



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

LONG STAY – INTERNSHIP

You wish to go to France on a **student internship** and will stay more than 90 days. You must provide the internship contract.

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>Long stay visa application form</p> <p>Available on our Links and Downloads page..</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	
	<p>Proof of means of subsistence during the internship</p> <p>615 euros per month</p>	Y	Y	
	<p>Any document that attests you have a medical coverage during your stay in France</p>	Y	Y	
	<p>Work placement agreement</p> <p>The agreement must be legalized by French Ministry of Employment.</p>	Y	Y	
	<p>Accommodation letter</p>		Y	



Comments	Documents	O	C	T
	<ul style="list-style-type: none"> • If an accommodation is rented: lease • If a free accommodation is provided: attestation of host on a blank piece of paper and copy of his French ID card or passport and resident's permit. • For an accommodation in university hall: certificate of the C.R.O.U.S. • Other cases: explanatory letter 			
	<p>Passport, original and copy</p> <p>A full national private passport or official travel document. For more information on passport standard, please refer to FAQ section of our website.</p> <p>Before submitting your application, please check the following:</p> <p>1. Passport validity:</p> <ul style="list-style-type: none"> - your passport should be issued less than 10 years. - For a short-stay Schengen visa (less than 90 days): expiration date must be no earlier than 3 months after the date of your return from the Schengen Area. - For Renewal of a circulation visa: expiration date must be 15 months after the day of visa application. - For a regular long stay visa (more than 90 days): expiration date must be 15 months after the scheduled departure day from China. <p>2. Your passport should contain two blank visa pages.</p> <p>3. Make sure your passport has not been altered or damaged. If your passport is damaged or validity is not sufficient, you must renew or change your passport.</p> <p>4. Signature on the last page of non-bio passport is required.</p> <p>Passport, copy</p> <p>Copies of the first 5 pages of the passport containing information, and all the visa pages containing 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	
2 additional mandatory documents for submission by a representative:				



Comments	Documents	O	C	T
<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> <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> <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>	Y		
	<p>Representative’s ID Card or passport</p> <p>Mandatory if you choose to submit your application by a representative.</p>	Y	Y	