



## TLSCONTACT VISA APPLICATION CENTRE - CHINA

### LIST OF DOCUMENTS

#### SHORT STAY - VISITING A FAMILY MEMBER WHO IS AN EU/EEA/SWISS CITIZEN OR A SPOUSE OF EU/EEA/SWISS CITIZEN

You wish to go to France to visit a family member who is a citizen or spouse of a citizen of the European Union (EU), European Economic Area (EEA) or Swiss nationality. You will stay less than 90 days.

**“Family member” of a citizen of the European Union, European Economic Area or has Swiss nationality includes: Spouse, child of less than 21 years old or who is financially-dependent, parent or spouse’s parent or spouse’s child who is financially-dependent. If the EU/EEA/Swiss citizen is a student, the “family member” includes:Spouse, child of less than 21 years old or who is financially-dependent.**

During the examination of a visa application, the Embassy or the Consulate General of France in China may request additional documents or information not mentioned in the document list here below according to the specific situation of the applicant. Providing all the listed documents does not guarantee the issuance of a visa.

**O = Original**

**C = Copy**

**T = Translation**

NO	Document description	Original	Copy
<b>I. ELEMENTARY DOCUMENTS</b>			
1	<p><b>One recent identity photo</b></p> <p>Size 3.5 cm x 4.5 cm, color photo with white background, mouth closed, taken within 6 months and from the front without any head-coverings. Please refer to “Visa photo” of FAQ section of this website.</p> <p>Have a compliant photograph taken directly at the Visa Application Centre! For more information, please check Added Value Services page.</p>	Y	
2	<p><b>Short stay Schengen application form</b></p> <p><b>Notes:</b></p>	Y	



	<p><b>1. Template of application form:</b> The applicant may download form from Links and Downloads page on this website.</p> <ul style="list-style-type: none"> <li>• <b>If your destination is France mainland, please download <a href="#">Short-stay Schengen visa application form</a>.</b></li> <li>• <b>If your destination is France DROM-CTOM, please download <a href="#">DROM-CTOM visa application form</a>.</b></li> </ul> <p><b>2. Language:</b> The form must be filled out in <b>English</b> or in <b>French</b>.</p> <p><b>3. 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</b> in the <b>field No. 37</b> and the <b>last field of last page</b>.</p> <p>3) <b>Minor applicant (under the age of 18 on application submission day): 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>		
3	<p><b>Proof of the E.U. /EEA/ Swiss nationality, original and copy</b></p> <p>Consular card or a photocopy of national I.D. card or a photocopy of passport or a certificate of E.U. or Swiss nationality or a birth certificate indicating the spouse's nationality</p>	Y	Y
4	<p><b>Letter of intent of the EU/EEA/ Swiss spouse, original</b></p> <p>Including a signature, telephone number for contact from consulate and copy of passport of the E.U. or Swiss spouse, indicating that the E.U. / Suisse will accompany the applicant during the time in Schengen area.</p>	Y	
5	<p><b>Passport, original and copy</b></p> <p>A full national private passport or official travel document. For more information on passport standard, please refer to FAQ section of our website.</p> <p>Before submitting your application, please check the following:</p> <p><b>1. Passport validity :</b></p> <ul style="list-style-type: none"> <li>- your passport should be issued less than 10 years.</li> <li>- For a short-stay Schengen visa (less than 90 days): expiration date must be no earlier than 3 months after the date of your return from the Schengen Area.</li> <li>- For Renewal of a circulation visa: expiration date must be 15 months after the day of visa application.</li> <li>- For a regular long stay visa (more than 90 days): expiration date must be</li> </ul>	Y	Y



	<p>15 months after the scheduled departure day from China.</p> <p>2. Your passport should contain two blank visa pages.</p> <p>3. Make sure your passport has not been altered or damaged. If your passport is damaged or validity is not sufficient, you must renew or change your passport.</p> <p>4. Signature on the last page of non-bio passport is required.</p> <p><b>Passport, copy</b> Copies of the first 5 pages of the passport containing information, and all the visa pages containing visas or stamps.</p>		
<p><b>2 additional mandatory documents for submission by a representative:</b></p> <p>If you have obtained a Schengen visa with VIS remark issued within the past 59 months, you may entrust a representative to submit your visa application at visa center. For detailed requirements for exemption of biometric enrolment, please refer to FAQ section of our website.</p>			
6	<p><u><a href="#">Letter of authorization for visa application/passport return</a></u>, original</p> <p>Mandatory if you choose to submit your application by a representative. Please download the standard template from our website. Other format is not accepted.</p> <p>1. The signature on the letter of authorization must be identical as the signature on applicant's passport and visa application form. The form has to be filled out completely. No alteration is accepted.</p> <p>2. The letter can't be sharable and each applicant has to present one original letter.</p> <p>3. Minor applicant (under the age of 18 on submission day): This letter must be signed by one parent or a legal guardian. An adult is authorized to accompany the underage applicant for the submission and enrolment of biometric data (Parents' ID photocopies should be joined with the authorization letter). Please DO NOT sign the name of 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.</p> <p>If a parent submit the application for his/her minor child, the authorization is not required. In this case, he/she must provide clear family relation proofs.</p>	Y	



7	<p><b>Representative's ID Card or passport, original and copy</b></p> <p><b>Mandatory if you choose to submit your application by a representative.</b></p> <p>Photocopies of front and back side of ID card should be provided.</p>	Y	Y
<p><b>II. SUPPORTING DOCUMENTS BASED ON PERSONAL SITUATION</b></p> <p>Other supporting documents should be provided according to your actual personal situation.</p> <p><b>For spouse of EU/EEA/Swiss citizen: the following documents No. 8 is required.</b></p>			
8	<p><b>Marriage certificate issued by E.U. Countries, original and copy /Marriage certificate issued by other countries need to be notarized, original containing translation and copy</b></p>	Y	Y
<p><b>For child of EU/EEA/Swiss citizen: the following documents No.9 is required.</b></p>			
9	<p><b>Birth certificate issued by E.U. Countries, original containing translation and copy</b></p>	Y	Y
<p><b>For child of spouse of EU/EEA/Swiss citizen and parent of EU/EEA/Swiss citizen or spouse: the following document No.10 is required.</b></p>			
10	<p><b>Civil status documents proving the family relationship with the EU/EEA/Swiss citizen, original and copy</b></p>	Y	Y
<p><b>For child of 21 years old or above of an EU/EEA/Swiss citizen, child of spouse of EU/EEA/Swiss citizen and parent of EU/EEA/Swiss citizen or spouse: the following document No.11 is required.</b></p>			
11	<p><b>Financial guarantee letter from EU/EEA/Swiss citizen, original</b></p> <p>This letter should be signed by EU/EEA/Swiss citizen</p>	Y	
<p><b>Minor applicant of Chinese nationality : the following documents No.12-13 are required.</b></p>			
12	<p><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 the translation in English or French</b></p> <p>1.Mandatory document for minor applicant of Chinese nationality (under 18 years old on submission day).</p> <p><b>2. Procedure:</b> please apply for a notarial certificate at a notary office, and then legalize the notarial certificate from the Chinese Ministry of Foreign Affairs (MFA), the Chinese Embassy or local waiban. For more information on jurisdiction, procedure or required documents, please contact the authorities concerned.</p> <p><b>3.Please note that any required original notarial certificates submitted will not be returned to applicants.</b></p>	Y	



13	<p><b>Notarial certificate of permission to travel from both parents or legal guardians, legalised by the Ministry of Foreign Affairs, original containing translation in English or in French</b></p> <p>1. This document is mandatory when the minor (under the age of 18 years on the day of visa application submission) is travelling alone or only with one parent.</p> <p>2. Procedure: please apply for a notarial certificate at a notary office, and then have it legalized by the Chinese Ministry of Foreign Affairs (MFA) or the Chinese Embassy or Provincial foreign affairs bureau.</p> <p>For more information on jurisdiction, procedure or required documents, please contact the competent authorities.</p> <p>3. When the document is not issued in China, please provide the certificate of permission attested by the relevant authorities in the parents'/legal guardians' country of residence.</p> <p>4. Please note that any required original legalized notarial certificates will not be returned to applicants.</p>	Y	
<b>Foreign applicant living in China: the following documents No.14-16 are required.</b>			
14	<p><b>Chinese residence permit, original and copy</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. The residence permit shall be valid after the return of applicant to China. 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
15	<p><b>Notary Birth Certificate or proof of guardianship, legalized by the Embassy/Consulate of your country in China, original containing translation in English or French [mandatory for minor applicant of non-Chinese nationality]</b></p>	Y	Y
16	<p><b>Certificate of parental authority delegation, original containing translation</b></p> <p>Mandatory document if the child is traveling alone or with only one of the parents. This document should contain parents' signatures and should clearly state the person in charge for the underage in Schengen area.</p>	Y	
<b>Minor applicant: the following documents No.17-18 are required if parents don't submit applications together.</b>			
17	<p><b>Passport of the accompanying person, photocopy</b></p> <p>1. In case both parents (legal guardian) don't travel with minor</p>		Y



	<p>child: photocopy of the passport of the appointed person responsible for minor applicant during the trip in Schengen area.</p> <p>2. In case both parents (legal guardian) travel with minor child and have already obtained valid Schengen visas, the photocopies of their passports are required.</p>		
18	<p><b>Valid visa for the accompanying person's stay in Schengen area with minor, photocopy</b></p> <p>1. If both parents (legal guardian) travel with minor child and have a valid visa, the photocopies of their valid visas are required.</p> <p>2. In the following cases, the valid visa for the accompanying person is not a must:</p> <p>1) If the accompanying person submits his/her visa application together with minor child.</p> <p>2) If the accompanying person is exempt from the requirement for a visa to enter the Schengen Area.</p>		Y