



## **TLSCONTACT VISA APPLICATION CENTRE - CHINA**

### **LIST OF DOCUMENTS**

#### **RENEWAL A CIRCULATION VISA - BEIJING - PRIVATE, FAMILY OR FRIEND VISIT**

Dear applicants,

Please be advised that based on the directive of the French Embassy in Beijing, from the 8th of December 2018, applicant applying for the renewal of the circulation visa will be asked to prepare documents in accordance with the updated document list.

Thank you for your cooperation

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**Applicants for renewal of a circulation visa have to provide the following documents.**

**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, 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><b>Short stay Schengen application form</b></p> <p>The applicant should fill out the form which can be found on our Links and Downloads page. 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.</p> <p>2. Signature: The Schengen application form has to be signed by the applicant. The signature of a representative is invalid.</p> <p>1) The signature on the form should be similar to the one on the applicant's passport and letter of representation.</p> <p>2) Please sign in the column No. 37 and the last column.</p> <p>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 |   |   |
| <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.</b> Please indicate "father"/"mother"/"guardian" beside signature.</p>   | Y |   |   |



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| Mandatory for foreigners  | <b>Chinese residence permit</b><br>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 |
|   | <b>Round-trip flight ticket booking from/to China</b>  | Y |   |
| If employed or self-employed  | <b>Working certificate</b><br>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<br><b>Translation is mandatory if the certificate is not written in English or French.</b> | Y | Y |
| If employed or self-employed  | <b>A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate)</b><br>Not requested for freelance worker.   | Y |   |
| For student and non-employed applicant, if you are married, please provide this document. | <b>Working certificate of the spouse</b><br>Original letter from spouse's employer on official company paper with stamp, signature, date and clearly mentioning:<br>- address, telephone and fax numbers of the company;<br>- the name and position in the company of the countersigning officer;<br>- the name of the spouse, position, salary and years of service.<br><b>Translation is mandatory if the certificate is not written in English or French.</b>   | Y | Y |
| For student and non-employed applicant, if you are married, please provide this document. | <b>Notarial Marriage certificate certified by the Chinese Ministry Of Foreign Affairs, original containing translation</b>   | Y | Y |
| If retired  | <b>Retired card or certificate</b>   | Y | Y |
| For minors and students   | <b>Studies certificate or diploma</b><br>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 |



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|                             | <b>Hukou</b><br><br>Copies of the whole hukou.  |   |  | Y |
| For minors (< 18 years old) | <b>Working certificate of the father/ or the sponsor</b><br><br>Mandatory if minor applicant does not travel with his/her father. Original letter from employer on official company paper with stamp, signature, date and clearly mentioning:<br>-address, telephone and fax numbers of the company;<br>-the name and position in the company of the countersigning officer;<br>-the name and position of the father or the sponsor, his salary, working location and years of service<br><br><b>Translation is mandatory if the certificate is not written in English or French.</b> | Y |  | Y |
| For minors (< 18 years old) | <b>Working certificate of the mother/ or the sponsor</b><br><br>Mandatory if minor applicant does not travel with his/her mother. Original letter from employer on official company paper with stamp, signature, date and clearly mentioning:<br>-address, telephone and fax numbers of the company;<br>-the name and position in the company of the countersigning officer;<br>-the name and position of the mother or the sponsor, her salary, working location and years of service<br><br><b>Translation is mandatory if the certificate is not written in English or French.</b> | Y |  | Y |
|                             | <b>Bank statement covering the last three months</b><br><br>Credit card records are NOT accepted. For underage or unemployed applicant, you can also provide the bank statement of the parents or spouse. More information on FAQ page on our website.  | Y |  |   |
|                             | <b>Any other proof of regular income (optional)</b>   |   |  | Y |
| For minors (< 18 years old) | <b>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 Chinese Embassy or the Waiban, original containing translation in English or in French</b><br><br>For foreigners: Notarial certificate of Medical Certificate of Birth, legalized by the Embassy/Consulate of your country in China, original containing translation   | Y |  | Y |
| For minors (< 18 years old) | <b>Notarial certificate of parental authority delegation certified by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy, original containing translation</b>  | Y |  | Y |



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|                             | <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>   |  |   |   |
| For minors (< 18 years old) | <p><b>Documents that need to be provided if the accompanying person travels together with the minor:</b></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"> <li>1. Photocopy of the passport of the appointed person responsible for the minor applicant during the travel period in the Schengen area.</li> <li>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.)</li> <li>3. Photocopy of the flight ticket or other relevant documents to prove that the accompanying person will travel together with the minor.</li> </ol> |  | Y |   |
|                             | <p><b>Invitation letter</b></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>   |  | Y |   |
| For students                | <p><b>Student card</b></p> <p>Not required for elementary and middle school students</p>  |  | Y | Y |
|                             | <p><b>Notary certificate of Family relationship with inviter, legalized by Chinese Ministry Of Foreign Affairs (MFA) or by the Chinese Embassy, original containing translation in English or French</b></p> <p>Mandatory for a family visit</p>  |  | Y | Y |
|                             | <p><b>Friend relationship proof</b></p> <p>Mandatory for a friend visit. The relationship can be substantiated with original documents, original pictures.</p>  |  | Y | Y |



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|  | <p><b>Host financial guarantees</b></p> <p>Original financial guaranty by the sponsor</p> <p>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.</p> <p>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</p> <p>*optional if the applicant is in charge of the travel cost</p>  | Y | Y |
|  | <p><b>Proof of accommodation</b></p> <p>Please provide a lodging attestation matching the below requirements:</p> <ol style="list-style-type: none"> <li>1. Original and copy of Attestation d'accueil (available on our Links and Downloads page.) issued by the local town hall of host person's residence, in case that your host in France will provide accommodations for you.</li> <li>2. Or copies of applicant's house property license or lease contract in France.</li> <li>3. Other cases: explanatory letter.</li> </ol>  | Y | Y |
|  | <p><b>Insurance</b></p> <ol style="list-style-type: none"> <li>1. The travel insurance should be: <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> </li> <li>2. The insurance must cover medical fees and repatriation costs up to 30.000 Euro (around 300.000 RMB)</li> <li>3. The insurance coverage should cover the whole period of your stay. More information on FAQ page on our website.</li> </ol> <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 Insurance page on our website.</p> | Y | 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. More information on FAQ page on our website.</p> <p>Copies of the first 5 pages of the passport containing information, and all pages that contain visas or stamps.</p>   | Y | Y |



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|  | <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>Letter of authorization for visa application/passport return</b></p> <p>Mandatory if you choose to submit your application by a representative.</p> <p><a href="#">Download.</a></p> <p><b>Requirements:</b></p> <ol style="list-style-type: none"> <li><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></li> <li><b>2. The letter can’t be shared and each applicant has to present the original.</b></li> <li><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></li> </ol> <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> | Y | Y |
|  | <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 |