



## TLSCONTACT VISA APPLICATION CENTRE - CHINA

### LIST OF DOCUMENTS

#### WORK

You wish to go to France to **work** and will stay less than 90 days. You must provide the work contract issued by a company in France and stamped by the French Ministry of Labor.

**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 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 visit Added Value Services 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="#">on</a> 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.            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		
<b>Required only for</b>	<b>Complementary questionnaire for a Schengen visa application</b>	Y		



Comments	Documents	O	C	T
<b>applicants who apply for DROM-CTOM</b>	<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>  <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>			
	<p><b>French labor bureau authorization</b></p> <p>Stating the presence and the status of the person in the company: internship (paid or not), worker.</p> <p>It is mandatory for the purpose of training and Short stay Work.</p>	Y	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-entry or a multi-entries visa are not allowed to apply for any visa except for airport transit visa.</p>	Y	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	



Comments	Documents	O	C	T
If employed or self-employed	<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		
	<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> <p><i>(For applications submitted at the Beijing consular area (Beijing/Xi'an/Jinan), translation in French or English is mandatory.)</i></p>	Y		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> <p>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.</p> <p>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.</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 visit Added Value Services page.</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</p>	Y	Y	



Comments	Documents	O	C	T
	<p>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>			
	<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> <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> <ol style="list-style-type: none"> <li><b>(1) The authorization letter must be signed by a legal guardian. The representative is not authorized to sign it.</b></li> <li><b>(2) Personal appearance is not required for children under 12 years old.</b></li> </ol> <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		



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