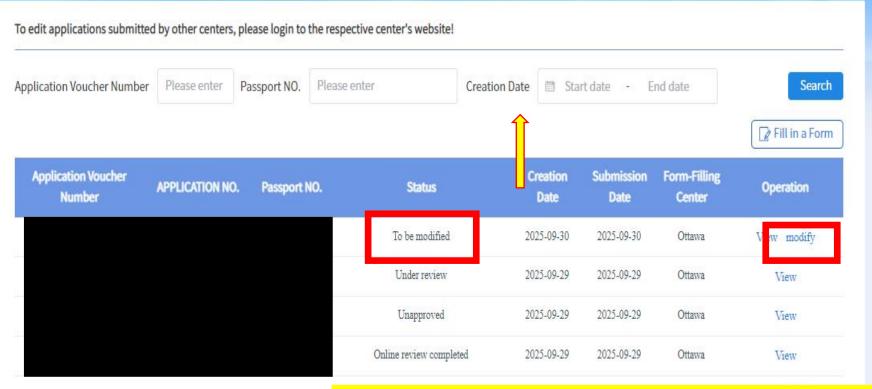
If your application form has been rejected, the system will automatically send an email to the email address you used to register your account when filling out the form.

Please visit the Visa Center's official website and revise your form item by item in accordance with the instructions in the email.

Reminder: "Rejected" here means there are some errors in your form that need to be corrected; it does not mean your visa application has been denied! You can still submit your visa application after correcting the information!

## 10.1. To be modified

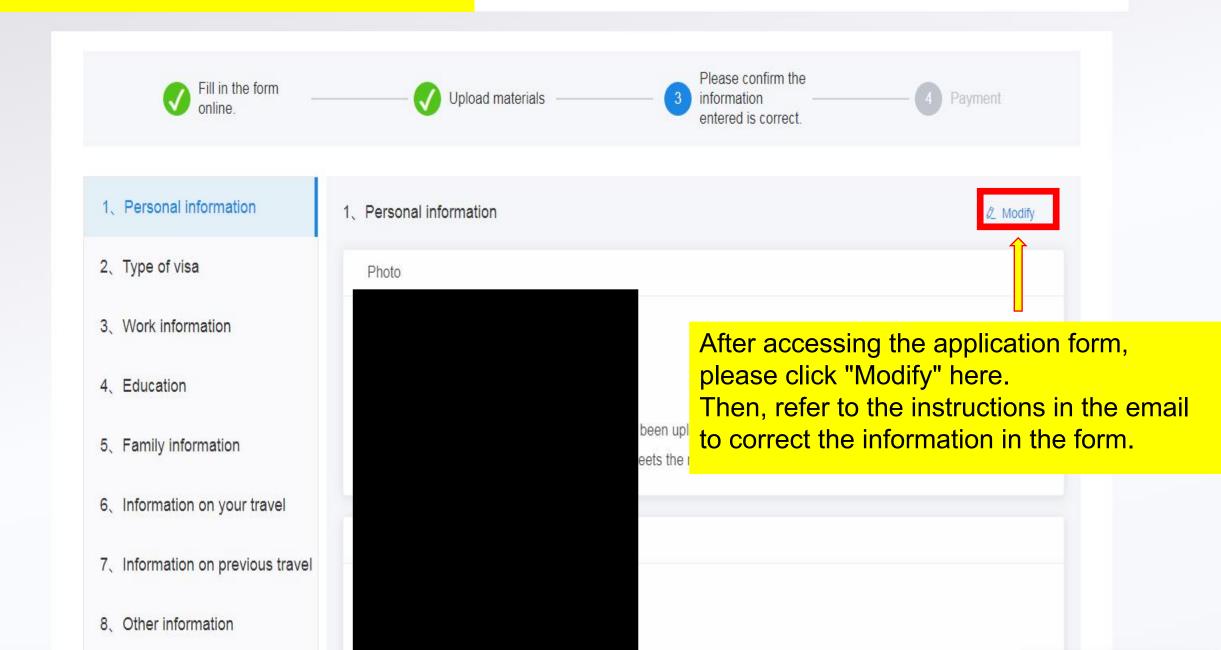




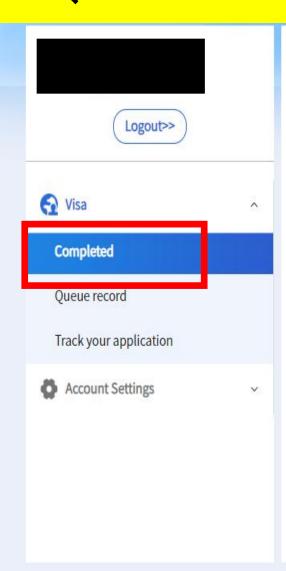
If you have received a rejection email and the system shows your application status as "To be modified",please access the "Visa Center Website → Log in → My account".

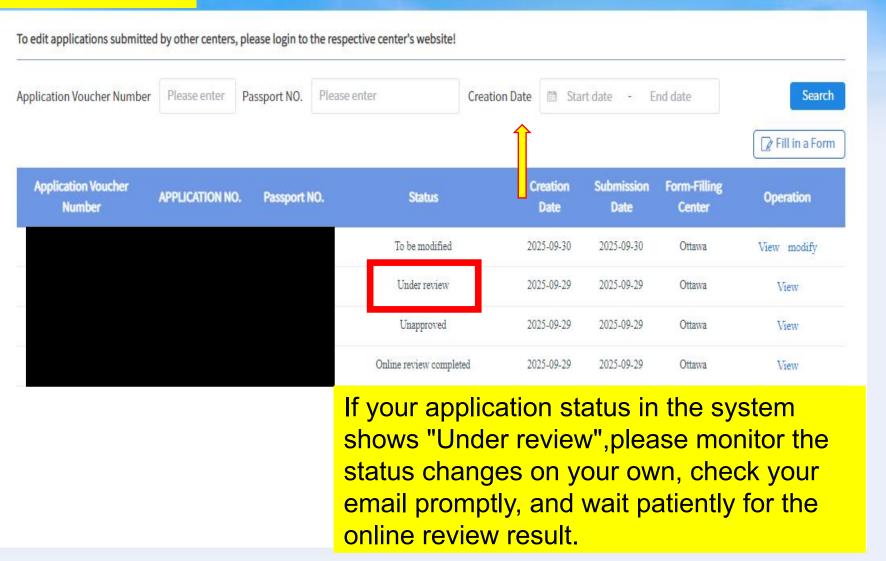
In the "Completed", adjust the "Creation Date" according to the actual situation, and select "modify" to correct your form.

## 10.1. To be modified



### 10.2. Under review





## 10.3, Unapproved

## Failed / 审核未通过



service@visaforchina.org

To: Me ✓

If your application has not passed the review, it indicates that you may not meet the requirements for a Chinese visa, or your application form has been rejected multiple times and still fails to meet our online review standards. The application submitted online this time cannot be submitted to the Visa Center, and the Visa Center will not provide further explanations for this.

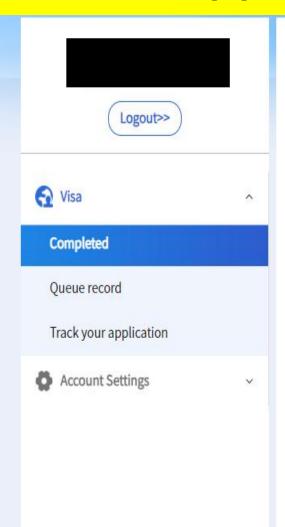
Dear Applicant,
Your application form No.

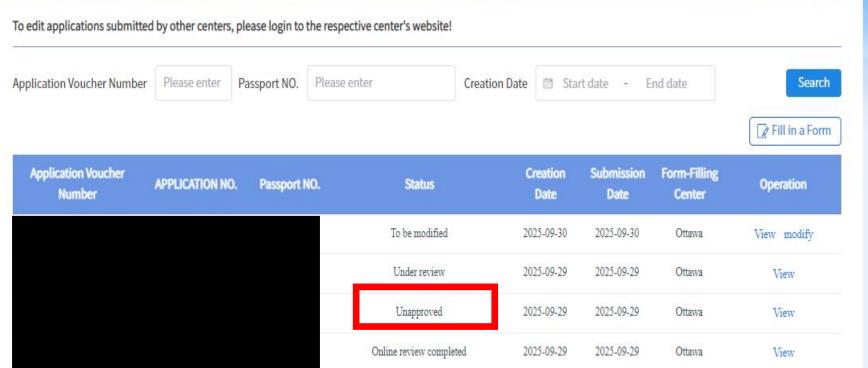
sunapproved. Please contact Embassy/Consulate General if you have any questions.

您好!

您提交的 疑问请咨询使领馆。

## 10.3, Unapproved





If your application has not passed the review, it indicates that you may not meet the requirements for a Chinese visa, or your application form has been rejected multiple times and still fails to meet our online review standards. The application submitted online this time cannot be submitted to the Visa Center, and the Visa Center will not provide further explanations for this.

## 10.4. Supplementary documents to be provided

Supplementary documents to be provided / 待补充材料



service@visaforchina.org

To: Me Y

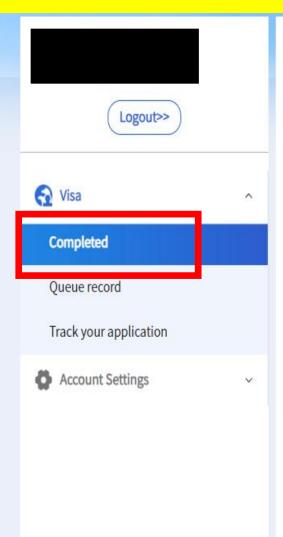


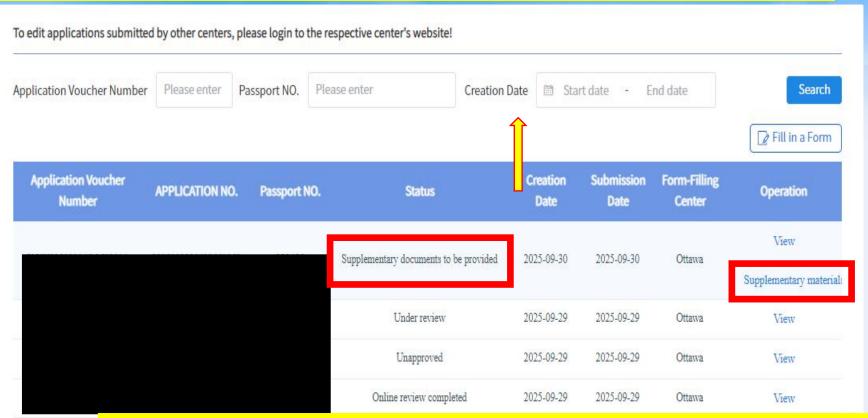
Dear Applicant, Your application form No. information is incomplete. Please visit Visa Application Service Center website to check and amend as required. Reject Reason: 您好! 您提交的 申请单信息缺失,请登录

If your application requires supplementary materials, the system will automatically send an email to the address you used to register your account when filling out the form.

Please visit the Visa Center's official website and supplement and upload the required materials item by item in accordance with the instructions in the email.

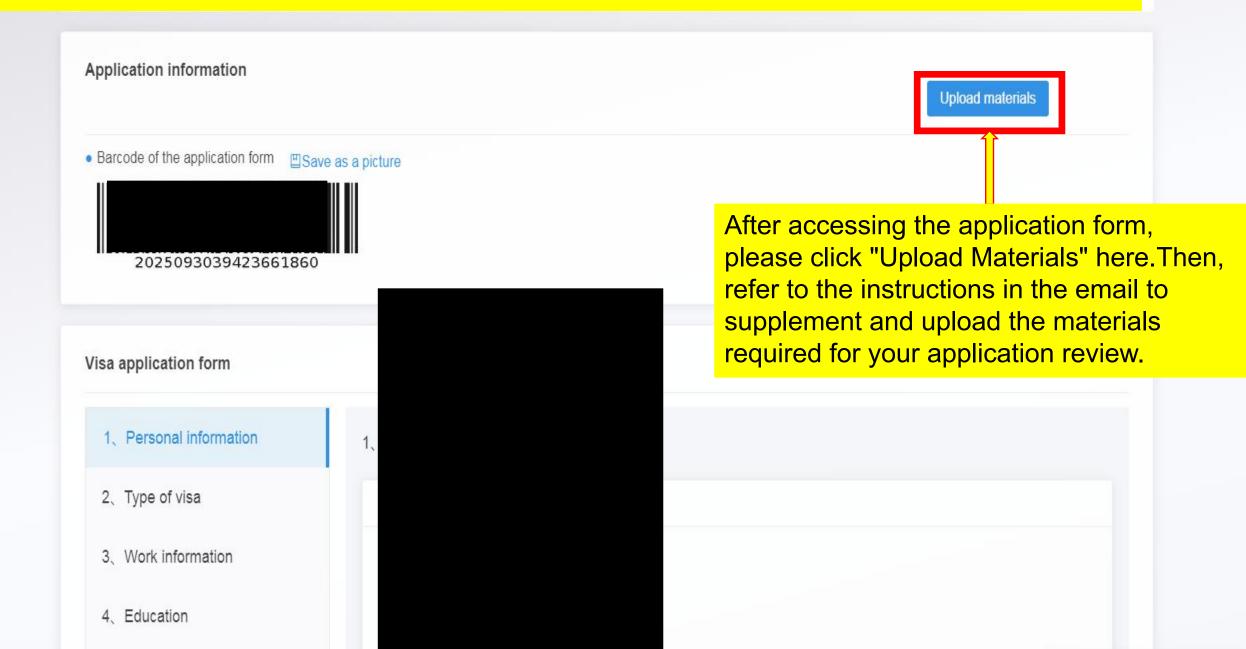
## 10.4. Supplementary documents to be provided





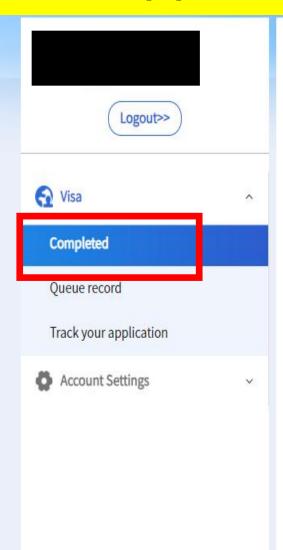
If you have received an email requesting supplementary documents and the system shows your application status as "Supplementary documents to be provided",please access the "Visa Center Website → Log in → My account". In the "Completed", adjust the "Creation Date" according to the actual situation, and select "Supplementary Documents" to complete and submit all the materials required for application review.

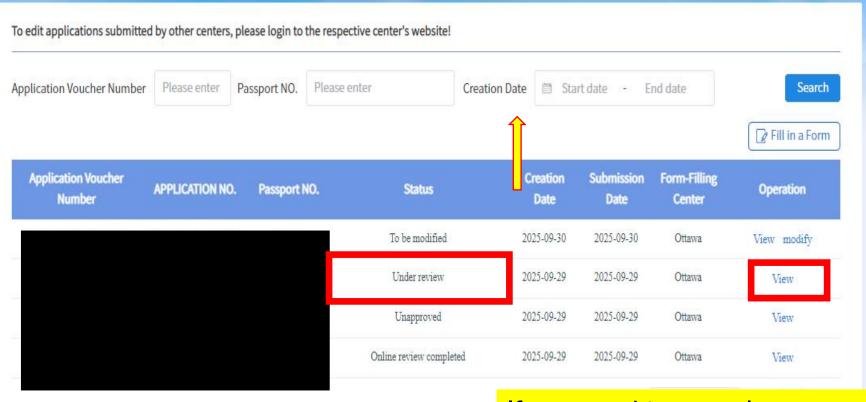
## 10.4. Supplementary documents to be provided



## 10.5, Application Cancellation

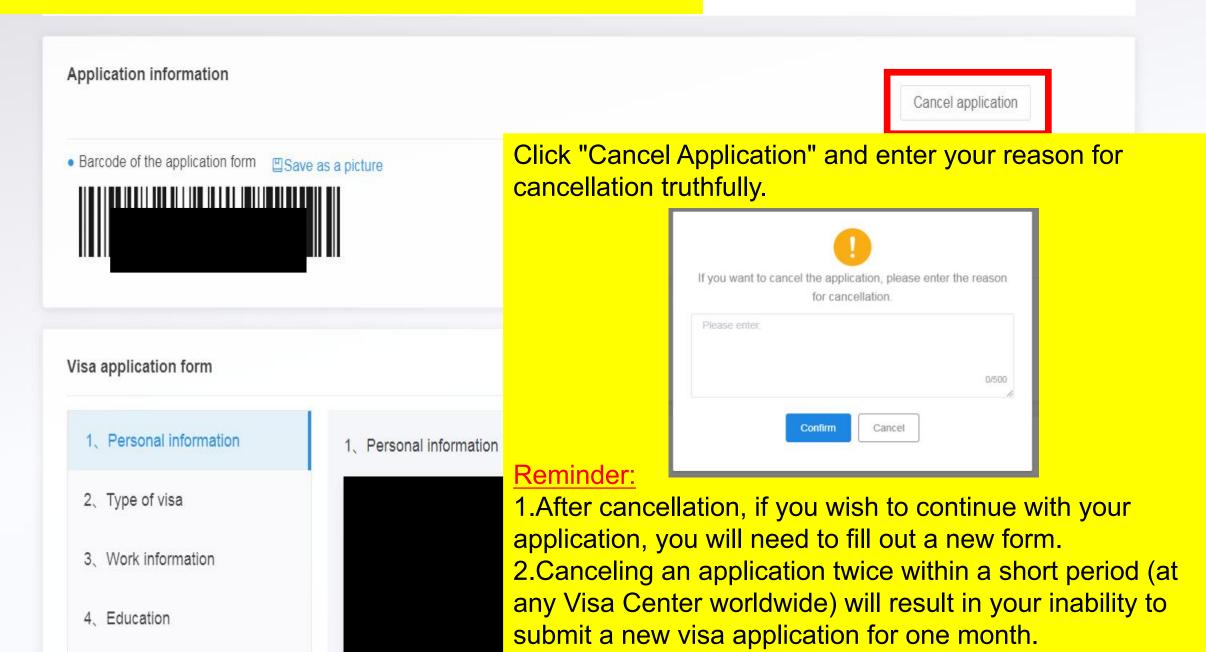






If you need to cancel your submitted application, please access your "My account", locate the application that is currently under review, and click "View".

## 10.5, Application Cancellation



## 11、Printing and Submission

1 of 1

Online review completed / 线上



service@visaforchina.org

To: Me Y

Dear Applicant,

Your Application

the online review, please continue with the process.

您好!

您提交的申请

请继续办理后续流程



.pdf

If your application has been approved, you will receive an email notification as shown in the figure.

Please be sure to print the attachment in the email and bring all of the following items with you:

Original passport;

One recent passport photo (taken within the last 6 months, full-face, without ahat, white background, color, 3.3cm×4.8cm, no accessories allowed);

Valid passports of other countries (if applicable).

Submit your documents (no appointment required) and make the payment by visiting the Visa Center in person or sending the documents by mail.

Reminder: This Center only accepts payments via debit card or e-transfer.





灌太华/Dttw

签证申请凭证 Visa Application Certificate

证号码 Certificate No. 系人姓名 Contact Name 系人电话 Tel 于邮箱地址 E-mail 清表编号 Application Form No

斯号码 Passport No.



将此单捆打印,并带至签证中心 Please print and bring this Certificate to the CVASC

电谱 Contact Number: 001-613-366-16

推址 Center Address: 220 Laurier Avenue West, Suite 1450, Ottawa, ON K1P 5Z9, Canada

F有外交、公务(官员) 护照者,或申请中国外交、礼通、公务签证者。仍请直接到大使馆/划事馆提交申请。 Applicants holding diplomatic or service/official passports or applying for nese diplomatic, courtesy or service visas shall still submit applications directly to the bassy/Consulate General.

#### Contact Us



#### Address:

220 Laurier Avenue West, Suite 1450, Ottawa, Ontario, K1P 5Z9

#### **Business Hours:**

Monday - Friday (except holidays)

(The Center is closed on Saturday, Sunday, Chinese and Canadian public holiday.)

Regular & Express Level II Application

**Submission:** 

9:00 - 15:00

**Express Level I Application Submission:** 

9:00 - 11:30

Collection: 9:00 - 16:00

#### **Contact Information:**

Tel.: 613-366-1699 (work days 9:00-16:00)

E-mail: ottawacenter@visaforchina.org

(图片转载于OC Transpo)



## Thank you!

Chinese Visa Application Service Center in Ottawa Jul. 2025