



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

DROM-CTOM FOR FRENCH POLYNESIA, RÉUNION, NEW CALEDONIA (SHORT-STAY TOURIST)

If your travel purpose combines family/ friend/private visits and tourism, please choose the visa category “**Family, friend or private (less than 90 days)**”. Please note that wrong visa type may increase the risk of refusal. If you insist on applying for tourism visa, please submit an explanation letter in English or in French.

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, color photo with white background, taken within 6 months and from the front without any head-coverings. Please visit FAQ page on our website to see photo requirements.</p> <p>Have a compliant photograph taken directly at the Visa Application Centre! For more information, please visit Added Value Services page on our website.</p>	Y		
	<p>Short stay Schengen application form</p> <p>The applicant should fill out the form which can be found on Links and Downloads page on our website. 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. 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 the applicant’s passport and letter of representation. 2) Please sign in the column No. 37 and the last column. 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. Please indicate “father”/”mother”/”guardian” beside signature. Whenever possible, we suggest that both parents sign on the form.</p>	Y		



Comments	Documents	O	C	T
	<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. More information on FAQ page on our website.</p> <p>Copies of the first 5 pages of the passport containing information, and all pages that contain visas or stamps.</p>	Y	Y	
For non-Chinese nationals only	<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	
	<p>Hotel booking (optional)</p> <p>Hotel booking should cover the whole period of your stay in Schengen area or CTOM/DROM</p>		Y	
For minors only (< 18 years old)	<p>Working certificate of the father/ or the sponsor</p> <p>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</p> <p>Translation is mandatory if the certificate is not written in English or French.</p>	Y		Y
For minors only (< 18 years old)	<p>Working certificate of the mother/ or the sponsor</p> <p>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 mother or the sponsor, her salary, working location and years of service</p>	Y		Y



Comments	Documents	O	C	T
	Translation is mandatory if the certificate is not written in English or French.			
	Hukou Copies of the whole hukou.		Y	
For minors only (< 18 years old)	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 For foreigners: Notarial certificate of Medical Certificate of Birth, legalized by the Embassy/Consulate of your country in China, original containing translation	Y	Y	
For minors (< 18 years old)	Notarial certificate of parental authority delegation certified by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy, original containing translation For foreigners: Notarial certificate of parental authority delegation certified by the Embassy/Consulate of your country in China, original containing translation 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.	Y	Y	
	Bank statement covering the last three months or three last salary sheets or house property license Credit card records are NOT accepted. For underage or unemployed applicant, you can also provide the bank statement of the parents or spouse. More information on FAQ page on our website.	Y	Y	
	Round-trip flight ticket booking from/to China		Y	
	Insurance 1. The travel insurance should be: • 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	Y	Y	



Comments	Documents	O	C	T
	<ul style="list-style-type: none"> Valid for DROM/CTOM according to your itinerary 2. The insurance must cover medical fees and repatriation costs up to 30.000 Euro (around 300.000 RMB) 3. The insurance coverage should cover the whole period of your stay. More information on FAQ page on our website. 			
<p>2 additional mandatory documents for submission by a representative:</p>				
<p>For the following main visa categories:</p> <ul style="list-style-type: none"> long-stay visa application (above 90 days) visiting the DROM-CTOM <p>Applicants of 12 years old or above on the day of submitting visa application must go through the biometric data capture step for each new application, even if they have already submitted their fingerprints for a previous visa application. More information on FAQ page on our website.</p>				
	<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> <ol style="list-style-type: none"> 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. The letter can’t be shared and each applicant has to present the original. 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>Please note that:</p> <ol style="list-style-type: none"> The authorization letter must be signed by a legal guardian. The representative is not authorized to sign it. Personal appearance is not required for children under 12 years old. <p>The age on the date of application submission is taken as reference to determine if an applicant is a minor or not.</p>			



Comments	Documents	O	C	T
	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.).			
	Representative's ID Card or passport Mandatory if you choose to submit your application by a representative.	Y	Y	