



## TLSCONTACT VISA APPLICATION CENTRE - CHINA

### LIST OF DOCUMENTS

#### SHORT STAY – TOUR LEADER ADS

You wish to go to France to **guide an ADS group** and will stay no longer than 90 days. You must provide your tour leader card.

**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> <ol style="list-style-type: none"> <li>1. Language: The form must be filled out in English or in French.</li> <li>2. Signature: The Schengen application form has to be signed by the applicant. The signature of a representative is invalid.               <ol style="list-style-type: none"> <li>1) The signature on the form should be similar to the one on the applicant's passport and letter of representation.</li> <li>2) Please sign in the column No. 37 and the last column.</li> <li>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></li> </ol> </li> </ol> <p>Please indicate "father"/"mother"/"guardian" beside signature. Whenever possible, we suggest that both parents sign on the form.</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-</p>	Y	Y	



Comments	Documents	O	C	T
	entry or a multi-entries visa are not allowed to apply for any visa except for airport transit visa.			
	<b>Round-trip flight ticket booking from/to China</b>		Y	
<b>If employed or self-employed</b>	<p><b>Working certificate</b></p> <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><b>Translation is mandatory if the certificate is not written in English or French.</b></p>	Y		Y
<b>If employed or self-employed</b>	<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		
	<b>Tour leader card</b>	Y	Y	
	<p><b>Invitation letter</b></p> <p>On official company paper with stamp and signature, mentioning clearly: the full address and contacts of the company; the name and position of the countersigning officer; purpose + duration of the visit; detailed program; the person or the entity who will bear your travel and living costs.</p>	Y		
	<p><b>Bank statement covering the last three months</b></p> <p>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.</p>	Y		
	<b>Itinerary (in English or French)</b>	Y		
	<p><b>Hotel booking (optional)</b></p> <p>Hotel booking should cover the whole period of your stay in Schengen area or CTOM/DROM</p>		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>	Y	Y	



Comments	Documents	O	C	T
	<p>2. The insurance must cover medical fees and repatriation costs up to 30.000 Euro (around 300.000 RMB)</p> <p>3. The insurance coverage should cover the whole period of your stay. More information on FAQ page on our website.</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 Insurance page on our website.</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. 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	
	<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. <a href="#">Download.</a></p> <p><b>Requirements:</b></p> <p>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.</p> <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</p>	Y		



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	<p>authorization letter) Please <b>DO NOT</b> sign the name of the underage applicant.</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> 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	