



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

LONG STAY - PROFESSIONAL TRAINING (EXCEPT ICT)

You wish to go to France for **professional training** and will stay longer than 90 days. You must provide a letter of invitation from a company in France and **French labour bureau authorization**.

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.

Note: Y=document needed

NO	Document description	Original	Copy
I. ELEMENTARY DOCUMENTS			
1	<p>One recent identity photo</p> <p>Size 3.5 cm x 4.5 cm, color photo with white background, mouth closed, taken within 6 months and from the front without any head-coverings. Please refer to "Visa photo" of FAQ section of this website.</p>	Y	
2	<p>Long stay visa application form (from Links and Downloads page), original and copy</p> <p>Notes:</p> <p>1. Template of application form: The applicant may download form from "Forms" on this website. If the application form is acquired from other resources, please make sure that this form is acceptable for France 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	Y
3	<p>Insurance, original and copy</p>	Y	Y



	<p>1. Long-stay Visa (more than 90 days): If insurance is required, the insurance should be valid for France and covers the whole period of your stay (according to your return air ticket or the longest period applied in your long-stay visa application form, e.g. if you apply for 3-6months, the insurance should be valid for 6 months.).</p> <p>2. Insured amount: 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>		
4	<p>Invitation letter, original</p> <p>Invitation letter from the inviting company or the host in France specifying: duration of the envisaged stay, the goal of the stay, the financial support as well as the detailed program. The letter should be hand-signed by host party.</p> <p>(For applications submitted at the Beijing consular area (Beijing/Xi'an/Jinan), translation in French or English is mandatory.)</p>	Y	Y
5	<p>Accommodation proof, copy</p> <p>Please provide an accommodation proof matching the below requirements:</p> <ol style="list-style-type: none"> 1. If an accommodation is rented: a copy of lease contract required. 2. If a free accommodation is provided: <ul style="list-style-type: none"> - Lodging certificate signed by your host on a blank paper, - and copy of your host's French ID card or passport and valid resident permit. 3. If you will live in a university residence: copy of certificate of the C.R.O.U.S. 4. If you will stay in a hotel: copy of your hotel booking. 5. Other cases: explanation letter. <p>Please provide translation in English or French if the proof is written in another language.</p>		Y
6	<p>French labor bureau authorization ("Convention de stage") certified by prefectoral authority, original and copy</p> <p>Stating the presence and the status of the person in the company: internship (paid or not), worker. It is mandatory.</p>	Y	Y
7	<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>	Y	Y



<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 Copies of the first 5 pages of the passport containing information, and all the visa pages containing visas or stamps.</p>		
<p>2 additional mandatory documents for submission by a representative:</p> <p>If you have obtained a Schengen visa with VIS remark issued within the past 59 months, you may entrust a representative to submit your visa application at visa center. For detailed requirements for exemption of biometric enrolment, please refer to FAQ section of our website.</p>		
<p>Letter of authorization for visa application/passport return, original</p> <p>Mandatory if you choose to submit your application by a representative. Please download the standard template from our website. Other format is not accepted.</p> <p>1. The signature on the letter of authorization must be identical as the signature on applicant's passport and visa application form. The form has to be filled out completely. No alteration is accepted.</p> <p>2. The letter can't be sharable and each applicant has to present one original letter.</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.</p> <p>If a parent submit the application for his/her minor child, the authorization is not required. In this case, he/she must provide clear family relation proofs.</p>	8	Y



9	<p>Representative's ID Card or passport, original and copy</p> <p>Mandatory if you choose to submit your application by a representative.</p> <p>Photocopies of front and back side of ID card should be provided.</p>	Y	Y
<p>II. SUPPORTING DOCUMENTS BASED ON PERSONAL AND PROFESSIONAL SITUATION</p>			
<p>Other supporting documents should be provided according to your actual personal and professional situation.</p>			
<p>Employed applicant: the following documents No. 10 and 11 are required.</p>			
10	<p>Working certificate, original and translation</p> <p>Original letter issued by employing company, on official company paper with stamp, signature, date and clearly mentioning:</p> <ul style="list-style-type: none"> - current address, telephone and fax numbers of the company; - the name and position in the company of the countersigning officer; - the name of the applicant, position, salary and years of service; - the purpose of the visit; - confirmation of position after the return; - the person or the entity who will bear your travel and living costs; - approval for leaves or absence. <p>Translation is mandatory, if the certificate is not written in English or French.</p>	Y	
11	<p>A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate), original</p> <p>Not requested for freelance professional.</p>	Y	
<p>Student applicant: the following documents No.12 and 13 are required.</p>			
12	<p>Letter of permission for absence issued by the school, original</p> <p>On official school paper with stamp and signature, mentioning:</p> <ul style="list-style-type: none"> - full name and the class of the student, - full address, telephone number of the school; - permission for absence and period; - name and function of the person giving the permission. 	Y	Y
13	<p>Student card, original and copy</p>	Y	Y



	Or Certificate of the School, original Certificate and letter of permission for absence of the School could be the same document.		
Retired applicant: the following document No.14 is required. (Not applicable to Guangzhou Consular area)			
14	Retired card or certificate, original and copy	Y	Y
Foreign applicant living in China: the following documents No.15 is required.			
15	Chinese residence permit, original and copy A foreign applicant must hold a residence permit with a period of validity of no less than 6 months or a permanent residence card. The residence permit shall be valid after the return of applicant to China. Holders of a single-entry or a multi-entries visa are not allowed to apply for any visa except for airport transit visa.	Y	Y