



## TLSCONTACT VISA APPLICATION CENTRE - CHINA

### LIST OF DOCUMENTS

#### LONG STAY - PROFESSIONAL TRAINING (ICT)

Professional internship (Internal Corporate Transferee Permits) visas are issued according to the following cumulative conditions:

- training period between 3 months to one year
- Internship in France within the employer group in China (= secondment)

**O = Original**

**C = Copy**

**T = Translation**

Comments	Document	O	C	T
	<p><b>One recent identity photo</b></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. For photo requirements please visit FAQ page.</p> <p>Have a compliant photograph taken directly at the Visa Application Centre! For more information, please check Added Value Services page.</p>	Y		
	<p><b>Long stay visa application form</b></p> <p>Please visit Links and Downloads page.</p>	Y		
<b>Mandatory for foreigners</b>	<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>French labor bureau authorization (“Convention de stage”) certified by prefectoral authority, original and copy</b></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	
	<p><b>Contrat de travail ou lettre de mission de l’employeur en Chine</b></p>	Y		Y



	<p>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 of the applicant, position, salary and years of service; confirmation of position after the return; the purpose of the visit; the person or the entity who will bear your travel and living costs and approval for leave or absence.</p> <p>Translation is mandatory if the certificate is not written in English or French.</p>			
	<b>Proof of a seniority in the company in China of at least three months</b>	Y		
	<b>Proof that the trainee will return to an entity established in his country of origin or a third country belonging to the same undertaking at the end of his mission</b>	Y		
	<p><b>A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate)</b></p> <p>Not requested for freelance worker.</p>	Y		
(mandatory for ICT trainee)	<b>Diploma of Higher Education</b>	Y		
	<b>Sufficient resources to support the trainees and their accompanying family (spouse and minor children) without recourse to social benefits.</b>	Y		
	<p><b>Accommodation proof</b></p> <ul style="list-style-type: none"> <li>• If an accommodation is rented: lease</li> <li>• 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</li> <li>• For an accommodation in establishment or institution: certificate issued by the establishment or institution</li> <li>• Other cases: explanatory letter.</li> </ul>		Y	
	<p><b>Insurance</b></p> <p>1. The travel insurance should be:</p> <ul style="list-style-type: none"> <li>• Valid for Schengen area if you apply for short stay visa</li> <li>• Valid for France if it's required in the document list and you apply for long stay visa</li> <li>• Valid for DROM/CTOM according to your itinerary</li> </ul> <p>2. The insurance must cover medical fees and repatriation</p>	Y	Y	



	<p>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 check FAQ page.</p> <p>Purchase full insurance coverage for the Schengen area directly at the Visa Application Centre! Just ask the staff in our center how to purchase one. For more information, please check Travel insurance page.</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 about Passport Validity please visit 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>2 additional mandatory documents for submission by a representative:</b></p> <p>For the following main visa categories:</p> <ul style="list-style-type: none"> <li>• long-stay visa application (above 90 days)</li> <li>• visiting the DROM-CTOM</li> </ul> <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. For more information, please check FAQ page.</p>				
	<p><b>Letter of authorization for visa application/passport return</b></p>	Y		



	<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> <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>Representative’s ID Card or passport</b></p> <p>Mandatory if you choose to submit your application by a representative.</p>	Y	Y	