Step 1) Ensure your passport will not expire before March 2025

Step 2) Make sure you have two completely blank, consecutively numbered "Visa" pages in your passport booklet (last few pages do not count as they are for 'endorsements')

Step 3) If your passport expires as in Step 1 or lacks pages as in Step 2, you may need to renew your passport first and via expedited processing

Step 4) Complete the Qualtrics survey in order to secure your DKU invitation and Duke support letters

Step 5) Proceed to the online visa application once you have passport, letters and photo



Instructions for the China Online Visa Application (COVA) for Student Participants In the Jiangsu-DKU-Duke Summer 2024 Cultural & Experiential Learning Visit (Aug 2-10)

Visit the COVA Site by clicking <u>here</u>.





Select "North America" as region where you will apply

Select City of Consulate/Embassy you will apply through (NC residents select "Washington D.C." and use your Duke address in app)

PLEASE NOTE: if you select the wrong city, it will invalidate your entire application. You will have to start anew under the right Embassy/Consulate city.



Top selections are to "Start an Application" or "Retrieve an Application," if you are just beginning leave in default and click blue button at bottom; if you are returning to a SAVED application, click on "Retrieve an Application" and enter your COVA number, passport number and the letters/numbers in the CAPTCHA field.

Calidelines for Completing the China Online Visa Application (*) This website is supported by Google Chrome. Window's Internet Explorer 6.0 or higher Mozilla Firefox 3.6 or higher statil 5.0 or higher and Opera 13.0 or higher. (*) The completed COVA application will be in PDF format, which requires Actobat Statier to view. (*) When completing the COVA you must use the 'Back' or 'Save' and Next' buttons at the bottom of each page instead of the back/forward buttons on your browser. (*) Please enswer each question accurately. Questions marked (*) are mandatory. You have to answer all the mandatory questions on the page before proceeding to the next step. 1 (*) Any inquiries on completing the COVA will be addressed by clicking the 'Help' button on the upper right come of the section. (*) By clicking the 'Save' button found on the bottom of each page what you have completed up to that point will be saved for 30 days. To return to a partially completed appli port/Tavel Document Number. (*) Please be sure that all information is complete and accurate before you click the 'Submit' button. Once the application is submitted, you cannot make any changes. (*) Rease be sure that all information is complete and accurate before you click the 'Submit' button. Once the application is submitted, you cannot make any changes. (*) Origiteing the 9-page COVA form online and clicking the 'Submit' button does not necessarily mean your visa application has been delivered to the Chinese embassy/consulate (click here to schedule in appointment). Your application ID will be needed to book an appointment. (*) III Please fill in the form in Chinese or Englide. (*) MPORTANT NOTE: Successfully submitting the COVA form online does not mean your application for a visa has been approved. Any decision such a replication with a papelication wither successfully submitti	on (COVA) If some of these questions do not apply to you, please tick "Not Applicable" to proceed. Interior, please click the "Retrieve an Application" button on the homepage and enter your application ID and Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation, is still required when Inter: A printed and signed COVA form: together with the other necessary documentation (Inter: Inter: In	Click this button to	begin your new application
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Once the photo is accepted, it will show you the "Upload Successfully" message. You can proceed with filling out the COVA questionnaires. Please note: the system frequently rejects photos if the background is not stark white. If you need help editing the background, please email your pictures to globaltravel@duke.edu for editing assistance.	A Upload your photo Upload Photo: Review the Photo Requirements Review the Photo Requirements Name Family name(as shown on your passport or travel document) [Not Applicable] Given name(s) (as shown on your passport or travel document) [Not Applicable] Other name(s) or Former name(s) Plasts enter Chinese name (if applicable, in Chinese)	Upload successfully.	Preview Photo: 9 30 10 10 10 10 10 10 10 10 10 1	Information Past Travel Other Inforr For Person 1 Return to To Close

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OHRISTINA LEE			in your passport booklet
Other name(s) or Former name(s)			
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US DEPARTMENT OF STATE	
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Enter the details of your passport from the biographical (photo) page.
Most passports are "ordinary"
For U.S. passports, the place of issuance – if issued in the United States - can simply be answered with "U.S. State Department"
Please note: if you received your passport via a U.S. Embassy or Consulate abroad, you must state that here (e.g., US Embassy in Nairobi Kenya)

中国签证在线填表 China Online Visa Application (COVA)

Application ID

2024042694572350510

This application ID is needed to retrieve your saved information and book a visa appointment. Please make a note of it.

Click here to print your Application ID.

Please fill in the form in Chinese or English.

Types of visa and major purpose of your visit to China

Please select

Courtesy visas are issued at the discretion of the Chinese authorities.

Service

Normal
 O Express

(Express service requires extra fee and can't be cancelled. You would not get a refund if consular officers process your application for longer time.)

Entries Double □ Multiple	The "Type" of visa to be
 Maximum duration of longest stay (days) 	selected is "F" for an
Please enter numbers	academically related visit to
Validity of visa (months)	the PRC
Please enter numbers	therite

_

Select "normal" processing speed.

For F/Academic Visa visit select SINGLE entry

Enter 30 in the number of days field and

Enter **3** for the number of months

🙀 中国签证在线填表

China Online Visa Application (COVA)

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Click here to print your Application ID.

Please fill in the form in Chinese or English.

Types of visa and major purpose of your visit to China

(F) Exchanges, visits, study tours or other relevant activities

(L) Tourism

/ M | Commercial trade activities

(F) Exchanges, visits, study tours or other relevant activities

(Q1) Family member or relative of Chinese citizen(s) or foreignen(s) with permanent residence status in China (more than 180 days)

(Q2) Family momber or relative of Chinese citizen(s) or foreignents) with permanent residence status in China (no more than 180 days)

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Courtesy visas are issued at the discretion of the Chinese authorities.

Service

Normal O Express

(Express service requires extra fee and can't be cancelled. You would not get a refund it consular officers process your application for longer time.)

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中国签证在线填表 china dalline visa Application (COVA)

Application ID		中国签证在线填表 China Online Visa Application (COVA)				
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Member of parliament Gevernment official NG3 staff Military personnel Religious personnel Media representative Crew member Self employed Unemployed Unemployed Unemployed Chiter Academic	Check "Not Applicable" box for Employment History (even if you have work experience it is not relevant here)		Sam (5) Since and Jour			
Name of your employer Plate enter Address of your employer		In the text box that will appear add "I AM A FULL TIME UNDERGRADUATE STUDENT AND DO				

NOT HAVE 5-YEARS OF POST-COLLEGE WORK HISTORY"

China Online Visa Application (COVA)

Application ID

2024042694572350510

This application ID is needed to retrieve your saved information and book a visa appointment. Please make a note of it.

Click here to print your Application ID.

Please fill in the form in Chinese or English.

Highest level of education (Not Applicable)

· Please specify

IN COLLEGE NOW AND AM PARTICIPATING IN A UNIVERSITY ORGANIZED VISIT TO OHINAI

Check the "Not Applicable" for Education Completed field and enter the following into the text box that will appear: "IN COLLEGE NOW AND AM PARTICIPATING IN A UNIVERSITY ORGANIZED VISIT TO CHINA."

🕙 Back

China Online Visa Application (COVA)

Application ID

2024042694572350510

This application ID is needed to retrieve your saved information and book a visa appointment. Please make a note of it.

Click here to print your Application ID.

Please fill in the form in Chinese or English.

Current residence address	
Current residence address	
128 MAIN STREET	
Phone number	
3	
Mobile phone number	/
19195362258	
E-mail address	
CHRISTY, PARRISH@DUKE.EDU	

Enter your parent's or legal guardian's name, citizenship (if multiple just enter one) and Date of Birth. This information is required even if the family member is deceased.

For "Child" data, if not applicable, check that where it asks

Be sure to check the appropriate radio button for other family in China and add details if you do have family in China. Enter your current residence and contact details

Please note: you are required to provide proof of residency whether that is a driver's license, utility bill or other documentation that states the address and applicant's name. YOUR APPLICATION MUST MATCH THAT PROOF OF RESIDENCY.

• Father •[Not applicable]				
Family name [](Not Applicable]				
FARRISH				
Given name(s) 📋 [Not Applicable]				
BODAL (HHD)				
Nationality				
United States of America				-
Date of birth				
• Year	* Month		• Day	
1950	1	Ŷ	19	*
Is your father in China?				
O Yes # No				

Mother [Not applicable]				
Family name (Not Applicable)				
PARRISH				
Given name(s) [Not Applicable]				
MARIJAREL ANN				
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Is your mother in China?				
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Do you have any immediate relatives, not including parents, in Chinar				
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City: Suzhou District: Kunshar Post Code: 2000	ı Shi 04
Enter your perso	nal Emergency Contact's details

84	051236657040
E-mail address	
gilan,liu@dukekunshan.edu.en	
Address	
Province/State	
JangSu	
City	
Suzhou	
Districts/countles(Leave empty if not applicable)	
Kunshan Shi	
Post code	
200040	

Emergency contact

Family name [] [Not Applicable]	
PARRISH	
Given name(s) [Not Applicable]	
MARGARET ANN	
Relationship to you	
MOTHER	
Phone number	
1	919000000
-mail address	
christy.parnish⊜duke.edu	

Who will pay for this travel

Name		
DUKE UNIVERSITY DUKE HEALTH		
Relationship to you		
UNIVERSITY		
Address		
705 BROAD STREET, DURHAM NC 27005		
. Country		
United States of America		

Accompanying person(s)

🕤 Back

Do you have accompanying person(s) (meaning person(s) using the same passport as yours)	
O Yes * Na	

For Who will pay for this travel

Enter "Duke University/Duke Health" as your supporter and "University" as your relationship to Duke (even if you are a student at another insitution, for these purposes just enter "University") Address: 705 Broad Street, Durham NC 27705-0496 Country: United States of America

Enter "No" for anyone accompanying you on this trip. *This is* for those who travel under the same passport as the primary visa applicant.

2024042694572350510

This application ID is needed to retrieve your saved information and book a visa appointment. Please make a note of it.

G Click here to print your Application ID.

Please fill in the form in Chinese or English.

Have you ever been to China?

. Have you ever been to China?

⊖ Yes ⊛ No

Previous Chinese visa

* Have you been issued a Chinese visa?	
I Yes O No	
Please give details of your last Chinese visa.	
Type of visa	
Please todard	
Visa Number	
Please enter	
Place of issue	
Please enter	
* Issue date	
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A Have you over been fingerprinted when applying for a Chinese visa?	
C Yes () No	
Have you ever been issued a Chinese residence permit?	
D Yes D No	

Past and Future International Travel

If you have been to China before, you must enter the details of the most recent visit (i.e., visa info). You will be required to submit a color hard-copy of the previous Visa **AND** a color copy of the Passport's Biographical Page (if the visa is not in the current passport booklet being submitted).

Enter any valid visas you have currently (for non-US students, this means your U.S. student visa details). A color copy is also required.

List all countries separate from your home country and China that you have visited in the last year.

Valid visas

Do you currently hold any valid visas issued by other countries?

🗑 Yes 🗇 No

· Please list below

You may select more than one countries/regione

Countries visited in the last 12 months

Have you visited other countries or regions in the last 12 months?

No Yes 🗇 No

· Please list below

ou may select more than one countries/regions

🕑 Back

This Page deals with personal details about you, your family and your activities.

Please read each question carefully and respond accurately.

If you have questions about what you should respond, please contact <u>Christy.Parrish@duke.edu</u> to discuss.



Personal Information			Review all that you have entered
Where do you plan to apply for Chinese visa?	Country or Region: United States of America City (Embassy/Consulate): WASHINGTON D.C. (EMBASSY OF PRICHMA IN THE UNITED STATE	S OF AMERICA	
Photo of the applicant	2	lf you If no	u need to edit, click on the "Proceed to revise" buttons o edits are needed, click the green "Confirm and Next" button at the bottom right of the page
Application ID	Application ID: 2024042694572350510		
Name	Family name: PARRESH Given name(s): CHRISTINA LEE Ofher name(s) or Former name(s): N/A Chinese name (if applicable, in Chinese): N/A		Name of paramot or organization: Usine Konzowanie Ownerskie (pass upwarkieuo) Rekationatijn to you (if invited by an individual): ACADEMIC COLLEAGUE Phone number: 60 (1/2 2466/010) Email address: glan buildiduitenduur Address: Jangidu Suzbau Yumban Shi 2000ad
Date of birth	Date of birth: 19/0-06-14	Emergency contact	Name: MARIGARET ANN PARKISH
Gender	Gender: Female		Restationship to you at invited by an individual): MOTHER Phone number: 1-919000000
Place of birth	Country or Region: Unsted States of America Province/State: NOKTH CARDUNA City: Durban	Who will pay for this travel	E mail address - christy particité duis.nou Who will pay for this travel - Cognitation Name - Daix UnsylStift DUIS HAUFH Partie - Daix Start - Daixee - D
Marital status	Marital status: Single		Address: 105 BROAD STREET, DURIAM NC 2/105
Nationality and permanent residence	Nationality: United States of America National ID number: (Not Applicable) Do you have permanent residence of any other country or region?: No	Accompanying person(s)	Country: United States of America Do you have accompanying person(s) using the same passport as yours): "Itis"
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	Have you ever held any other nationality? No		
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Once you have saved your completed/submitted COVA, print all pages and sign and date IN BLUE INK where indicated on page 1 and 7 (typically)

You are now ready to submit your signed COVA, DKU Invitation and Duke Support Letters, your Where You Stay form and proof of residency (e.g., driver's license color copy) AND YOUR ORIGINAL PASSPORT BOOKLET either to our Expediting Agency or directly to the Embassy/Consulate that serves the region in which you reside.

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		(許知代明)/(Detailed description)
出生日期/Date of Birth: 1970-06-14		
现有固藉/Current Nationality: United State	is of America	
拟入境时间/Intended date of arrival: 2024-0	18-02	6/7
当前职业/Current occupation: Student		
申请签证种类/Types of Visa: F		
申请登证次数/Entries: Single		
申请的最长停留期(日)/ Duration of Stay	(days): 30	
申请鉴证的有效期(月)/Validity (months): 6	
护照/旅行址件种类/Type of Passport/Trave	Document: Ordinary	
护照/旅行证件号码/Number of Passport/Tr	avelDocument: 476084001	2024042894572350510
甲诸提交时间/Application Finished on; 20	24-04-27	九、签名及声明 Signature & Declaration
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Once your passport is returned, here is an example of how to read your CHINA ENTRY VISA

A China Entry Visa is a full-page sticker applied into your Passport Booklet on a page designated for "Visas."

Note: you must have two blank, consecutively numbered "Visa" pages; it states "Visas" on the page; the last 4-pages in U.S. passports are for endorsements, NOT visas and should not be counted as such.

An "Academic Visitor" visa is a Category "F" visa

China Visas become valid on the day of issue and expire at a point – typically 3-months from the issuance date – in the future. The traveler can enter China at any point between these two dates for at least two visits.

Note: if your travel dates shift from what was originally noted in the COVA, that is fine. Any entry after the issuance date and before the 'enter before' date is allowed.

Typically "F" visas are single- or dual-entry, allow for up to a 30-day stay in the country and are valid for entering for up to 3-months.

