



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

LONG STAY – VISITOR

You wish to go to France for a private visit and will stay longer than 90 days. You must apply for a **visitor visa**. You must provide a formal letter or certificate explaining your wish to go to France for long term.

When entering the Schengen Area, you are advised to verify that an entry seal has been affixed by customs on your passport.

Within the first three months following your arrival, you must register and validate your visa at the following [address](#).

This quick and simple process will ensure that you are registered as a legal resident in France in order to complete your relocation.

For further information, please click [here](#).

ATTENTION: YOU MUST FULFILL THESE FORMALITIES WITHIN THE FIRST 3 MONTHS OF YOUR ARRIVAL IN FRANCE.

O = Original

C = Copy

T = Translation

***CAN = Applicants in Guangzhou visa center have to provide this document**

Comments	Documents	O	C	T
	One recent identity photo 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 more information about photo requirements please visit FAQ page. Have a compliant photograph taken directly at the Visa Application Centre! For more information, please visit Added Value Services page.	Y		
	Long stay visa application form You can check it in Links and Downloads page.	Y	Y	



Comments	Documents	O	C	T
Mandatory for foreigners	Chinese residence permit 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.	Y	Y	
If employed or self-employed	Working certificate 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. Translation is mandatory if the certificate is not written in English or French.	Y		Y
If employed or self-employed	A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate) Not requested for freelance worker.	Y		
For students	Studies certificate or diploma Should be issued by your school to precise your grade and how many days school permit your leave. Should include school's address, contact and official seal. Should also indicate name, position and signature of the person in charge.	Y	Y	
	Proof of a level of resources at least equal to the minimum annual net growth wage. If the applicant owns a property in France, property certificate instead of resources proof.	Y	Y	
	Hukou Copies of the whole hukou.		Y	
	Bank statement covering the last three months Credit card records are NOT accepted. For underage or unemployed applicant, you can also provide the bank statement of the parents or spouse, for more information please visit FAQ page.	Y		
For minors (< 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	Y	Y	



Comments	Documents	O	C	T
	<p>Chinese Embassy or the Waiban, original containing translation in English or in French</p> <p>For foreigners: Notarial certificate of Medical Certificate of Birth, legalized by the Embassy/Consulate of your country in China, original containing translation</p>			
<p>For minors (< 18 years old)</p>	<p>Notarial certificate of parental authority delegation certified by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy, original containing translation</p> <p>For foreigners: Notarial certificate of parental authority delegation certified by the Embassy/Consulate of your country in China, original containing translation</p> <p>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.</p>	Y	Y	
<p>For minors (< 18 years old)</p>	<p>Documents that need to be provided if the accompanying person travels together with the minor:</p> <p>If the accompanying person does not submit the application at the same time with the minor applicant (under 18 years old on the day of submission of the visa application); if the accompanying person's visa application is at the Embassy or Consulate; or if the accompanying person already has a valid visa for the country of destination, the following documents are required:</p> <ol style="list-style-type: none"> 1. Photocopy of the passport of the appointed person responsible for the minor applicant during the travel period in the Schengen area. 2. Photocopy of a proof that the accompanying person can stay in the Schengen area during the travel period (e.g. copy of a valid visa page, a copy of a valid residence permit issued by the relevant local authorities, etc.) 3. Photocopy of the flight ticket or other relevant documents to prove that the accompanying person will travel together with the minor. 		Y	
	<p>Invitation letter</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



Comments	Documents	O	C	T
For students	Student card Not required for elementary and middle school students.	Y	Y	
	Host relative passport For a friend visit, mandatory if the host person is foreigner resident in France, but no need if host is French. For family visit, it is mandatory for both, whether the host person is French or a foreigner.		Y	
	Host relative French residence ID document		Y	
	Host financial guarantees Original financial guaranty by the sponsor If the sponsor lives in France: Proof of a regular income over the last 3 months, or a declaration of guarantee as provided for by France's national legislation. If the sponsor lives in China but invites the applicant to travel together to France: signed guarantee letter, copy of the residence permit for China, proof of a regular income (letter employer), proof of a residence in France or invitation to stay with close family *optional if the applicant is in charge of the travel cost	Y	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 • 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), and the cost of out-patient and in-patient in your travel insurance must be up to 30.000 Euro. 3. The 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 visit FAQ page. 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.	Y	Y	
If married	Marriage certificate	Y	Y	
	Accommodation letter		Y	
For applicant	Sworn statement to not work when in France	Y	Y	



Comments	Documents	O	C	T
(<65 years old)	It should be written in French or English and be signed by hand. The signature should be the same as the one on passport			
	Criminal record Issued less than 3 months ago.	Y	Y	Y
	Passport 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. Copies of the first 5 pages of the passport containing information, and all pages that contain visas or stamps.	Y	Y	
	Previous passports If you are in possession of one or more previous passports, it is mandatory to provide them. Copies of the first 5 pages of every previous passport, and all the pages that contain visas or stamps.	Y	Y	
CAN*	Complementary questionnaire for a long stay visa application You can check Links and Downloads page.			
2 additional mandatory documents for submission by a representative:				
For the following main visa categories:				
<ul style="list-style-type: none"> • long-stay visa application (above 90 days) • visiting the DROM-CTOM 				
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.				
	Letter of authorization for visa application/passport return Mandatory if you choose to submit your application by a representative. Download. Requirements: 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.	Y		



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