

# Step-by-Step Guide to Apply for a Chinese Visa (Lagos Center)

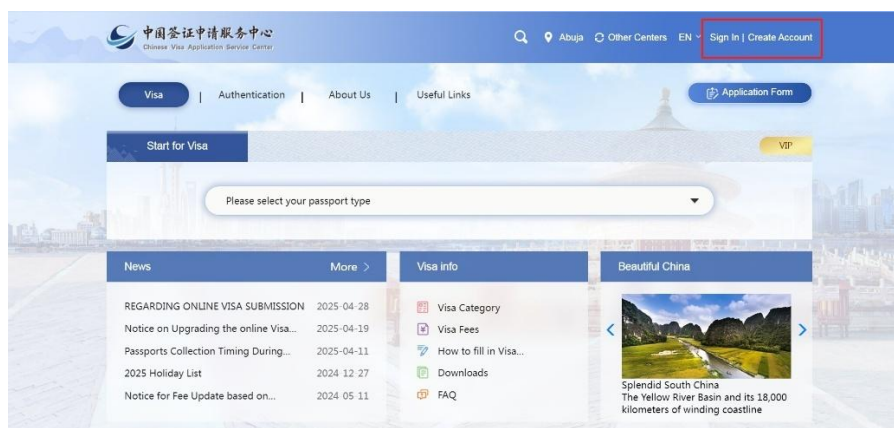
## 1. Account Registration


1.1 Visit [www.visaforchina.cn](http://www.visaforchina.cn)

1.2 Select **Lagos Visa Application Center**



1.3 Register using your **email address**





中国签证申请服务中心  
Chinese Visa Application Service Center

Abuja

Other Centers

EN

Sign In | Create Account

Account Sign In

Sign In


Forgot Password?

No account? Create now.

Contact Us

Help by E-MAIL

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中国签证申请服务中心  
Chinese Visa Application Service Center

Abuja

Other Centers

EN

Sign In | Create Account

Account Sign In


Please complete verification

Slide to complete the image

Contact Us

Help by E-MAIL

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中国签证申请服务中心  
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Application Form

Start for Visa

VP

Please select your passport type

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Beautiful China



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

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 back-word function of the browser.

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. Applications submitted outside of this period will not be processed.

10. Once your application has been approved, please proceed promptly to the visa centre or Embassy or Consulate to complete the visa process, in order to avoid the application becoming invalid.

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:ABUJA

Start filling in the form.

## 2. Fill Out Personal Information

2.1 Page 1 of the application form: Please ensure the photo meets the requirements. A 2-inch, front-facing photo with a white background is needed. Hats, earrings, and other jewelry are not allowed. Upload Screen shot of clear copy of passport data page. (both sides of the data page)

The screenshot shows the 'Personal information' section of the Chinese Visa Application Form (Form V). The section is highlighted with a red box. The form is titled '中国签证在线办理' (Chinese Visa Online Application). The steps are: 1. Fill in the form online, 2. Upload materials, 3. Please confirm the information entered is correct, 4. Payment. The 'Personal information' section includes fields for: 1. Personal information (highlighted), 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. The 'Personal information' section includes fields for: 1.1 Name, 1.1A Family name, 1.1B Given name(s), 1.1C Other name(s) or former name(s), 1.1D Chinese name (in Chinese, if any), 1.2 Date of birth, 1.2A Date of birth.

2.2 Please fill in the surname in 1.1A and the given name in 1.1B. If you do not have a former name, do not fill in 1.1C. Please provide the NIN number 1.6B.

2.3 Please ensure that all information on the first page of the application form matches the passport details.

The screenshot shows the 'Personal information' section of the Chinese Visa Application Form (Form V). The section is highlighted with a red box. The form is titled '中国签证在线办理' (Chinese Visa Online Application). The steps are: 1. Fill in the form online, 2. Upload materials, 3. Please confirm the information entered is correct, 4. Payment. The 'Personal information' section includes fields for: 1.1 Name, 1.1A Family name (as shown on your passport, if any), 1.1B Given name(s) (as shown on your passport, if any), 1.1C Other name(s) or former name(s), 1.1D Chinese name (in Chinese, if any), 1.2 Date of birth, 1.2A Date of birth. The fields 1.1A, 1.1B, 1.1C, 1.1D, and 1.2A are highlighted with a red box.

1. Personal information

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

1.7 Passport information

\* 1.7A Type of passport/travel document

☐ Ordinary ☐ Service ☐ Diplomatic ☐ Official ☐ Special ☐ Other

\* 1.7B Passport/travel document number

Please enter:

\* 1.7C Issuing country/region of the passport/travel document

Please select:

\* 1.7D Place of issue

Please enter:

\* 1.7E Expiration date (Please make sure your passport will be valid for no less than 6 months.)

Please enter the year (yyyy): Please select, (Month): Please select, (Day):

Save Next

### 3. On page 2 of the application form, please select the appropriate visa category.

3.1 Please note: For single entry, select a validity period of 3 months and a stay duration of 30 days.

3.2 For those eligible for multiple entries, select a validity period of 12 months and a stay duration of 30 days. Please fill out the form according to these requirements

2. Type of visa

\* 2.1 The type of visa that you are applying for and the main purpose of your visit to China

Please select:

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

\* 2.2 Service type

Notice: Express service does not start from the date of submitting the application form, but starts from the date when you submit your passport.

☐ Normal ☐ Express

Express service requires an extra fee and cannot be canceled once you have applied for it. You would not get a refund for the express service fee if the consular officer decides to prolong the review time based on the circumstances of your application.

\* 2.3 Visa application information

2.3A Visa validity of your application (months)

Please enter:

2.3B Maximum duration of stay of your application (days)

Please enter:

2.3C Entries of your application

☐ Single ☐ Double ☐ Multiple

### 4. Please complete all other pages of the application form as required.

1 Fill in the form online
2 Upload materials
3 Please confirm the information entered is correct.
4 Payment

1. Personal information
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.
3. Work information
\* 3.1 Current occupation
Please select.
\* 3.2 Work experience in the past five years
\* 3.2A Date from
Please enter the year (yyyy). Please select. (Month)
Date to
Please enter the year (yyyy). Please select. (Month)
\* 3.2B Name of your employer Please fill in the full name of the employer without abbreviations.
Please enter.
\* Address of your employer

1 Fill in the form online
2 Upload materials
3 Please confirm the information entered is correct.
4 Payment

1. Personal information
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.
4. Education
\* 4.1 Highest diploma/degree Not applicable
\* 4.1A Name of institute of education
Please enter.
\* 4.1B Diploma/degree
Please select.
4.1C Major
Please enter.
Add
Previous Save Next

1 Fill in the form online
2 Upload materials
3 Please confirm the information entered is correct.
4 Payment

1. Personal information
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.
5. Family information
\* 5.1 Current home address
Please enter.
\* 5.1 Current home address
Please enter.
\* 5.2 Phone number
Please enter.
\* 5.3 Mobile phone number
Please enter.
5.4 Email
Please enter.

1 Fill in the form online
2 Upload materials
3 Please confirm the information entered is correct.
4 Payment

1. Personal information
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.
6. Information on your travel
\* 6.1A Date of arrival The system only accepts visa applications for entry dates within the next 90 days. Applications submitted outside of this period will not be processed.
Please enter the year (yyyy). Please select. (Month) Please select. (Day)
6.1B Arrival train/ship/flight No.
Please enter.
\* 6.1C The city of your destination
Please select.
\* 6.1D City to stay
Please select.
6.1E Address to stay
Please enter.

1 Fill in the form online. 2 Upload materials 3 Please confirm the information entered is correct. 4 Payment

1. Personal information  
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.

7. Information on previous travel

7.1 Have you ever been to China?  
\* 7.1A Have you ever been to China?  
☐ Yes ☐ No

7.2 Previous Chinese visa  
\* 7.2A Have you ever gotten a Chinese visa?  
☐ Yes ☐ No

7.3 Do you have any valid visas issued by other countries?  
\* 7.3 Do you have any valid visas issued by other countries?  
☐ Yes ☐ No

1 Fill in the form online. 2 Upload materials 3 Please confirm the information entered is correct. 4 Payment

1. Personal information  
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.

8. Other information

\* 8.1 Have you ever been refused a Chinese visa or denied entry into China?  
☐ Yes ☐ No

\* 8.2 Has your Chinese visa ever been canceled?  
☐ Yes ☐ No

\* 8.3 Have you ever entered China illegally, overstayed, or worked illegally in China?  
☐ Yes ☐ No

\* 8.4 Do you have any criminal record in China or any other country?  
☐ Yes ☐ No

\* 8.5 Do you have any serious mental disorders or infectious diseases?  
☐ Yes ☐ No

\* 8.6 Have you ever visited countries or regions in the past 30 days where there is an epidemic?  
☐ Yes ☐ No

1 Fill in the form online. 2 Upload materials 3 Please confirm the information entered is correct. 4 Payment

1. Personal information  
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.

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 \_ABUJA\_ (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.

**4.1 Please note:** The name of the inviting party in Section 6.2A on page 6 of the application form must match the name listed on the invitation verification form, the TE invitation letter, and the company invitation letter.

1. Personal information

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

6.2 Inviting person/contact or organization in China ☐ Not applicable

\* 6.2A Name  
Please enter:

\* 6.2B (The contact person's) relationship with you  
Please enter:

\* 6.2C Phone No.  
Please enter:

6.2D Email  
Please enter:

\* 6.2E Province/state  
Please select:

\* City  
Please select:

6.2F Post code  
Please enter:

## 5. After completing the application form, please upload clear application documents as required.

中国签证在线办理  
China China Visa Application (CCVA)

1. Fill in the form online. 2. Upload materials 3. Please confirm the information entered is correct. 4. Payment

The following materials need to be uploaded:  
Please ensure that the uploaded materials 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.

赴中国从事交流、访问、考察等非商业活动的人员  
Issued to those who intend to go to China for exchanges, visits, inspection tours and other non-commercial activities.

(1) 关《邀请函 (TE)》或《邀请函实单》及中国境内邀请方出具的邀请函。《邀请函 (TE)》或《邀请函实单》应通过中国境内的邀请方办理。非首次来华人员可免于提供《邀请函TE》或《邀请函实单》。

(2) 中国境内邀请方出具的邀请函应包括以下内容:

a 被邀请人信息: 姓名、性别、出生日期、护照号码等;

b 被邀请人访问信息: 来华事由、访问日期、访问地点、行程、与邀请人(单位)关系、费用来源等;

c 邀请人(单位)信息: 名称、联系电话、地址、单位印鉴、邀请人或法人代表签字等;

d 邀请方应在申请书中明确申请人在华期间遵守中国法律法规并控制离境。

c. Personal information on the inviting individual (entity): full name, contact number, address, seal of the Entity, and signature of the inviting individual(s) or legal representative(s) etc;

d. The inviting individual (entity) should clearly promise that the applicant(s) shall abide by the laws and regulations while staying in China, and exit China as planned.

2. A bank statement for the past six months of the applicant(s) or the company

3. The applicant's itinerary to China, including paid air tickets and hotel orders.

4. Other materials considered necessary by the Embassy or Consulate: General of P.R China.

Click to upload.  
《邀请函 (TE)》或《邀请函实单》 (Required field)  
Invitation Letter (TE)

Click to upload.  
申请人或公司银行账户 (6个月内有效)  
(Required field)  
Bank statement (6 months)

Click to upload.  
机票订单 (Required field)  
Air tickets

Click to upload.  
酒店预订 (Required field)  
Hotel order

Please upload.

Click to upload.  
公司营业执照复印件 (Required field)  
Copy of CAC (China)

Click to upload.  
以往赴华签证或居留许可 (Optional)  
Previous Chinese visa

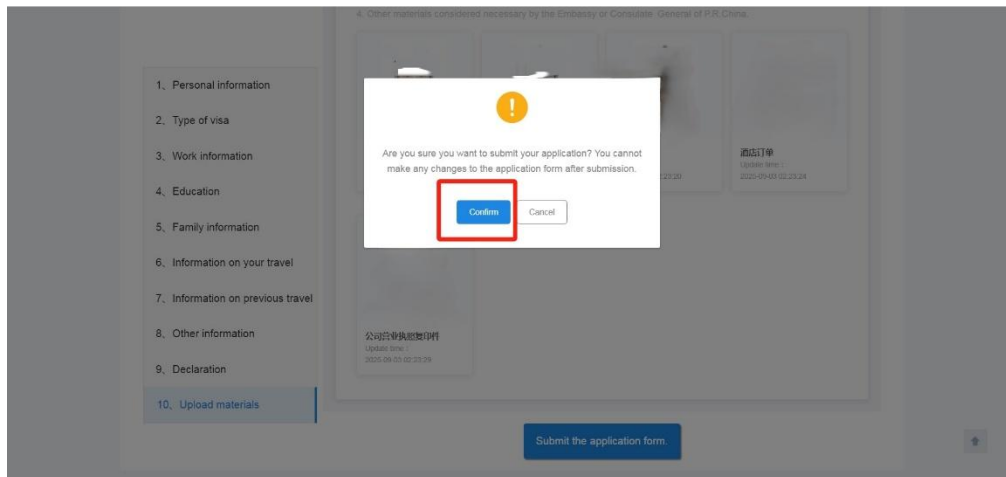
Click to upload.  
其他 (Optional)  
Other

Click to upload.  
其他 (Optional)  
Other

Previous Save Next

## 6. Confirm your application and Submit





The image shows the CVASC payment and submission page. The header includes the CVASC logo, the location "Abuja", the language "English", and a user account "15\*\*\*\*@163.com". The page is divided into several sections:

- 2 Collection option**: A question "How are you going to collect your passport?" with a radio button selected for "By visiting the Visa Center".
- 3 VIP service**: Two checkboxes for "Form filling assistance" (one selected) and "Prime time" (one selected). Below them are checkboxes for "VIP Room Service" and "Normal VIP".
- 4 Please select payment method**: A section for "currency : NGN" and "Payment method : Offline payment" (selected).
- Payment Summary**: A table on the right showing fees:
 

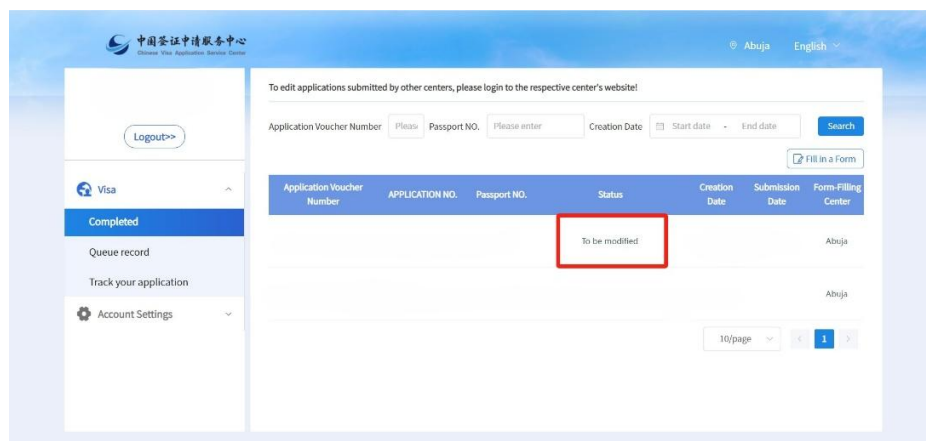
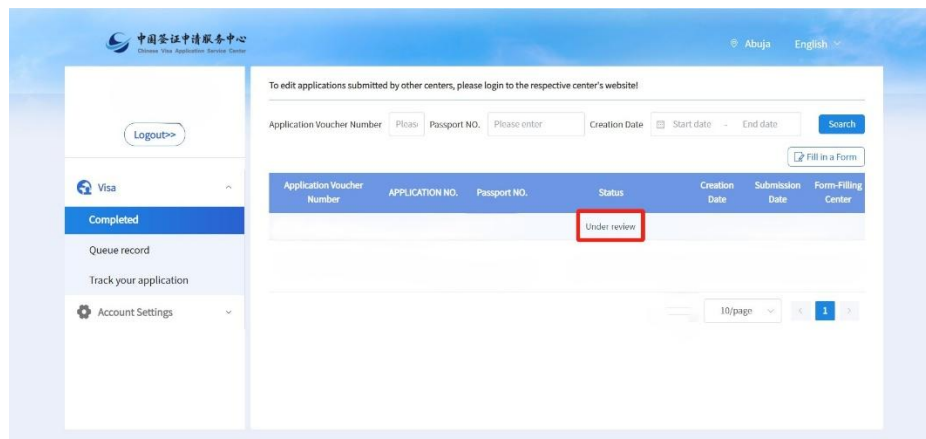
Service Fee :	69300
Service Rush Fee :	0.00
Post Service Fee :	0.00
VIP Fee :	0.00
VAT :	5200
Amount After VAT :	74500
<b>Grand Total :</b>	<b>85000</b>

At the bottom, a "Submit" button is highlighted with a red rectangle.

6.1 After uploading is complete, please verify the information you have entered in the application. Then proceed to the next step on the application page and select "Submit Application." Online submission does not incur any fees; all fees are to be paid in person at the visa application center.

6.2 At this stage, your online application will enter the review process, which typically takes two working days (subject to actual processing time). During this period, please monitor your email for notifications. If any modifications are required, log in to your account, make the necessary changes as instructed in the email, and resubmit your application.





6.3 If your application information and documents pass the review, the system will send a confirmation form to your email. Please remember to check your inbox (including any emails that may have been filtered or blocked). (Email Page)



**7 Please print out the application confirmation form.**

 ABV*****		 <b>CHINA</b> VISA APPLICATION CENTER 阿布贾/Abuja	
<b>签证申请凭证 Visa Application Certificate</b>			
凭证号码 Certificate No.	ABV*****		
联系人姓名 Contact Name	*****		
联系人电话 Tel	*****		
电子邮箱地址 E-mail	* * * * * @ gm ail.com		
申请表编号 Application Form No.	*****		
护照号码 Passport No.	*****		
<p>*请将此单据打印，并带至签证中心 Please print and bring this Certificate to the CVASC.</p> <p>中心电话 Contact Number: +234 20990 47702</p> <p>中心地址 Center Address: MUJARNATU HOUSE, 3RD FLOOR, NO.1, ZAMBAZI CRESCENT, OFF AGUIYI IRONSI STREET, MAITAMA, ABUJA</p> <p>*持有外交、公务(官员)护照者，或申请中国外交、礼遇、公务签证者，仍请直接到大使馆/总领事馆提交申请。 Applicants holding diplomatic or service/official passports or applying for Chinese diplomatic, courtesy or service visas shall still submit applications directly to the Embassy/Consulate General.</p>			

- 7.1** Bring your passport and invitation letter to the visa center for biometric data collection.
- 7.2** Make the payment and obtain the collection slip. The processing time is approximately 4 working days.
- 7.3** Please bring the original collection slip to the visa application center on the date indicated to collect your passport. The expected collection date is for reference only; in special cases, the actual completion time will be determined by the embassy. If you do not collect your passport on the expected date, the visa center will notify you by phone once the processing is complete.

**8. At that point, you will have completed your Chinese visa application. We wish you a wonderful journey in China!**