**AMBI (CAFF) and EAAFP MoP10**

**Process and supporting documents for China Visa (Hainan)**

Most participants participating in the Arctic Migratory Bird Initiative and/or EAAFP MoP 10 will require a Visa of their visit to Hainan, China. Participants for eligible countries (see below) travelling on their personal Passport are encouraged to use Option 1 (Visa-on-Arrival). Participants travelling on a personal Passports from a non-eligible country or participants travelling on other categories of Passports need to use Option 2.

**Option 1. Visa by Hainan Travel Agency (Visa-on-Arrival)** This Visa is to visit Hainan without stop-over in other parts in China Mainland only! If you want to visit other parts of China, before or after Hainan, also, if you have transit flight at other cities in mainland China to come to Hainan, then you need to apply for a Visa at the China Embassy (or agent) in your country. Please let EAAFP Secretariat know if you need an invitation letter for getting a Visa.

Eligible countries (Reference: <https://en.wikipedia.org/wiki/Visa_policy_of_China>)

*Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Russia, the United Kingdom, Ireland, Cyprus, Bulgaria, Romania, Ukraine, Serbia, Croatia, Bosnia-Herzegovina, Montenegro, Macedonia, Albania, Belarus, Monaco, the United States, Canada, Brazil, Mexico, Argentina, Chile, Australia, New Zealand, Republic of Korea, Japan, Singapore, Malaysia, Thailand, Kazakhstan, the Philippines, Indonesia, Brunei, United Arab Emirates, Qatar*

Required documents/information from each participant to enable the Hainan travel agency to arrange the “Visa-on-Arrival”:

1. Scan of the “details page” of your Passport (send image file)
2. Your email address (so the travel agent can respond to you)
3. Your job title (in relation to the meeting)
4. City in which you are living
5. Scan of your e-tickets showing the entry and exit flights to and from China. This is needed to confirm to the Hainan travel agent that the immigration entry and exit points are in Hainan. (The Hainan Visa-on-Arrive only provides access to Hainan and not other parts of China). You need to inform the travel agency if you change your flight so that your travel information matches with the immigration system.
6. Scan of the image of the Letter of Assurance with your signature **(Annex I).**

Note

* Send the documents to Mr. Chris Pan (Hainan Travel Agency) 37757839@qq.com (copied to secretariat@eaaflyway.net & doug@caff.is,) **no later than 10 November 2018**
* The travel agency will send you the “Visa Receipt” within 10 days. **This needs to be presented to Immigration on arrival in Hainan**
* Have 30 Chinese Yuan to pay at the registration desk at the Hotel upon your arrival. Currency can be exchanged in the international arrival area at Haikou Airport.

**Documents you need for arrival at Immigration in Hainan**

* Passport
* **Printed “Visa Receipt” (issued by the Hainan travel agent; this may also be needed by the airline at check-in)**
* E-ticket
* Hotel confirmation (Provided by the hotel)
* (in case it’s needed at Immigration in Hainan - printed invitation to workshop (from EAAFP/AMBI)

**Option 2. Visa by Embassy – “Service” Passport and Ordinary Passport holder who is not eligible for Visa-on-Arrival**

Participants travelling on a “Service” Passport (eg. those provided for Government Officers) or a Diplomatic Passport are urged to check with the China Embassy/Consulate in their country. Travel may not require a Visa if there is an “Agreement on Mutual Visa Exemption” in place between China and the country of citizenship of the participant.

Do check with the local China Embassy/Consulate on the supporting information that is required.

Information we anticipate the Embassy will need to support the Visa application includes:

* 1. Passport
	2. Formal personalised Letter of Invitation from China National Forestry and Grasslands Administration
	3. Copy of E-ticket
	4. Printed Hotel confirmation (provided by the EAAFP organizer or the AMBI contact person)

To prepare the formal personalised letter of Invitation the we need to provide to the China National Forestry and Grasslands Administration the following information **no later than 27 October 2018**:

1. Scan of the “details page” of your Passport as an image file; or, if this is an issue, provide the following information from your Passport:
	1. Family Name
	2. Given names
	3. Passport number
	4. Nationality
	5. Date of issue of Passport
	6. Date of expiry
	7. Place of issue
2. Your job title, some background on the Government Agency/organisation, and some details of your role, relevant profession experience (up to 50 words). Please also provide your curriculum vitae which includes the above information as well as contact details.
3. Your postal address and contact details (email, phone number) to enable the return of the Letter of Invitation prepared by China National Forestry and Grasslands Administration

Note

* Send the documents to the organizer (secretariat@eaaflyway.net & doug@caff.is) **no later than 26 October 2018**

**[ Annex I ]**

**Letter of Assurance to Travel Agent**



Dear Officer(s) of Hainan China International Travel Service

As I am entering China on a “Hainan Visa-on-Arrival”, I promise that I will not seek to travel to any other part of China on this Visa, following my stay in Hainan Island.

Full Name:

Signature:

Date: