



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

ATHLETE

Professional athletes are exempted from provisional work permits to participate in sports events (competitions and championships that bring together representatives of several states and athletes of different nationalities). For other cases, a temporary work authorization (APT) must be obtained from the DIRECCTE. Amateur athletes are not necessary to provide an APT.

O = Original

C = Copy

T = Translation

Comments	Documents	O	C	T
	<p>One recent identity photo</p> <p>Size 3.5 cm x 4.5 cm, colour photo with white background, taken within 6 months and from the front without any head-coverings. Please visit FAQ page for more information about photo requirements.</p> <p>Have a compliant photograph taken directly at the Visa Application Centre! For more information, please visit Added Value Service page.</p>	Y		
	<p>Short stay Schengen application form</p> <p>The applicant should fill out the form which can be found here. The application form can also be filled out online and printed out after the registration process.</p> <p>Notes:</p> <p>1. Language: The form must be filled out in English or in French.</p> <p>2. Signature: The Schengen application form has to be signed by the applicant. The signature of a representative is invalid.</p> <p>1) The signature on the form should be similar to the one on the applicant's passport and letter of representation.</p> <p>2) Please sign in the column No. 37 and the last column.</p> <p>3) Minor applicant under the age of 18: The application form must be signed by one parent or a legal guardian. Please DO NOT sign the name of underage applicant.</p> <p>Please indicate "father"/"mother"/"guardian" beside</p>	Y		



Comments	Documents	O	C	T
	signature. Whenever possible, we suggest that both parents sign on the form.			
Required only for applicants who apply for DROM-CTOM	<p>Complementary questionnaire for a Schengen visa application</p> <p>Notes:</p> <p>1. Template of complementary questionnaire: Complementary questionnaire for a Schengen visa application</p> <p>2. Language: The form must be filled out in English or in French.</p> <p>3. Signature:</p> <p>1) The form must be signed by adult applicant of 18 years old and above. It must match the signature on the passport. The signature of a representative is invalid.</p> <p>2) Please indicate day and location, and sign in the last field of last page.</p> <p>3) Minor applicant (under the age of 18 on application submission day): The form must be signed by one parent or a legal guardian. Please DO NOT sign the name of underage applicant. Whenever possible, both parents are strongly advised to sign on the form. Please indicate "father"/"mother"/"guardian" beside signature.</p>	Y		
Mandatory for foreigners	<p>Chinese residence permit</p> <p>A foreign applicant must hold a residence permit with a period of validity of no less than 6 months or a permanent residence card. Holders of a single-entry or a multi-entries visa are not allowed to apply for any visa except for airport transit visa.</p>	Y	Y	
If employed or self-employed	<p>Working certificate</p> <p>Original certificate of employer indicating the name and the functions of the interested party, monthly wages and the authorization of leave. On this document must be reproduced the address, phone and fax numbers of the employer, the seal of the company, as well as the signature, the name and the functions of the person in charge who delivered this certificate. The letter should be hand-signed by the company representative.</p> <p>Translation is mandatory if the certificate is not written in English or French.</p>	Y		Y



Comments	Documents	O	C	T
If employed or self-employed	A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate) Not requested for freelance worker.	Y		
	Invitation letter from the club or the organizer of the event Attestation from the club or the organizer of the event original mentioning that the athletes will not be paid and stating the conditions. It must also specify: duration of the envisaged stay, the goal of the stay, the financial support as well as the detailed program. On this document must be reproduced the address, phone and fax numbers of the club as well as the signature, the name and the functions of the person in charge who delivered this certificate. The letter should be hand-signed by the club representative. (For applications submitted at the Beijing consular area (Beijing/Xi'an/Jinan), translation in French or English is mandatory.)	Y	Y	Y
Professional athletes participating in international sports events not need provide	Temporary work authorization (APT) Professional athletes/Amateur athletes who participate in international sporting events not need to provide APT.	Y	Y	
For minors (< 18 years old)	Working certificate of the father/ or the sponsor Mandatory if minor applicant does not travel with parents. Original letter from employer on official company paper with stamp, signature, date and clearly mentioning: -address, telephone and fax numbers of the company; -the name and position in the company of the countersigning officer; -the name and position of the father or the sponsor, his salary, working location and years of service Translation is mandatory if the certificate is not written in English or French.	Y		Y
For minors (< 18 years old)	Working certificate of the mother/ or the sponsor Mandatory if minor applicant does not travel with parents. Original letter from employer on official company paper with stamp, signature, date and clearly mentioning:	Y		Y



Comments	Documents	O	C	T
	<p>-address, telephone and fax numbers of the company; -the name and position in the company of the countersigning officer; -the name and position of the mother or the sponsor, her salary, working location and years of service</p> <p>Translation is mandatory if the certificate is not written in English or French.</p>			
	<p>Bank statement covering the last three months</p> <p>Credit card records are NOT accepted. For underage or unemployed applicant, you can also provide the bank statement of the parents or spouse, for more information please visit FAQ page.</p>	Y		
<p>For minors (< 18 years old)</p>	<p>Notarial certificate of birth OR notarial certificate of family relationship between parents / legal guardian and the minor applicant. All these acts must be legalized by the Chinese Ministry of Foreign Affairs, the Chinese Embassy or the Waiban, original containing translation in English or in French</p> <p>For foreigners: Notarial certificate of Medical Certificate of Birth, legalized by the Embassy/Consulate of your country in China, original containing translation</p> <p>Original and/or photocopy can be kept by the Consular Authority.</p>	Y	Y	
<p>For minors (< 18 years old)</p>	<p>Notarial certificate of parental authority delegation certified by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy, original containing translation</p> <p>For foreigners: Notarial certificate of parental authority delegation certified by the Embassy/Consulate of your country in China, original containing translation</p> <p>This document should contain the parents' signature and should define the person in charge for the underage in Schengen area. Mandatory if the child is traveling alone or with only one of the parents.</p>	Y	Y	
	<p>Insurance</p> <p>1. The travel insurance should be:</p> <ul style="list-style-type: none"> • Valid for Schengen area if you apply for short stay visa • Valid for France if it's required in the document list and you apply for long stay visa • Valid for DROM/CTOM according to your itinerary 	Y	Y	



Comments	Documents	O	C	T
	<p>2. The insurance must cover medical fees and repatriation costs up to 30.000 Euro (around 300.000 RMB), and the cost of out-patient and in-patient in your travel insurance must be up to 30.000 Euro.</p> <p>3The insurance coverage should cover the first period of your stay in Schengen area. (This point does not remove the requirement of the obligation of presenting an insurance for subsequent trips, as the periods indicated on application form). Please kindly note that the visa holders have the obligation to present such insurance on each of their trips. For more information please visit FAQ page.</p> <p>Purchase full insurance coverage for the Schengen area directly at the Visa Application Centre! Just ask the staff in our centre how to purchase one. For more information, please visit Travel Insurance page.</p>			
	<p>Passport</p> <p>A full national private passport or official travel document valid for at least more than 3 months beyond the validity of the requested visa, with two blank visa pages with the mention “visa” to affix the visa sticker. Should be issued less than 10 years ago. For more information please visit “Passport Validity” on FAQ page.</p> <p>Copies of the first 5 pages of the passport containing information, and all pages that contain visas or stamps.</p>	Y	Y	
	<p>Previous passports</p> <p>If you are in possession of one or more previous passports, it is mandatory to provide them.</p> <p>Copies of the first 5 pages of every previous passport, and all the pages that contain visas or stamps.</p>	Y	Y	
	<p>Letter of authorization for visa application/passport return</p> <p>Mandatory if you choose to submit your application by a representative. Download.</p> <p>Requirements:</p> <p>1. The signature on the letter of authorization needs to be the same as the one in the applicant’s passport and Visa application form. The form has to be filled out completely. No correction is allowed on the form.</p>	Y		



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	<p>2. The letter can't be shared and each applicant has to present the original.</p> <p>3. Minor applicant under the age of 18: The letter of authorization must be signed by one parent or a legal guardian: An adult is authorized to accompany the underage applicant for the submission and enrollment of biometric data (Parents' ID photocopies should be joined with the authorization letter) Please DO NOT sign the name of the underage applicant.</p> <p>Please note that:</p> <p>(1) The authorization letter must be signed by a legal guardian. The representative is not authorized to sign it.</p> <p>(2) Personal appearance is not required for children under 12 years old. The age on the date of application submission is taken as reference to determine if an applicant is a minor or not.</p> <p>The authorization is not required, if parents submit the application for their minor-aged children. However, they should provide evidence proving the family relation (such as hukou etc.).</p>			
	<p>Representative's ID Card or passport</p> <p>Mandatory if you choose to submit your application by a representative.</p>	Y	Y	