***（Please read carefully）***

**VISA APPLICATION REQUIREMENTS 签证申请材料:**

 ***(Please provide the following visa application requirements at once to avoid delay and provide name as it appears in your passport)***

**ALL visa applicants are required to submit their application materials in person at the embassy. Mailing or express delivery options are not ACCEPTED. 所有签证申请人都需要到大使馆递交申请材料，不接受邮寄或快递**

1. **Original passport valid for at least six months (Please ensure that your passport has sufficient visa pages.**
2. **Photocopy of the bio data page of the Passport.**
3. **Standard 2 passport-size photographs. One photo should be affixed to the application form, and the other should be clipped to your passport. On the back of each photo, please write your name's abbreviated Pinyin. For example, if your name is Li Hong Wei, please write "LHW" on the back of each photo.**
4. **Filled and signed visa application form.**
5. **Yellow fever vaccination card（Original Copy）, please attach the Yellow fever vaccination card to your passport using an elastic band.**
6. **Photocopy of yellow fever vaccine page**
7. **Flight itinerary**
8. **Non-refundable visa fees (please see the table below, pay visa fee to designated bank account) Please keep the copy of the receipt for yourself, and return the original receipt to the embassy along with your application materials.**
9. **To apply for both business and tourist visas, an employment certificate and invitation letter are required. The employment certificate should be printed on the company letterhead, signed by the issuer, and stamped with the company seal. The invitation letter must also be on the company letterhead paper with the signature and seal. The signatory of the invitation letter must be the contact person in Gambia, and the contact person listed on the application form must match the one on the invitation letter. If the tourist visa applicant has retired and is unable to provide employment certificate, please provide retirement certificate as supporting document.**
10. **Confirmation of hotel reservation**
11. **Please provide the company's business license, translate into English and affix the official seal.**
12. **Local companies in The Gambia also need to provide Registration Certificates (For both business and tourism visa).**
13. **The contact person in The Gambia in the visa application form, whether it is a tourism visa or a business visa, must be filled in and the identity documents (passport and Gambia identification card, photocopy) of the contact person in The Gambia must be provided, and the contact number should be the mobile phone number.**
14. **All application materials to be submitted are in English. Please note that the application form cannot be filled in by hand. Please use a typewriter to complete the form.**
15. **If the applicant is unable to submit the documents in person, please authorize someone else to submit the visa application materials to the Embassy in Beijing.**

**NOTE 请注意:**

1. **For Diplomatic/courtesy visas, note verbal should accompany visa application documents. 外交护照和公务护照的申请签证时，请携带相关公文照会**
2. **Personal or telephonic interview may be required 视签证审批情况有可能进行面试及电话沟通**
3. **递交签证时，请附上银行缴费原始收据**
4. **Visa Fees 签证费用见表格**

|  |  |  |
| --- | --- | --- |
| **Duration** | **Entries** | **Fee** |
| **1 month** | **Single** | **¥ 400** |
| **3 months** | **Double** | **¥ 800** |
| **6 months** | **Multiple** | **¥ 1200** |
| **1 year** | **Multiple** | **¥ 1600** |
| **Express VISA Service**  |  | **On top of application fee ¥ 200** |

**Visa fee specifies bank and account information：**

**Bank Name: Bank of China中国银行**

**Account Holder: Embassy of The Republic of The Gambia冈比亚共和国驻华大使馆**

**Account Number:778350156274 账号**

**Please go to the Bank of China to make payment, return the original receipt to the Embassy and back up the receipt yourself.**

**请去中国银行付款，把原收据返回使馆，自己备份收据,递交材料时一起送来。**

**Bank Address**

**City: Beijing**

**Location: Xicheng District**

**Specific address: Bank of China Head Office Building, No.1 Fuxingmennei Street**

**Postal Code: 110102**

**Tel: 010-6659688**

**010-66591048**

**中国银行总行地址：北京复兴门内大街1号 电话：010-6659688， 010-66591048**

1. **Express VISA Service available for an additional fee of ¥ 200. 签证加急服务可选，费用为200元人民币。**

**VISA APPLICATION HOURS送签时间：**

**Monday-Thursday from 10:00 AM to12:00AM 2:30PM to 4:00 PM**

**VISA PICK-UP HOURS 取签时间：**

**Please make appointment with Embassy in advance for pick up**

**Regular Visa processing time: 14 working days**

**Express VISA Service time: 5 working days**

**Monday-Thursday from 2:30PM to 4:00 PM**

**Tel: +86 010-85326061**

**Email: embassy@gamgov.cn**

**冈比亚共和国驻华大使馆** Embassy of the Republic of the Gambia

**办公处：北京市朝阳区建国门外秀水街1号外交公寓01-5-051/52**

**Chancery：Jianguomenwai Diplomatic Compound 01-5-051/52, No. 1, Xiushuijie, Chaoyang District, Beijing**

**邮编Postcode：100600**