



## TLSCONTACT VISA APPLICATION CENTRE - CHINA

### LIST OF DOCUMENTS

#### DOMESTIC STAFF

Visa type: **Short Stay Schengen Visa** (Stay in the Schengen area less than 90 days)

Travel purpose: **Domestic Staff**

#### **IMPORTANT:**

1. Domestic staff is going to France for accompany the employer.
2. During the examination of a visa application, the Embassy or the Consulate General of France in China may request additional documents or information not mentioned in the document list here below according to the specific situation of the applicant. Providing all the listed documents does not guarantee the issuance of a visa.

**O = Original**

**C = Copy**

**T = Translation**

Comments	Document	O	C	T
	<b>One recent identity photo</b>  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.  Have a compliant photograph taken directly at the Visa Application Centre! For more information, please visit Added Value Service page.	Y		
	<b>Short stay Schengen application form</b>  The applicant should fill out the form which can be found <a href="#">here</a> . The application form can also be filled out online and printed out after the registration process. Notes: 1. Language: The form must be filled out in English or in French. 2. Signature: The Schengen application form has to be signed by the applicant. The signature of a representative is invalid. 1) The signature on the form should be similar to the one on	Y		



Comments	Document	O	C	T
	<p>the applicant's passport and letter of representation.</p> <p>2) Please sign in 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 signature.</p> <p>Whenever possible, we suggest that both parents sign on the form.</p>			
Mandatory for foreigners	<p><b>Chinese residence permit</b></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	
	<p><b>Letter of commitment from the employer to defray the living expenses of the employee</b></p> <p>In French or English.</p>	Y	Y	
	<p><b>Any document evidencing a working relationship of at least three months with his employer, for example employment contract or pay slip.</b></p>	Y	Y	
	<p><b>Insurance</b></p> <p><b>1. Insurance coverage:</b></p> <p>1) The insurance policy should indicate clearly its validity for <b>whole Schengen area</b>. The insurance covering France only is not compliant.</p> <p>2) If the travel insurance policy doesn't indicate Schengen area and the zones covered by insurance are</p> <p>shown in the clauses, please also provide the photocopies of insurance clauses (English or French translation required, if the policy is in Chinese).</p> <p><b>2. Insurance period:</b></p> <p>• <b>Short-stay Schengen Visa (less than 90 days):</b> The insurance should cover the departure and return dates</p>	Y	Y	



Comments	Document	O	C	T
	<p>matching air ticket booking document, from the arrival day to the first Schengen country till the departure day from last Schengen country.</p> <p>• <b>Short-stay Visa for DROM/CTOM (less than 90 days):</b></p> <p>The insurance should cover the whole period of your stay in DROM/CTOM.</p> <p><b>3. Insured amount:</b></p> <p>The insurance must cover medical fees and repatriation costs up to <b>30.000 Euro</b> (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><b>Passport</b></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><b>Previous passports</b></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><b>Letter of authorization for visa application/passport return</b></p> <p>Mandatory if you choose to submit your application by a representative. <a href="#">Download.</a></p> <p><b>Requirements:</b></p> <p><b>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.</b></p> <p><b>2. The letter can’t be shared and each applicant has to present the original.</b></p>	Y		



Comments	Document	O	C	T
	<p><b>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.</b></p> <p><b>Please note that:</b></p> <p><b>(1) The authorization letter must be signed by a legal guardian. The representative is not authorized to sign it.</b></p> <p><b>(2) Personal appearance is not required for children under 12 years old.</b></p> <p>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><b>Bank statement covering the last three months (except credit card record), original</b></p> <p>For minor or unemployed applicant, you can also provide the bank statement of the guarantor who will be in charge of financial support for your trip.</p>	Y	Y	
	<p><b>Commitment of social obligation signed by employer ,original</b></p> <p>Please refer to Links and Downloads page.</p>	Y		
	<p><b>Hukou, copy</b></p> <p>Copies of the whole hukou (family booklet). Only required for Chinese citizen.</p>		Y	
	<p><b>Representative's ID Card or passport</b></p> <p>Mandatory if you choose to submit your application by a representative.</p>	Y	Y	