



## TLSCONTACT VISA APPLICATION CENTRE - CHINA

### LIST OF DOCUMENTS

#### MEDICAL OBSERVATION INTERNSHIP

This category is intended for doctors who will visit France for a **medical observation internship of less than 90 days**. A letter of invitation from a French medical organization in France and Internship agreement (Convention de stage) signed by the applicant, the medical organization in France and employing medical organization are required.

**O = Original**

**C = Copy**

**T = Translation**

Comments	Documents	O	C	T
	<p><b>One recent identity photo</b></p> <p>Size 3.5 cm x 4.5 cm, colour photo with white background, taken within 6 months and from the front without any head-coverings. Please visit FAQ page for more information about photo requirements.</p> <p>Have a compliant photograph taken directly at the Visa Application Centre! For more information, please visit Added Value Service page.</p>	Y		
	<p><b>Short stay Schengen application form</b></p> <p>The applicant should fill out the form which can be found <a href="#">here</a>. The application form can also be filled out online and printed out after the registration process.</p> <p><b>Notes:</b></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) <b>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.</b>  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><b>Required only for applicants who apply for DROM-CTOM</b></p>	<p><b>Complementary questionnaire for a Schengen visa application</b></p> <p><b>Notes:</b></p> <p>1. <b>Template of complementary questionnaire:</b> <a href="#">Complementary questionnaire for a Schengen visa application</a></p> <p>2. <b>Language:</b> The form must be filled out in <b>English</b> or in <b>French</b>.</p> <p>3. <b>Signature:</b></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 <b>sign in the last field of last page.</b></p> <p>3) <b>Minor applicant (under the age of 18 on application submission day):</b></p> <p><b>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.</b></p>	Y		
<p><b>Mandatory for foreigners</b></p>	<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>Working certificate issued by the Chinese employing medical institution</b></p> <p>Original letter issued by the Chinese employing medical institution, on official paper with stamp, signature, date and clearly mentioning:</p> <ul style="list-style-type: none"> <li>• address, telephone and fax numbers of the employer;</li> <li>• the name, position and telephone number of the countersigning officer;</li> <li>• the name of the applicant, position, salary and years of service;</li> <li>• confirmation of position after the return;</li> <li>• the purpose and duration of the visit;</li> <li>• the person or the entity who will bear your travel and living costs;</li> <li>• approval for leave or absence.</li> </ul>	Y		Y



Comments	Documents	O	C	T
	<b>Translation is mandatory if the certificate is not written in English or French.</b>			
	<b>A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate)</b>  Not requested for freelance worker.	Y		
	<b>Diploma in medicine or pharmacy</b>	Y	Y	
	<b>Invitation letter issued by a French public health organization</b>  (For applications submitted at the Beijing consular area (Beijing/Xi'an/Jinan), translation in French or English is mandatory.)	Y	Y	Y
	<b>Internship agreement issued by a French public health organization</b>  Signed by applicant, French public health organization and Chinese employing medical institution. Click <a href="#">here</a> to view the template of Medical observation internship agreement (French version).	Y	Y	
	<b>Bank statement covering the last three months</b>  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		
	<b>Insurance</b>  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.	Y	Y	



Comments	Documents	O	C	T
	Purchase full insurance coverage for the Schengen area directly at the Visa Application Centre! Just ask the staff in our centre how to purchase one. For more information, please visit Travel Insurance page.			
	<b>Accommodation letter</b>		Y	
	<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 please visit “Passport Validity” on 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>Letter of authorization for visa application/passport return</b></p> <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>	Y		



Comments	Documents	O	C	T
	<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	