

商务签证 (M 字签证) 申请材料清单

Checklist for Business Visa (M-Visa) Application

商务签证 (M 字签证) 发给赴中国进行商业贸易活动的人员。

Business Visa (M-visa) is issued to those who intend to go to China for commercial and trade activities.

**\*请按清单顺序准备签证申请材料。所有申请材料一律使用 A4 纸规格打印或复印。**

Please provide the following documents which must be strictly in A4 size and submit your documents in the order of the checklist.

	领事官员专用栏 For official use only
1、申请人护照原件，有效期半年以上，且至少有 2 张空白签证页及护照资料页（带照片页）复印件一份。 Original passport valid for at least 6 months, with 2 or more blank visa pages and photocopy of the information page of the passport.	
2、线上填写完整《中华人民共和国签证申请表》，并打印签名。 Fill the fully completed Visa Application Form online, print it and sign it.	
3、本人近期、正面、彩色（浅色背景）、免冠、护照照片 2 张（照片规格要求见详细说明）。 2 recently taken color passport photos (full face, front view, and bare head, against a light background).	
4、提交《邀请函(TE)》或《邀请核实单》。《邀请函(TE)》或《邀请核实单》应通过中国境内的邀请方办理。 Invitation Letter (TE) or Verification Letter of Invitation 无需提交《邀请函(TE)》或《邀请核实单》，仅提供“普通邀请函”。适用于如下情形： (普通邀请函可参考“资料下载”-“普通邀请函参考模板”) 提交有关单位出具的工作证明、工商注册证明、纳税人身份证明、不少于 5000 美金的国家级银行存款证明原件、机票、酒店订单。 If you can provide the documents listed below, neither Invitation Letter (TE) nor Verification Letter of Invitation is required: A) letter of invitation (please refer to “Downloads”- “Letter of Invitation”). B) certificate of employment C) business registration certificate D)Taxpayer identity certificate E) certificate of national bank deposit not less than 5000 dollars F) flight ticket order G) hotel reservation 邀请函可以是传真件、复印件或打印件，但领事官员可能要求申请人提供邀请函原件。 The invitation letter may be in the form of fax, photocopy or computer printout, but the consular officer may require the applicant to submit the original of the invitation letter.	
6、原中国签证复印件。（适用于曾获得过中国签证的申请人） Photocopy of the previous Chinese visa, if any.	
7、原中国护照。（适用于曾有中国国籍，后加入外国国籍且第一次申请中国签证者） Original Chinese passport, if you have ever held Chinese nationality, and it's your first time to apply for a Chinese visa.	
<b>非哈籍公民申请签证，还须提供：</b> For citizens of other countries, the following supplementary documents are required:	
1、最近一次合法入境哈萨克斯坦的记录及在哈合法停留 180 天以上的证明，如有效签证、合法居留证明、工作、学习的有效证明的原件及复印件。	

The proof of the latest legal entry into Kazakhstan and legal stay for more than 180 days in Kazakhstan, for example, the original and photocopy of valid visa, legal certificates of residence, employment or student status, or other valid certificates of legal stay in Kazakhstan.	
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必要时，领事官员可根据情况要求申请人提供其他证明文件或补充材料，或要求与申请人面谈。领事官员根据申请人的具体情况决定是否颁发签证及签证的有效期、停留期限和入境次数。加急服务须经领事官员批准，将加收费用。

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant. Express service needs approval of consular officials, and extra fees may apply.