

第 3 章 其他可选择的服务

FORM 20 INVITATION LETTER TO CHINA

DEADLINE: 12TH JUNE 2026

INSTRUCTIONS ON HOW TO APPLY FOR A CHINESE VISA

To apply for any type of Chinese visa, the following is required:

One completed visa application form, a valid original passport with blank pages. More documents are required if applying for:

Tourist visa	L	Airline ticket or the itinerary.
Business visa	F	An invitation letter/ fax from a Chinese Government department or government-authorized company
Work visa	Z	An employment permit from the Ministry of Labour or the State Bureau of Foreign Experts of China together with an invitation letter from the company authorized by the Chinese Government
Student visa	X	JW-201 or JW_202 form issued by the Ministry of Education of China and a letter of admission from a Chinese University / College
Transit Visa	G	A valid visa for the country of destination and the letter from the department of work unit. Duration of transit visa is about 7 days. For British passport holder, a Chinese visa is required even to stop over in an airport of China
Journalist Visa	J-1 or J-2	A letter from the Information Department of the Ministry of Foreign Affairs or the Foreign Affairs Office of Shanghai or Guangdong Municipality Government and a letter from the work unit.
Permanent Visa	D:	A Permit letter from a local government of China
Visa validity		A single or double entry visa is usually valid for entry within 3 month from the date of issue. The multi-entry visa is divided into three categories, namely half a year / one year / two to five years visa
Duration of stay / number of entries		Duration of stay of a visa may vary. It is possible to extend the duration of stay of a visa in China. Visa is always required wherever you enter the Chinese mainland even from Hong Kong or Macao
Requirements towards passport	A	There must be at least one totally blank page in the passport. Pages for endorsements or amendments can not be used as a visa page
	B	Single or double entry visa require a passport valid for at least 6 months. For multiple entry visa, a passport should be valid for at least 9 Months A photo of the person using said passport should be affixed to the form. The full visa fee will apply
Where to apply for a Chinese visa		Applicants should apply for the Chinese visa in person or through a third party (e.g. travel agencies). It takes 2 weeks to process the application, so there is no same day or express service. It is recommended that your passport(s) should be sent by registered mail for security and proof of mailing purposes. Please enclose a self addressed envelope, the visa application form and payment (visa fee and service fee - see item: visa fee).
NOTES	1	The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form.
	2	The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting China. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
	3	The person holding X, D, or J-1 visa shall go through residential formalities in the local public security departments of China within 30 days of the date of entry.
	4	The applicant should not engage in activities incompatible with his / her status when he/she enters China
	5	For foreign visitors employment in the territory of China is prohibited without approval

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签证服务

大部分外国人在进入中国之前都需要获得入境签证，我们将协助提供邀请函服务以便申请入境签证。

入华签证政策汇总

！注意：以下内容更新至 2025 年 9 月

中国已对多个国家实行单方面免签或全面互免签证，过境免签国家扩展到 **55** 个：

- **全面互免签证：**

以下 26 个免签国家持普通护照人员来华经商、旅游观光、探亲访友、交流访问、过境不超过 30 天，可免办签证入境。

亚洲（10 个）：新加坡、泰国、哈萨克斯坦、马尔代夫、卡塔尔、亚美尼亚、格鲁吉亚、阿联酋、乌兹别克斯坦、阿塞拜疆

欧洲（5 个）：阿尔巴尼亚、白俄罗斯、波黑、塞尔维亚、圣马力诺

美洲（6 个）：安提瓜和巴布达、巴巴多斯、巴哈马、多米尼克、格林纳达、苏里南

大洋洲（3 个）：斐济、汤加、所罗门群岛

非洲（2 个）：塞舌尔、毛里求斯

- **单方面免签：**

以下 47 个免签国家持普通护照人员来华经商、旅游观光、探亲访友、交流访问、过境不超过 30 天，可免办签证入境。

亚洲（8 个）：文莱、马来西亚、韩国、日本、沙特、阿曼、科威特、巴林

欧洲（32 个）：法国、德国、意大利、西班牙、荷兰、瑞士、爱尔兰、匈牙利、奥地利、比利时、卢森堡、波兰、葡萄牙、希腊、塞浦路斯、斯洛文尼亚、斯洛伐克、挪威、芬兰、丹麦、冰岛、安道尔、摩纳哥、列支敦士登、保加利亚、罗马尼亚、克罗地亚、黑山、北马其顿、马耳他、爱沙尼亚、拉脱维亚

美洲（5 个）：巴西、阿根廷、智利、秘鲁、乌拉圭

大洋洲（2 个）：新西兰、澳大利亚

- **240 小时过境免签政策：**

过境免签国家扩展到以下 55 个，入境口岸增加至 24 个省（自治区、直辖市）60 个口岸，停留时长统一延展至 240 小时（不超过 10 天），停留期间可从事旅游、商务、访问、探亲等活动。

亚洲（7 国）：韩国、日本、新加坡、文莱、阿联酋、卡塔尔、印度尼西亚

欧洲（40 国）：奥地利、比利时、捷克、丹麦、爱沙尼亚、芬兰、法国、德国、希腊、匈牙利、冰岛、意大利、拉脱维亚、立陶宛、卢森堡、马耳他、荷兰、波兰、葡萄牙、斯洛伐克、斯洛文尼亚、西班牙、瑞典、瑞士、摩纳哥、俄罗斯、英国、爱尔兰、塞浦路斯、保加利亚、罗马尼亚、乌克兰、塞尔维亚、克罗地亚、波黑、黑山、北马其顿、阿尔巴尼亚、白俄罗斯、挪威

美洲（6 国）：美国、加拿大、巴西、墨西哥、阿根廷、智利

大洋洲（2 国）：澳大利亚、新西兰

*以上政策，请以中国外交部官方网站发布和解释的内容为准。

您可以[点击这里](#)，前往中国外交部官网首页，点击【驻外机构】>【驻外使馆】，找到您所在国家使馆的网站，在对应网站内下载、打印签证申请表，并获取申请签证的其他信息。

我们强烈建议您在离开您的国家之前一个月提交入境申请。所有的入境签证申请人需要向领事馆提交展会的邀请函。

签证邀请函申请

签证事宜如需帮助，请联系：

马海浩先生 Mr. Mario Ma

慕尼黑展览（上海）有限公司

电话：+86-21 2020 5531

邮箱：mario.ma@mm-sh.com

参考来源：

<https://sousuo.www.gov.cn/sousuo/search.shtml?code=17da70961a7&dataTypeId=107&searchWord=%E4%BA%92%E5%85%8D>

<https://www.nia.gov.cn/News/news/content.jsp?id=1731336>

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FORM 20 INVITATION LETTER TO CHINA

VISA APPLICATION

DEADLINE: 12TH JUNE 2026

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue. Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: mario.ma@mm-sh.com Contact Person: Mr. Mario Ma / ext. 831	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in Charge:	
	Signature:	Date:
	Hall / Booth No.:	

Please supply information as listed below for those who need an invitation letter to support their application for a visa. Accurate information is essential. Full details must be clearly typed.

<u>Invitation Letter Processing Fee: Free of charge.</u>	
Company Name:	_____
Address:	_____
Telephone:	Fax: _____
Surname:	First Name: _____
Gender: _____	Nationality: _____ Place & Date of Birth: _____
Passport No: _____	Job Title: _____
Date of Arrival: _____	Date of Departure: _____
Country/ City of Embassy where you would like to apply visa: _____	

Procedures:

1. Please make photocopies of this form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to us as soon as possible. We will precede your visa invitation letter immediately.
3. Please submit the application form together with the following required documents according to the procedure policy.
 - ✓ passport copy
 - ✓ entry record to China
4. Once approved, we will send you an invitation letter via fax or email.
5. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for the express mail service.
6. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
7. Your embassy or consulate may have an additional charge for their paperwork.

Attention:

Please be reminded that all applicants' passports must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination.

Due to the current policy, the invitation letter will be issued according to the applicant's specific situation. For detailed policy and requested documents adjustment, please contact The Chinese embassy and consulate in your country.

PLEASE SEND THE APPLICATION FORM TOGETHER WITH YOUR PASSPORT COPY