

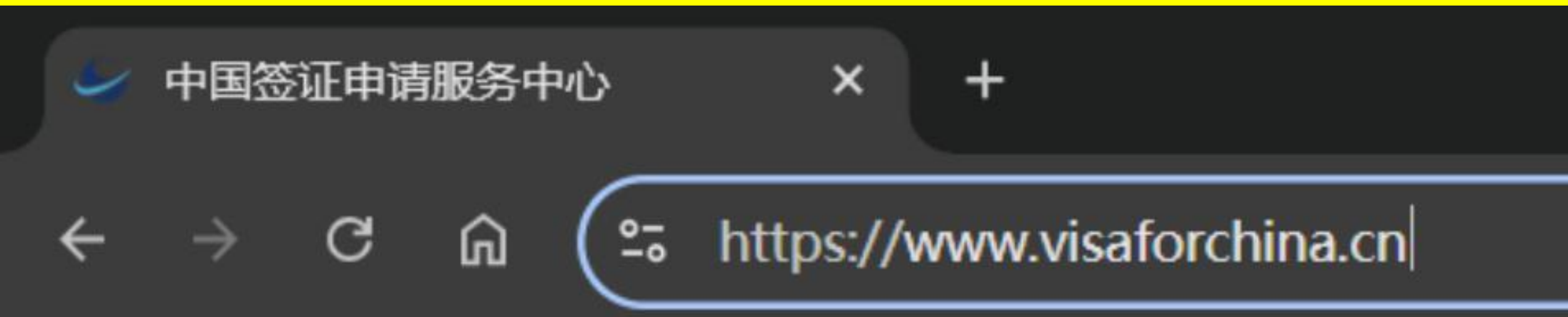


中国签证申请服务中心  
Chinese Visa Application Service Center

# Online Form Filling Instructions

Jul. 2026

1、 Open the browser and enter  
“www.visaforchina.cn”  
Enter the visa center website.



The website can be accessed from computers, mobile phones, pads and other devices. Please make sure that the browser's "Block Pop-up" function is turned off before applying.

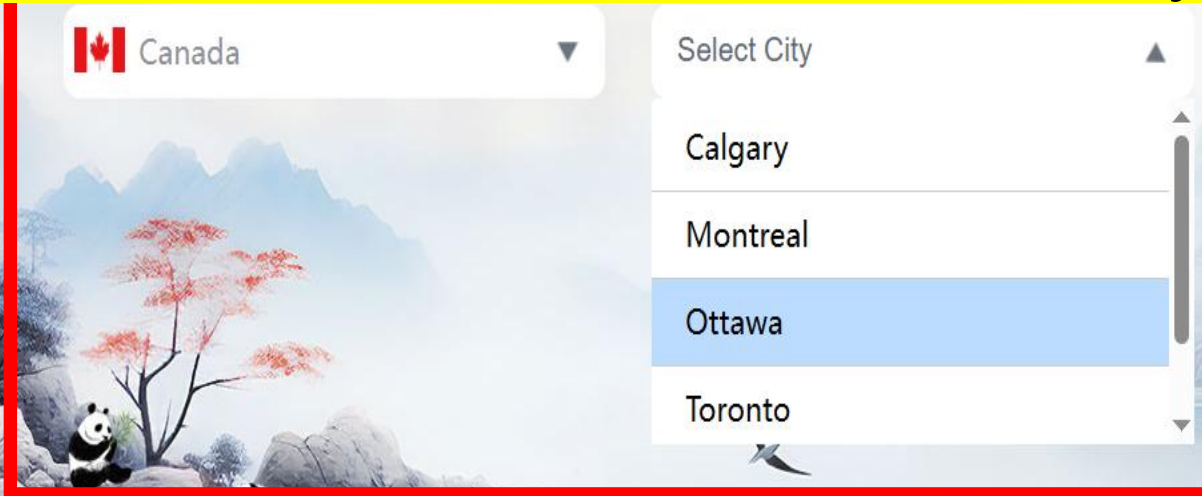
Reminder: Please be sure to check your browser settings.  
If you use the browser that comes with an iOS device, you must turn it off in " Settings → App → Safari".

## 2、 Select Application Location

欢迎访问中国签证申请服务中心

WELCOME TO CHINESE VISA APPLICATION SERVICE CENTER

For applicants planning to submit application forms at this center:  
Please be sure to select "Canada, Ottawa" as your application location.



The screenshot shows a web interface with a background of a traditional Chinese ink wash painting of mountains and a panda. A red rectangular box highlights a dropdown menu. The dropdown is open, showing a list of cities. The 'Canada' option is selected in the main menu, and the 'Ottawa' option is highlighted in the city list.

| Country | City     |
|---------|----------|
| Canada  | Calgary  |
|         | Montreal |
|         | Ottawa   |
|         | Toronto  |

Take Me To The Website

**Reminder:** Service areas of the Visa Centre: Ottawa Region, Newfoundland & Labrador, Nova Scotia, Prince Edward Island and Nunavut.


 Ottawa
  Other Centers
 EN 
 Sign In | Create Account

[Sign In](#) | [Create Account](#)

## Photo Requirements for Chinese

1. The Ottawa Chinese Visa Application Service Center has launched the Chinese Visa Online Verification Platform. All applicants must log in to the website of the Chinese Visa Application Service Center ([www.visaforchina.cn](http://www.visaforchina.cn)), select "Canada, Ottawa", fill out the Visa Application Form online and upload visa application materials. Only after the online verification is approved may applicants go to the Visa Center to submit physical materials. For the detailed notice, please click [here](#) to view

Beautiful China

Website announcements may be updated at any time.  
Please read our announcements carefully.



# 3、 Enter the main page



Ottawa

Other Centers

EN

Sign In

Create Account

Visa

Useful Links

About Us

Start for Visa

Please select your passport type

News

More >

Holidays for Ottawa Visa Center of ... 2024-11-20

Please check the visa types and document checklist here, clarify the type of visa you need to apply for, and prepare the required materials in accordance with the checklist.

Visa info

Visa Category

Visa Fees

Sample Application Form

Downloads

FAQ

Beautiful China



Splendid South China

Please double-check whether the application location you selected is correct.

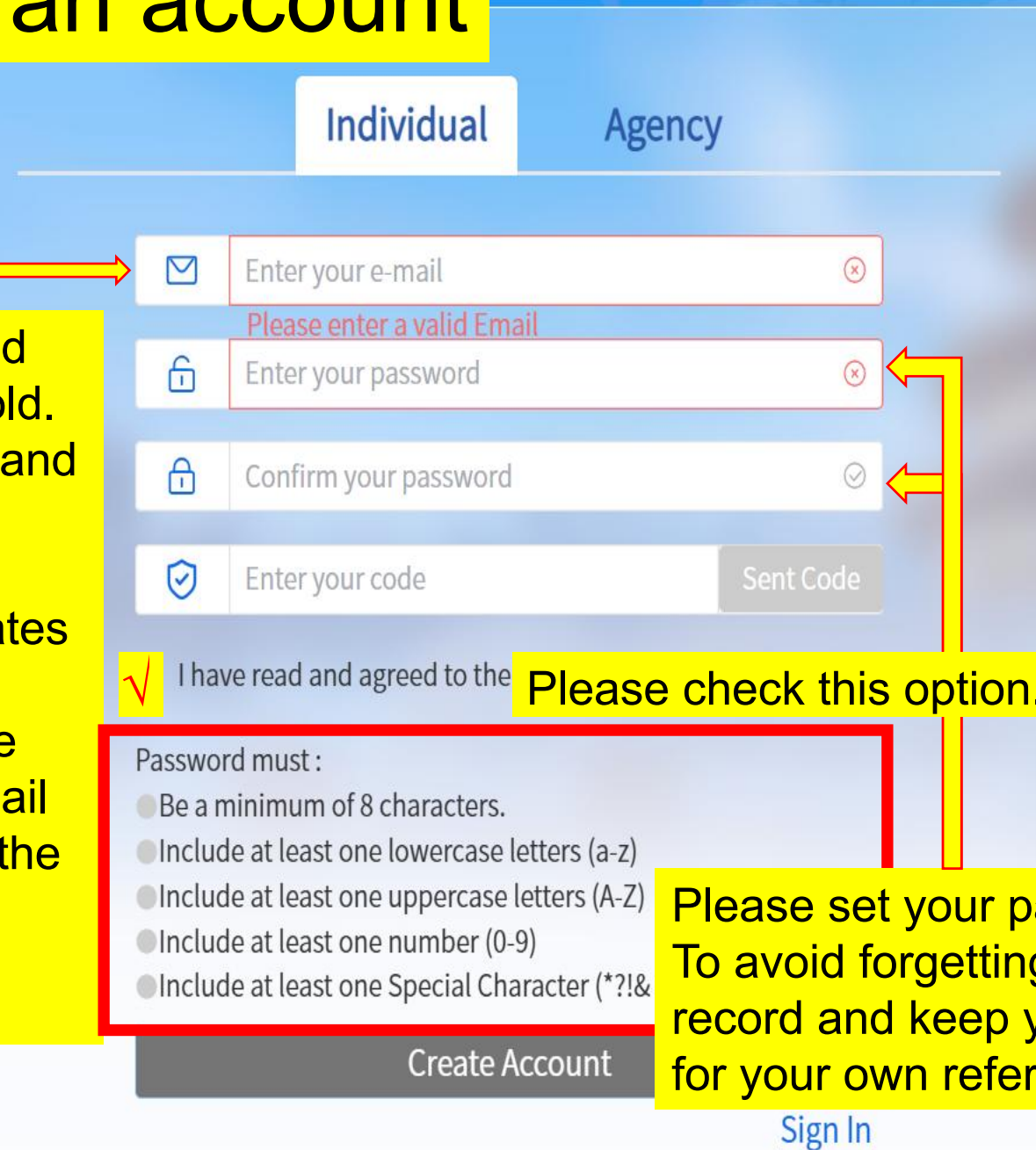
If the location is correct, you may sign in or register here.

You may download the visa invitation letter template here.

## 4.1、 Register an account

Registration is only supported via the email address you hold. Gmail, Hotmail, Yahoo, QQ, and other email services are all acceptable.

**Reminder:** Subsequent updates to the review status and application credentials will be automatically sent to this email address by the system, and the email address cannot be changed thereafter.



The registration form is titled 'Individual' and 'Agency'. It contains four input fields: 'Enter your e-mail', 'Enter your password', 'Confirm your password', and 'Enter your code'. The 'Enter your e-mail' field has a red border and a red error message 'Please enter a valid Email'. The 'Enter your password' field has a red border and a red error message 'Please set your password as required'. The 'Confirm your password' field has a green checkmark icon. The 'Enter your code' field has a 'Sent Code' button. Below the input fields is a checkbox labeled 'I have read and agreed to the' with a green checkmark icon. A red box highlights the password requirements section, which includes a list of rules: 'Be a minimum of 8 characters.', 'Include at least one lowercase letters (a-z)', 'Include at least one uppercase letters (A-Z)', 'Include at least one number (0-9)', and 'Include at least one Special Character (\*?!&@)'. At the bottom of the form is a 'Create Account' button and a 'Sign In' link.

Individual Agency

Enter your e-mail ✕  
Please enter a valid Email

Enter your password ✕  
Please set your password as required

Confirm your password ✓

Enter your code Sent Code

☒ I have read and agreed to the

Password must :

- ☐ Be a minimum of 8 characters.
- ☐ Include at least one lowercase letters (a-z)
- ☐ Include at least one uppercase letters (A-Z)
- ☐ Include at least one number (0-9)
- ☐ Include at least one Special Character (\*?!&@)

Create Account

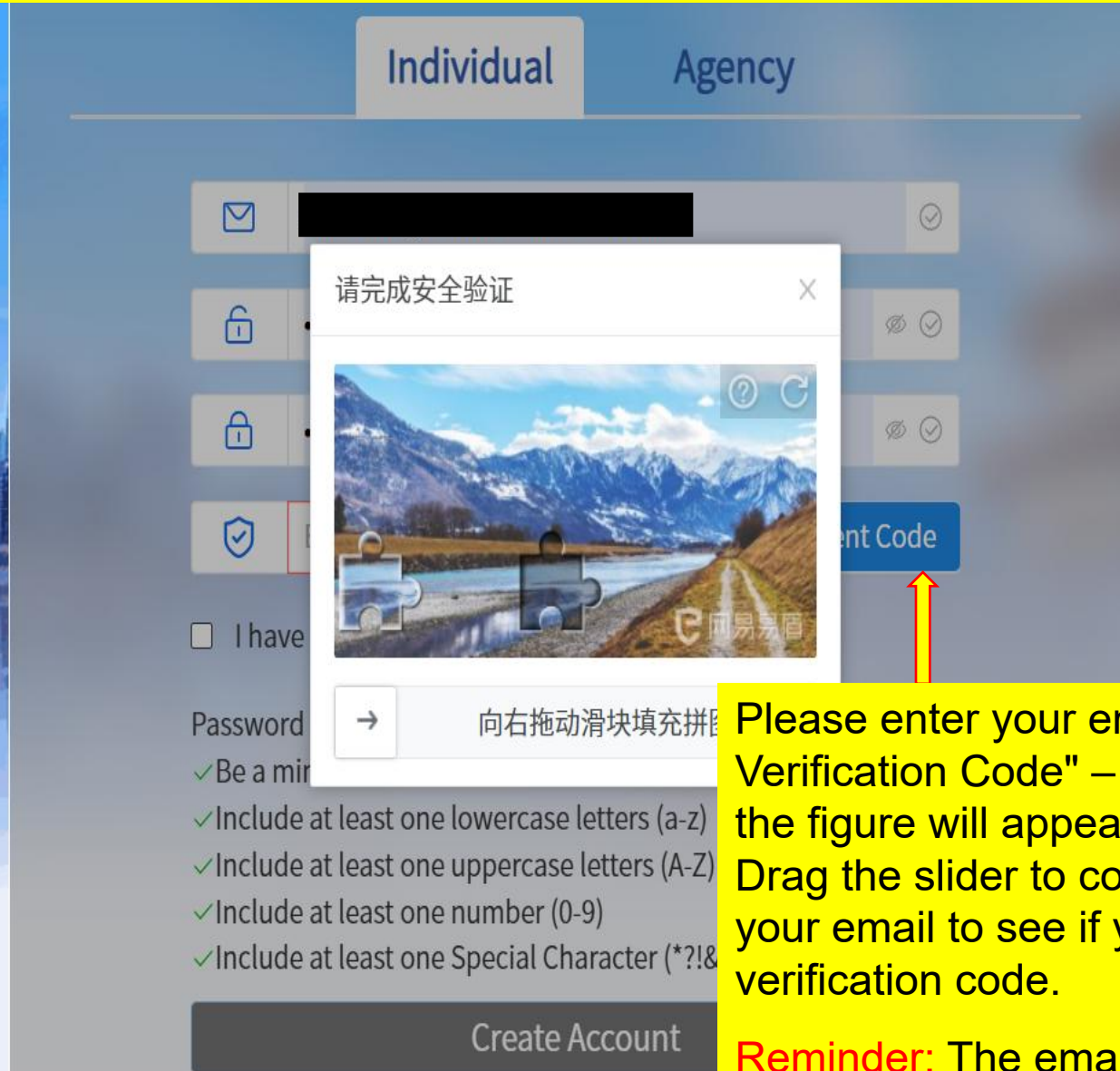
[Sign In](#)

Please check this option.

Please set your password as required.  
To avoid forgetting it, we recommend that you record and keep your account and password for your own reference.



## 4.2、 Register an Account (Verification Code)



The screenshot displays the 'Individual' registration tab. A pop-up window titled '请完成安全验证' (Please complete security verification) is centered on the screen. The pop-up contains a puzzle image of a mountain landscape with a river and a road. Below the image is a slider control with a right-pointing arrow and the text '向右拖动滑块填充拼图' (Drag the slider to the right to fill the puzzle). The background registration form includes fields for email, password, and a 'Send Code' button, which is highlighted by a red arrow. Below the 'Send Code' button is a 'Create Account' button. The form also includes a checkbox for 'I have' and a list of password requirements.

Individual Agency

✉ [Redacted Email] ✓

🔒 [Redacted Password] ✓

🔒 [Redacted Password] ✓

🛡️ [Redacted Password] ✓

☐ I have

Password

- ✓ Be a minimum of 8 characters
- ✓ Include at least one lowercase letters (a-z)
- ✓ Include at least one uppercase letters (A-Z)
- ✓ Include at least one number (0-9)
- ✓ Include at least one Special Character (\*?!&@#%^&#)

→ 向右拖动滑块填充拼图

Send Code

Create Account

Please enter your email address and click "Send Verification Code" – a pop-up window as shown in the figure will appear.

Drag the slider to complete the puzzle, then check your email to see if you have received the verification code.

**Reminder:** The email verification code is valid for 15 minutes. Please do not click "Resend" frequently.

## 4.3、 Sign in to Your Account

📍 Ottawa 🔄 Other Centers EN ▾ Sign In | Create Account

### Account Sign In

 Enter your e-mail

 Enter the password

**Sign In**

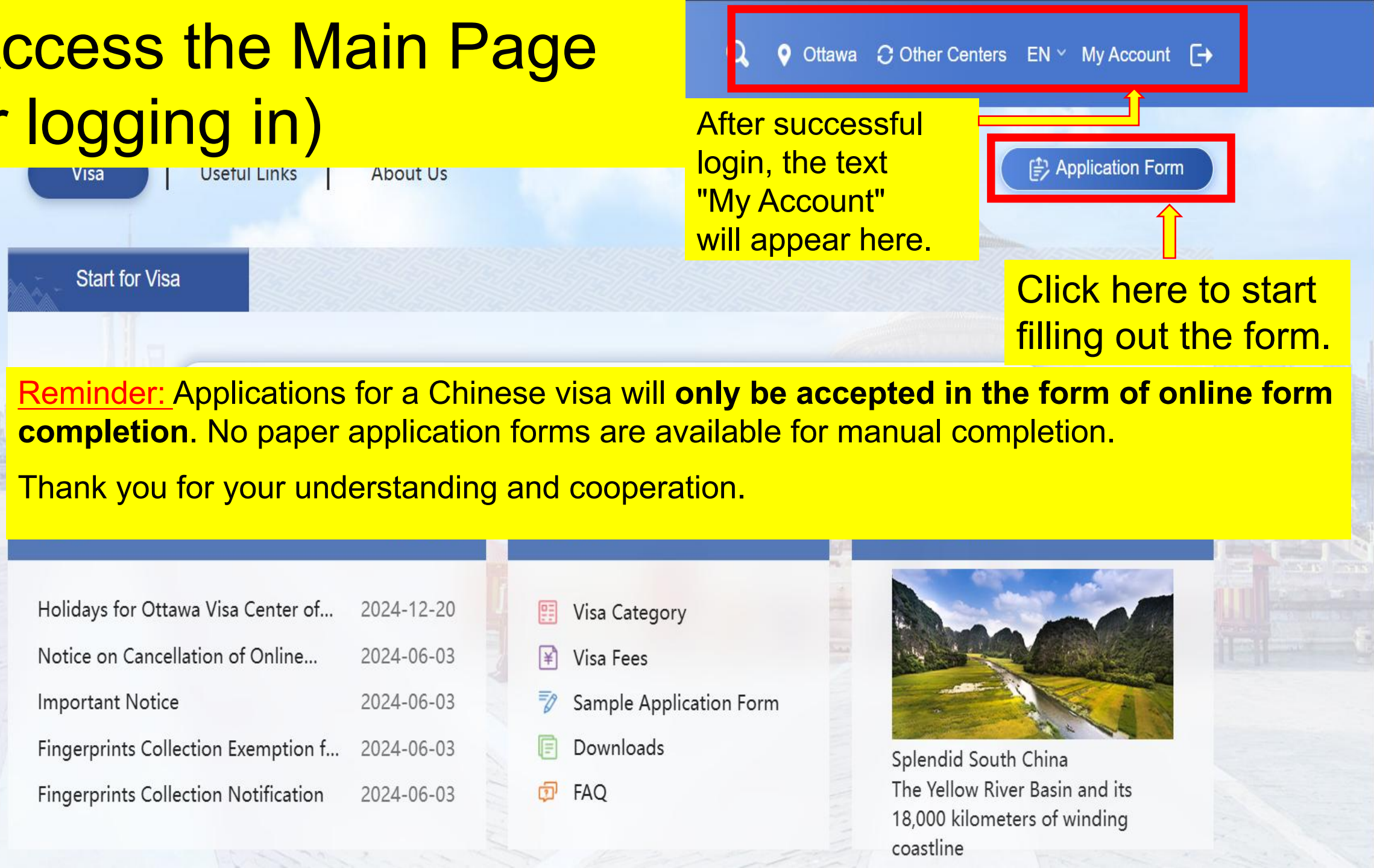
[Forgot Password?](#) [No account? Create now.](#)

Please enter your account (email address) here.

Password (the password used when registering on this website, not your email login password).



# 5、 Access the Main Page (after logging in)



After successful login, the text "My Account" will appear here.

Click here to start filling out the form.

Reminder: Applications for a Chinese visa will **only be accepted in the form of online form completion**. No paper application forms are available for manual completion.

Thank you for your understanding and cooperation.

|                                        |            |
|----------------------------------------|------------|
| Holidays for Ottawa Visa Center of...  | 2024-12-20 |
| Notice on Cancellation of Online...    | 2024-06-03 |
| Important Notice                       | 2024-06-03 |
| Fingerprints Collection Exemption f... | 2024-06-03 |
| Fingerprints Collection Notification   | 2024-06-03 |

-  Visa Category
-  Visa Fees
-  Sample Application Form
-  Downloads
-  FAQ



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

# 5.1、 Access the Main Page (after logging in)

Search Ottawa Other Centers EN My Account

After a successful login, the text "My account" will appear here.

Application Form

点击此处开始填表。

Please select your pass

请勿频繁点击

Confirm

News

More >

visa info

Beautiful China

Holidays for Ottawa

Notice on Cancellat

Important Notice

Fingerprints Collec

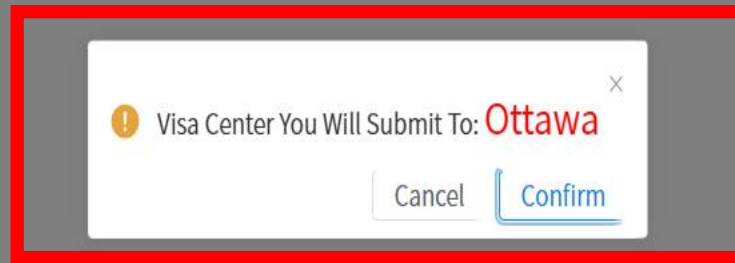
Fingerprints Collec

If "Do not click frequently" appears after clicking, please check whether the "Block pop-up windows" setting in your browser is disabled. If you cannot find the setting, it is recommended that you try using a different browser (such as Google Chrome).

18,000 kilometers of winding coastline

## 6、Preparing to Fill Out the Form

Please check and verify that the location of the Visa Center where you will submit your application is correct.





# 6.1、Preparing to Fill Out the Form

## 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 backward 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 for entry dates outside this period will be rejected.**

**10. Once your application has been approved, please proceed promptly to the visa center 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.

Please double-check and verify that the location of the Visa Center where you will submit your application is correct.

The city you have chosen for your visa application is: **OTTAWA**

Start filling in the form.

Please read the form-filling guidelines carefully, and click "Fill out a new form" to start completing the form.

## 6.2、 Continue filling out the incomplete form

My draft

| The city of your visa application | Applicant name | Type of visa | Update time | Operation                             |
|-----------------------------------|----------------|--------------|-------------|---------------------------------------|
|                                   |                |              | 2025-09-30  | <a href="#">Continue to fill in t</a> |

If you have previously "saved" an application form that hasn't been submitted, you can select "Continue filling" here to complete the application form you were working on earlier.

!

Open the saved draft.

Do you want to open the draft saved by [redacted] in OTTAWA at 2025-09-30?

[Confirm](#) [Cancel](#)

# 7、 Filling Out the Form

- 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.

## 1、 Personal information

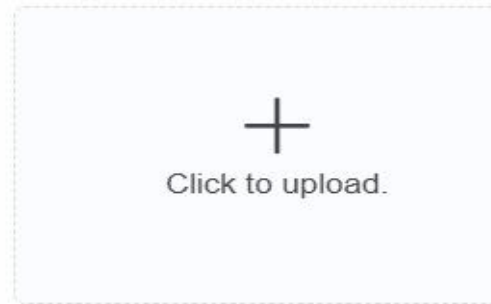
\* Upload your photo.



[View the photo requirements](#)

\* Data page of the passport

\* Please upload a screenshot of the



**Please upload your photo as required and fill out the form step by step.**

**Friendly Reminder:** If you do not have an electronic ID photo, you may upload 3 unrelated, unobstructed electronic photos of yourself in sequence. Please also prepare a paper photo that meets the visa application requirements and bring it to the Visa Center for submission after the online preliminary review is approved.

**To avoid delays in your visa application due to incorrect information, please carefully check that all the information you have filled in is correct.**

3

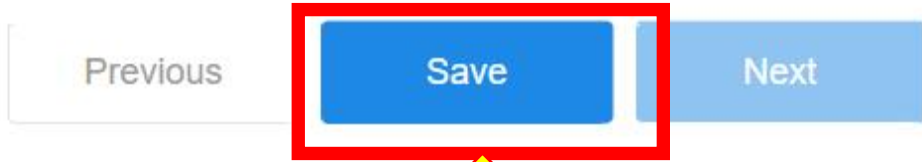
Please confirm the information entered is correct.

4

Payment



# 7.1、Form-Filling Reminders



**Reminder:** After completing each page of the form, save the draft first before clicking "Next" to proceed to the next page.

After finishing filling out the entire form, please check the relevant box based on your actual situation and select "Next". Please be sure to read the statement on this page carefully. If you check the box "I understand and agree to the above content", you will be deemed to have agreed to the aforementioned content.

## 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 OTTAWA (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.

## 7.2、 Form-Filling Reminders

### 5、 Family information

\* 5.1 Current home address

\* 5.1 Current home address

Please enter.

Please enter.

Please fill in your complete and specific current address in Canada (including postal code).

Reminder: The service area of this Center covers: Ottawa Region, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and Nunavut. Applicants from other consular districts: Please visit the website of the visa center in your respective consular district to fill out and submit the application.

## 7.3、 Form-Filling Reminders

6.5 Person sharing the same passport with you

\* 6.5A Are you traveling with someone who shares the same passport with you?

☐ Yes ☒ No

Please select "No".

A "travel companion" refers to other members who use the same passport!

Applicants from the same family or with the same travel itinerary do not meet the requirements for this item!

Applicants with different passports may use the same account to fill out forms separately; they must not use the same application form!



# 8、 Upload materials

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.

有效期为6个月以上且有空白签证页的申请人护照原件。

An original passport of the applicant valid for more than six months with blank visa pages.

有效期为6个月以上且有空白签证页的申请人护照原件。

An original passport of the applicant valid for more than six months with blank visa pages.



Click to upload.  
护照(Required field)  
Passport

Please upload.

Please upload the required visa materials in accordance with the on-page reminders and the material list. Formats supported include JPG, PNG, PDF, etc.

合法停留证明或合法居留证明（适用于非加拿大籍申请者）

Legal residence certificate or legal residence certificate (applicable to non-Canadian applying for visa in Canada)

非加拿大籍申请人申请签证，需提供在加合法停留、居留、工作、学习等有效证明。

Non-Canadian applicants should provide a valid visa or valid proof of legal stay, residence, work, study in Canada.



## 8.1、Upload Reminder

|                                                                  |                                                                  |                                                                  |                                                                  |
|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| <div>+</div> <div>点击上传</div> <div>文件1(必填)</div> <div>Doc1</div>  | <div>+</div> <div>点击上传</div> <div>文件2 (选填)</div> <div>Doc2</div> | <div>+</div> <div>点击上传</div> <div>文件3 (选填)</div> <div>Doc3</div> | <div>+</div> <div>点击上传</div> <div>文件4 (选填)</div> <div>Doc4</div> |
| <div>+</div> <div>点击上传</div> <div>文件5 (选填)</div> <div>Doc5</div> | <div>+</div> <div>点击上传</div> <div>文件6 (选填)</div> <div>Doc6</div> |                                                                  |                                                                  |

请上传

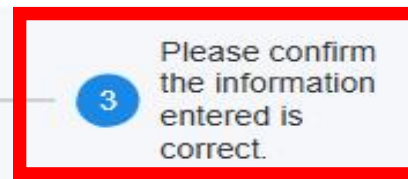
**Reminder:** The document upload sections are divided into "red dotted-line sections" and "grey dotted-line sections".

Among them:

The "red dotted-line sections" are mandatory; you must upload the required documents.

The "grey dotted-line sections" are optional; you may choose to upload other supplementary documents, and it is not required to fill all of them.

# 9、 Please confirm the information entered is correct.



4 Payment

[Modify](#)

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

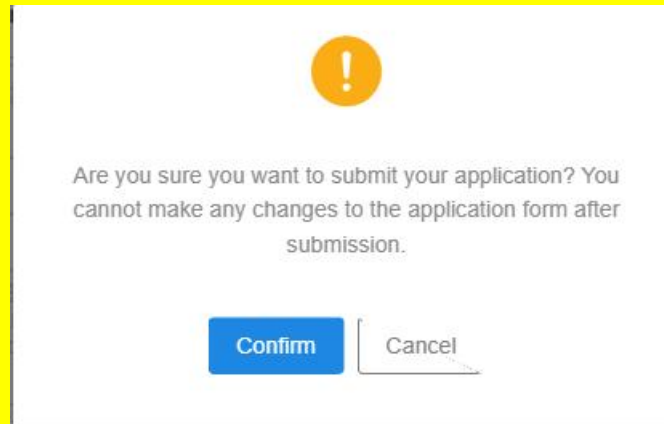
9、 Declaration

10、 Upload materials

Photo

Please carefully check and verify that the information you have filled in and the materials you have uploaded are correct on this page.

Reminder:



Once the application form is submitted, the filled-in information cannot be modified!

# 9、 Submit the Form

\* You would not get a refund if consular officers process your application for longer time.

☒ Normal ☐ Express

## 2 Collection option

\* How are you going to collect your passport?

☒ By visiting the Visa Center

## 3 VIP service

## 4 Please select payment method

currency: CAD

Payment method : ☒ Offline payment

Submit

## Order Summary

|                   |      |
|-------------------|------|
| Visa Fee:         | 75   |
| Visa Rush Fee:    | 0.00 |
| Total Visa Fee:   | 75   |
| Service Fee:      | 55   |
| Service Rush Fee: | 0.00 |
| Post Service Fee: | 0.00 |

**Congratulations! This is the final step to complete your online form filling.**

The Visa Center has not yet activated the online payment function. You "do not need to make payment" on this page, but you must click the "Submit" button here. Otherwise, your order will remain in the "Order Created" status and cannot enter the online preliminary review system. This may prevent you from completing your visa application within the required time, thus delaying your trip to China.



# 9.1、 Submit the Form

Ottawa English ▾

Logout>>



Completed

Queue record

Track your application

Account Settings

To edit applications submitted by other centers, please login to the respective center's website!

Application Voucher Number

Please enter

Passport NO.

Please enter

Creation Date

Start date - End date

Search

Fill in a Form

| Application Voucher Number | APPLICATION NO. | Passport NO. | Status          | Creation Date | Submission Date | Form-Filling Center | Operation |
|----------------------------|-----------------|--------------|-----------------|---------------|-----------------|---------------------|-----------|
|                            |                 |              | Pending payment | 2025-0...     |                 | Ottawa              | View Pay  |

If you are unable to complete the payment page for any reason, you may access the "My account" and click "Pay" here to return to the payment page and finalize the online submission of the form.

1

# 10、 Check the Review Status of the Application Form

Application Voucher Number  Please enter Passport NO.  Please enter Creation Date  Start date - End date

[Fill in a Form](#)

| Application Voucher Number | APPLICATION NO. | Passport NO. | Status         | Creation Date | Submission Date | Form-Filling Center | Operation                                   |
|----------------------------|-----------------|--------------|----------------|---------------|-----------------|---------------------|---------------------------------------------|
|                            |                 |              | To be modified | 2025-09-30    | 2025-09-30      | Ottawa              | <a href="#">View</a> <a href="#">modify</a> |
|                            |                 |              | Under review   | 2025-09-29    | 2025-09-29      | Ottawa              | <a href="#">View</a>                        |

You may access the "My account" to find your completed application form.

- ① If the status shows "To be modified", revise or supplement the application materials in accordance with the email instructions.
- ② If the status shows "Under review", please wait patiently for the review result.
- ③ If the status shows "Unapproved", the application has not passed the review.
- ④ If the status shows "Online review completed", please print the Visa Application Confirmation (attached to the email) and submit your passport and pay the fees at the Visa Center.
- ⑤ If the status shows "Supplementary documents to be provided", supplement and upload the materials in accordance with the email instructions.

**Reminder:** Select "Completed" in the sidebar and confirm the "Creation Date".

# 10.1、To be modified

Rejected and to be modified / 驳回待修改 8 | ☆

Se

service <service@visaforchina.org>

收件人 我 [REDACTED]

📧 📄 📅 | ⚙️ 更多操作

2025年9月12日 11:07 [详细信息](#)

Dear Applicant,

Your application form [REDACTED] has been rejected. Please visit Visa Application Service Center website to check and amend as required.

Reject Reason: 您好! 我们已仔细查看您提交的材料和相关信息。经审核: [REDACTED]

您好!

您提交的 [REDACTED] 申请单已被驳回。请登录签证申请中心网站查看并根据要求修改。

审核意见: 您好! 我们已仔细查看您提交的材料和相关信息。经审核: [REDACTED]

If your application form has been rejected, the system will automatically send an email to the email address you used to register your account when filling out the form.

Please visit the Visa Center's official website and revise your form item by item in accordance with the instructions in the email.

**Reminder:** "Rejected" here means there are some errors in your form that need to be corrected; it does not mean your visa application has been denied! You can still submit your visa application after correcting the information!

# 10.1、To be modified

Ottawa English

Logout>>

Visa

Completed

Queue record

Track your application

Account Settings

To edit applications submitted by other centers, please login to the respective center's website!

Application Voucher Number

Please enter

Passport NO.

Please enter

Creation Date

Start date

-

End date

Search

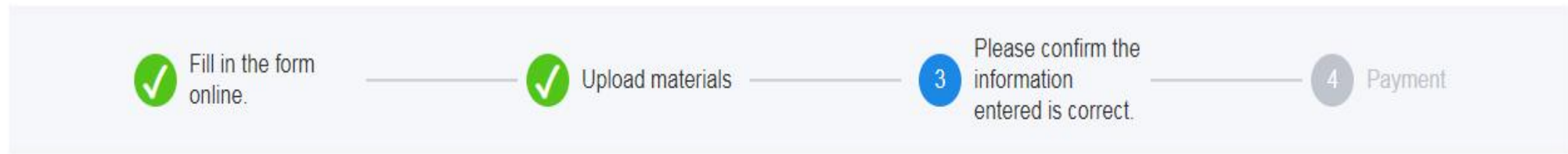
Fill in a Form

| Application Voucher Number | APPLICATION NO. | Passport NO. | Status                  | Creation Date | Submission Date | Form-Filling Center | Operation   |
|----------------------------|-----------------|--------------|-------------------------|---------------|-----------------|---------------------|-------------|
|                            |                 |              | To be modified          | 2025-09-30    | 2025-09-30      | Ottawa              | View modify |
|                            |                 |              | Under review            | 2025-09-29    | 2025-09-29      | Ottawa              | View        |
|                            |                 |              | Unapproved              | 2025-09-29    | 2025-09-29      | Ottawa              | View        |
|                            |                 |              | Online review completed | 2025-09-29    | 2025-09-29      | Ottawa              | View        |

If you have received a rejection email and the system shows your application status as "To be modified", please access the "Visa Center Website → Log in → My account". In the "Completed", adjust the "Creation Date" according to the actual situation, and select "modify" to correct your form.



# 10.1、 To be modified



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

1、 Personal information

Photo

Modify

After accessing the application form, please click "Modify" here. Then, refer to the instructions in the email to correct the information in the form.

# 10.2、 Under review

Logout>>

Visa

Completed

Queue record

Track your application

Account Settings

To edit applications submitted by other centers, please login to the respective center's website!

Application Voucher Number

Please enter

Passport NO.

Please enter

Creation Date

Start date

-

End date

Search

Fill in a Form

| Application Voucher Number | APPLICATION NO. | Passport NO. | Status                  | Creation Date | Submission Date | Form-Filling Center | Operation   |
|----------------------------|-----------------|--------------|-------------------------|---------------|-----------------|---------------------|-------------|
|                            |                 |              | To be modified          | 2025-09-30    | 2025-09-30      | Ottawa              | View modify |
|                            |                 |              | Under review            | 2025-09-29    | 2025-09-29      | Ottawa              | View        |
|                            |                 |              | Unapproved              | 2025-09-29    | 2025-09-29      | Ottawa              | View        |
|                            |                 |              | Online review completed | 2025-09-29    | 2025-09-29      | Ottawa              | View        |

If your application status in the system shows "Under review", please monitor the status changes on your own, check your email promptly, and wait patiently for the online review result.

## 10.3、Unapproved

**Failed / 审核未通过**



**service@visaforchina.org**

To: Me ▼

If your application has not passed the review, it indicates that you may not meet the requirements for a Chinese visa, or your application form has been rejected multiple times and still fails to meet our online review standards. The application submitted online this time cannot be submitted to the Visa Center, and the Visa Center will not provide further explanations for this.

Dear Applicant,

Your application form No. [REDACTED]s  
unapproved. Please contact Embassy/Consulate General if  
you have any questions.

您好！

您提交的 [REDACTED] 申请单审核未通过，如有  
疑问请咨询使领馆。

# 10.3、Unapproved

Logout>>

Visa

Completed

Queue record

Track your application

Account Settings

To edit applications submitted by other centers, please login to the respective center's website!

Application Voucher Number

Please enter

Passport NO.

Please enter

Creation Date

Start date

-

End date

Search

Fill in a Form

| Application Voucher Number | APPLICATION NO. | Passport NO. | Status                  | Creation Date | Submission Date | Form-Filling Center | Operation   |
|----------------------------|-----------------|--------------|-------------------------|---------------|-----------------|---------------------|-------------|
|                            |                 |              | To be modified          | 2025-09-30    | 2025-09-30      | Ottawa              | View modify |
|                            |                 |              | Under review            | 2025-09-29    | 2025-09-29      | Ottawa              | View        |
|                            |                 |              | Unapproved              | 2025-09-29    | 2025-09-29      | Ottawa              | View        |
|                            |                 |              | Online review completed | 2025-09-29    | 2025-09-29      | Ottawa              | View        |

If your application has not passed the review, it indicates that you may not meet the requirements for a Chinese visa, or your application form has been rejected multiple times and still fails to meet our online review standards. The application submitted online this time cannot be submitted to the Visa Center, and the Visa Center will not provide further explanations for this.



## 10.4、 Supplementary documents to be provided

### Supplementary documents to be provided / 待补充材料



service@visaforchina.org

09:22



To: Me ▾

Dear Applicant,  
Your application form No. [REDACTED]  
information is incomplete. Please visit Visa Application  
Service Center website to check and amend as required.

Reject Reason: [REDACTED]

您好!

您提交的 [REDACTED] 申请单信息缺失，请登录

If your application requires supplementary materials, the system will automatically send an email to the address you used to register your account when filling out the form.

Please visit the Visa Center's official website and supplement and upload the required materials item by item in accordance with the instructions in the email.

# 10.4、 Supplementary documents to be provided

The screenshot displays the Visa Center Website interface. On the left, a sidebar contains a 'Logout>>' button, a 'Visa' icon, and a 'Completed' button highlighted with a red box. Below this are links for 'Queue record', 'Track your application', and 'Account Settings'. The main content area features a search bar with fields for 'Application Voucher Number', 'Passport NO.', and 'Creation Date', along with a 'Search' button and a 'Fill in a Form' link. Below the search bar is a table with columns: 'Application Voucher Number', 'APPLICATION NO.', 'Passport NO.', 'Status', 'Creation Date', 'Submission Date', 'Form-Filling Center', and 'Operation'. The first row of the table has a red box around the 'Status' column, which contains the text 'Supplementary documents to be provided'. A red arrow points from this status to the 'Creation Date' column header. The second row of the table has a red box around the 'Operation' column, which contains the text 'Supplementary material:'. The table also shows other application statuses like 'Under review', 'Unapproved', and 'Online review completed'.

| Application Voucher Number | APPLICATION NO. | Passport NO. | Status                                 | Creation Date | Submission Date | Form-Filling Center | Operation                    |
|----------------------------|-----------------|--------------|----------------------------------------|---------------|-----------------|---------------------|------------------------------|
|                            |                 |              | Supplementary documents to be provided | 2025-09-30    | 2025-09-30      | Ottawa              | Supplementary material: View |
|                            |                 |              | Under review                           | 2025-09-29    | 2025-09-29      | Ottawa              | View                         |
|                            |                 |              | Unapproved                             | 2025-09-29    | 2025-09-29      | Ottawa              | View                         |
|                            |                 |              | Online review completed                | 2025-09-29    | 2025-09-29      | Ottawa              | View                         |

If you have received an email requesting supplementary documents and the system shows your application status as "Supplementary documents to be provided", please access the "Visa Center Website → Log in → My account". In the "Completed", adjust the "Creation Date" according to the actual situation, and select "Supplementary Documents" to complete and submit all the materials required for application review.

## 10.4、 Supplementary documents to be provided

### Application information

- Barcode of the application form [Save as a picture](#)



2025093039423661860

Upload materials

After accessing the application form, please click "Upload Materials" here. Then, refer to the instructions in the email to supplement and upload the materials required for your application review.

### Visa application form

1、 Personal information

2、 Type of visa

3、 Work information

4、 Education

# 10.5、Application Cancellation

Logout>>

Visa

Completed

Queue record

Track your application

Account Settings

To edit applications submitted by other centers, please login to the respective center's website!

Application Voucher Number  Please enter Passport NO.  Please enter Creation Date  Start date - End date

| Application Voucher Number | APPLICATION NO. | Passport NO. | Status                  | Creation Date | Submission Date | Form-Filling Center | Operation                                   |
|----------------------------|-----------------|--------------|-------------------------|---------------|-----------------|---------------------|---------------------------------------------|
|                            |                 |              | To be modified          | 2025-09-30    | 2025-09-30      | Ottawa              | <a href="#">View</a> <a href="#">modify</a> |
|                            |                 |              | Under review            | 2025-09-29    | 2025-09-29      | Ottawa              | <a href="#">View</a>                        |
|                            |                 |              | Unapproved              | 2025-09-29    | 2025-09-29      | Ottawa              | <a href="#">View</a>                        |
|                            |                 |              | Online review completed | 2025-09-29    | 2025-09-29      | Ottawa              | <a href="#">View</a>                        |

If you need to cancel your submitted application, please access your "My account", locate the application that is currently under review, and click "View".



# 10.5、 Application Cancellation

Application information

Cancel application

Barcode of the application form [Save as a picture](#)



Visa application form

1、 Personal information

2、 Type of visa

3、 Work information

4、 Education

Click "Cancel Application" and enter your reason for cancellation truthfully.

!

If you want to cancel the application, please enter the reason for cancellation.

Please enter.

0/500

Confirm Cancel

## Reminder:

- 1.After cancellation, if you wish to continue with your application, you will need to fill out a new form.
- 2.Canceling an application twice within a short period (at any Visa Center worldwide) will result in your inability to submit a new visa application for one month.

# 11、Printing and Submission

Online review completed / 线上



service@visaforchina.org

To: Me ▾

Dear Applicant,  
Your Application [REDACTED]  
the online review, please continue with the  
process.

您好!  
您提交的申请 [REDACTED] 已  
请继续办理后续流程



.pdf

If your application has been approved, you will receive an email notification as shown in the figure.

Please be sure to print the attachment in the email and bring all of the following items with you:

Original passport;

One recent passport photo (taken within the last 6 months, full-face, without a hat, white background, color, 3.3cm×4.8cm, no accessories allowed);

Valid passports of other countries (if applicable).

Submit your documents (**no appointment required**) and make the payment by visiting the Visa Center in person or sending the documents by mail.

**Reminder:** This Center only accepts payments via debit card or e-transfer.

1 of 1

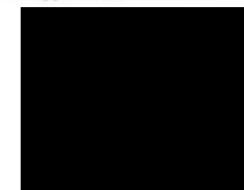


中国签证申请服务中心  
Chinese Visa Application Service Center

渥太华/Ottawa

签证申请凭证 Visa Application Certificate

证号码 Certificate No.  
联系人姓名 Contact Name  
联系人电话 Tel  
电子邮箱地址 E-mail  
申请表编号 Application Form No.  
护照号码 Passport No.



将此单据打印, 并带至签证中心 Please print and bring this Certificate to the CVASC.

中心电话 Contact Number:

(801-613-366-1699

中心地址 Center Address:

220 Laurier Avenue West, Suite 1450,  
Ottawa, ON K1P 5Z9, Canada

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.

# 12、FAQ

- To further facilitate visa applications, starting from December 17,2025 until December 31,2026, fingerprints collection will be exempted for eligible applicants who apply for short-term visas with a stay period of 180 days or less.
- Applicants for Category D, J1, Q1,S1,X1 and Z visas will still follow a fingerprints collection procedure as required.
- From 00:00 on February 17, 2026 to 24:00 on December 31, 2026 (Beijing Time), citizens of Canada and the UK holding ordinary passports may enter China visa-free and stay for up to 30 days for business, tourism, family/friends visit and transit purposes. Individuals who do not meet the above visa-free requirements are still required to obtain a visa prior to entering China.

# Contact Us



(图片转载于OC Transpo)

## Address :

220 Laurier Avenue West, Suite 1450, Ottawa,  
Ontario, K1P 5Z9

## Business Hours :

Monday - Friday (except holidays)

(The Center is closed on Saturday, Sunday,  
Chinese and Canadian public holiday.)

Regular & Express Level II Application

Submission&Collection:

9:00 - 12:00

Paid extended service hours:

8:30-9:00; 12:00- 16:00

## Contact Information :

Tel. : 613-366-1699 (work days 9:00-16:00)

E-mail : [ottawacenter@visaforchina.org](mailto:ottawacenter@visaforchina.org)



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

# Thank you!

Chinese Visa Application Service Center in Ottawa  
Jul. 2026