

# **Instructions for Foreigners Applying for the Republic of China (Taiwan) Visa Service in Hong Kong**

## **Instructions for Foreigners Applying for the Republic of China (Taiwan) Visa Service in Hong Kong**

<http://www.tecos.org.hk/visa>

Address: 40F, Tower 1, Lippo Centre, No.89 Queensway, Hong Kong

Tel: (852)2525-8642

Fax: (852) 2529-1995

Foreigner visa to Taiwan:

(852)2887-5011 (press 8 for direct chat) Email: [info@tecos.org.hk](mailto:info@tecos.org.hk)

Tel: (852)2525-8642 Service

Email: [service@teco.org.hk](mailto:service@teco.org.hk)

### **(Application case receiving and dispatching time)**

Visa for Foreigners to Taiwan VISA FOR FOREIGNERS

Pickup time: 9:00 am to 12:00 noon

Shipping time: 2:00 pm to 5:00 pm

Processing time: 1 business day

(If interviews, document verification or reconfirmation of travel documents and identity documents are required, the operation time will be notified on a case-by-case basis)

### **(Visa fees for foreigners)**

※Only cash is accepted, thousands of yuan bills are not accepted for the time being

Single-entry stay visa: HKD 400

Multiple-entry stay visa: HKD 800

Single-entry residence visa: HKD 530

### **(Precautions and delivery methods for foreigner visa application)**

Precautions

1. According to the Regulations of the Republic of China on Foreign Passports and Visas, once the visa application is submitted, it will not be refunded.

2. The applicant should honestly declare the purpose of entry. The reason for the visa application should be the same as the purpose of entry. If the applicant fails to prepare the required documents and purpose certification documents when submitting the application, it will affect the issuance or rejection of the visa case; It is necessary to check the identity card. If it is necessary to supplement the relevant certificates or the documents are insufficient during the processing of individual application cases, the Taipei Economic and Cultural Office will notify in writing to submit the relevant documents within the time limit. The number of working days required for processing is not limited. Post processing time limits.

3. Those who used to be citizens of the mainland area, please prepare relevant proof documents that have been away from the mainland for 4 years.

4. The Taipei Economic and Cultural Office may issue visas of different types, validity periods, and durations of stay depending on the applicant's identity, purpose of application, type of foreign passport held, and validity period. Based on the exercise of national sovereignty and the protection of national interests, when the Department refuses to issue a visa, it may not attach reasons.

5. This statement is based on the latest information published by the Bureau of Consular Affairs of the Ministry of Foreign Affairs of the Republic of China.

The application can be submitted by the person himself or his agent. The agent should prepare the original and photocopy of the agent's identity card when sending the application (applicant please prepare the documents, the application with insufficient documents will affect the progress of the application)

### **(Fill out the visa application form online)**

From April 9th of this year (2012), foreigners applying for a visa to Taiwan must complete the visa application information through the Internet.

After printing the application form, you can apply for a visa at this office with the proof.

Here are the 3 steps to fill out the visa application form online:

1. Fill out the visa application form online (<https://visawebapp.boca.gov.tw>)
2. Print the completed application form and submit it to this office with relevant documents
3. Complete the visa application form online filling procedure

Precautions:

1. Applicants must actually complete the application form online. All listed items must be filled in, otherwise the visa application will not be accepted.
2. The office does not accept all visa application forms that are not filled online.

### **(Visa Application Form Filling Instructions)**

What are the necessary items to fill in the fields of the visa application form?

Answer: Must fill in the project including:

- \* Basic information of the applicant (nationality, former or other nationality, name, gender, date of birth, place of birth, marital status, name of spouse, occupation, service organization or school, expected residence address and telephone number in Taiwan, home address and phone number, current address and phone number)
- \* Applicant's passport information (passport type, passport number, expiry date, date of issue, place of issue)
- \* What kind of visa do you plan to apply for?
- \* Number of visa entries
- \* Application office
- \* Visit to Taiwan itinerary (purpose of visiting Taiwan, whether you have ever been issued a ROC visa, date of arrival in Taiwan, scheduled date of departure)
- \* Related person in Taiwan (name of related person, relationship with applicant, phone number)
- \* Whether the applicant is a foreign spouse (the foreign spouse's education level, occupation, whether there is an introducer, the name of the introducer, occupation, address, telephone number)
- \* Whether someone else filled out the form
- \* Whether the application form is sent by an agent

Question:

Can I tell which items are required fields or non-mandatory fields on the visa application form?

Answer:

If the background color of the columns on the visa application form is dark blue, it is a required field, and if it is light blue, it is not a required field.

Question:

If I fill in the information online, I leave the computer screen temporarily and cannot continue to complete the form, how do I keep the filled information?

Answer:

You can temporarily save the data by pressing the "SaveDraft" button at the bottom of the screen, and a temporary storage number will appear on the upper left. Please remember this number and enter this number to continue filling in in the future.

Question:

Is there a requirement to complete the page within a certain period of time, otherwise the next step cannot be filled?

Answer:

The operation time for one page is about 30 minutes. If it takes more than 30 minutes to fill in a page, the filling process will be automatically terminated. If there is no "temporary data storage", you must return to the homepage and fill in again.

Question:

After filling in the materials, is there a certain deadline for sending the application to the overseas embassy?

Answer:

After completing the information online and pressing the "submit" button, if the document is not delivered to the designated library within 30 days, the information will be automatically deleted.

Question:

If the application form is completed online and the materials have been sent out, and the application case number has been generated, but it is found that the content has been entered incorrectly, what should I do?

Answer:

If the information is filled out and the "Submit" button is clicked, the information cannot be changed. Data must be re-entered and a new application created. If the information has not been sent, you can enter the temporary storage number and then change the information.

Question:

The application form contains the date of arrival and the date of departure from China. If the date cannot be accurately grasped, how should I fill it in?

Answer:

If the arrival date and departure date are not clear, please fill in the arrival and departure dates of the reservation.

Question:

If the applicant is not proficient in computers, can someone else fill in the form?

Answer:

The application form can be filled out by an agent, but the printed application form must be signed by the applicant himself.

Question:

If the applicant does not have a printer device, how to print the visa application form after filling in the information online?

Answer:

If the applicant does not have a printer at hand, after filling out the application form online and pressing the "Submit" button, the application number will appear. Please remember this application number. The applicant still has to try to enter the case number and name in an internet computer connected to a printer to print the visa application form.

Question:

If the applicant has a first name but no last name or a last name but no name, how should the fields be filled in?

Answer:

If the applicant has a first name but no surname, please leave the last name field blank; if the applicant has a surname but no name, please leave the first name field blank, and do not fill in any text (such as None, etc.) in the blank field, except At least one of the two columns must be filled in before proceeding.

Question:

When the printing function is normal, the visa application materials have been filled out and there is an application case number, but the visa application form cannot be printed, what should I do?

Answer:

Please check whether the computer has installed Acrobat Reader software version 8.0 or above or related software for reading PDF file formats.

Question:

Why can't the calendar element in the date field be clicked when logging in and typing data? Sometimes the Delete key doesn't work?

Answer:

The operation of the webpage will have different functions due to the version of the user's browser and the version of the operating system program. If the calendar element in the date field cannot be clicked, you can directly input it manually. The format is Western calendar (YYYY/MM/DD) ; If the Delete key cannot be used when logging in, please use the Backspace key instead.

Question:

What do DOMESTIC ID No. and DOMESTIC KTP NO. mean in Chinese?

Answer:

The ID number of the foreign applicant's home country.

### **(documents required for visa application)**

\* Passport: must be valid for at least 6 months and must have blank pages

\* You must go to <https://visawebapp.boca.gov.tw>, fill in and submit the visa application materials, and print the 2 pages of the visa application form yourself (please refer to the sample), and after the applicant signs it personally, Then apply for a visa at this office with the proof [If the document is not delivered to the designated embassy within 30 days, the data will be automatically deleted]

\*Photos: 2 (2"x 2") color photos within 6 months (1 self-adhesive on the application form; the other is floating), white background

\* For those who hold a Hong Kong ID card, please attach a photocopy; otherwise, it is not required.

\* Proof of purpose documents: In addition to the above documents, please submit sufficient proof documents according to the purpose of the visa application (after the Office accepts the application, the applicant may be required to provide travel plans (flight reservation records), financial certificates, and family relationship certificates , proof of the purpose of coming to China, detailed information on related parties or other supporting documents and interviews required for review)

### **Taiwan Ministry of Foreign Affairs Bureau of Consular Affairs**

<http://www.boca.gov.tw/ct.asp?xItem=678&ctNode=741&mp=1>

4. For people who have been in the mainland area, if they apply for a visa to Taiwan with passports from other countries, are there any special regulations?

According to the "Regulations on the Relations Between Peoples of the Taiwan Area and the Mainland Area" and its implementing rules, if the people of the mainland area have lived abroad for more than 4 years and have legally acquired the nationality of the country of residence, they may apply for a visa to Taiwan with the foreign passport. (For official passports only, non-passport travel documents such as "travel permits" are not eligible for Chinese visas)

**The total processing fee is HKD \$3,800**