



Checklist for visa application | Business and short professional training

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen [visa application form](#).

- ☐ Yes
- ☐ No
- ☐ Remarks

2. Travel Documents

2.1 A passport or other travel document.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.2 A copy of all pages of the passport.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

3. Evidence of legal residence

3.1 Permanent resident permit to foreigners (valid at least 3 months after the return)

- ☐ Yes
- ☐ No
- ☐ Remarks



4. Photo

- 4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- ☐ Yes
- ☐ No
- ☐ Remarks

5. Proof of travel

- 5.1 Proof of solvency of the applicant:

- Bank statements from the last 3 months, not deposits account.

For employees:

- a copy of the business licence of employing company.
- original letter from the employer (in English, or in Chinese with an English translation) 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
 - approval for leave or absence

For retired persons: proof of pension or other regular income

For persons without a fixed income

- If married: letter of employment and income of the spouse and notary certificate of marriage (with Apostille)
- If single/divorced/widow/widower: Any other proof of regular income.

For minors (under 18 years of age): student card and original letter of the school, mentioning:

- full address, telephone numbers of the school
- permission for absence
- name and function of the person giving the permission.
- notary certificate of family relation or proof of guardianship (with Apostille)

when the minor is travelling alone or only with one parent: notary certificate of permission to travel from both parents or legal guardians (with Apostille), and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.2 Copy of "Hukou". All used pages (no translation)

- ☐ Yes
- ☐ No
- ☐ Remarks



5.3 If the company pays the costs of travel and living:

Proof of the solvency of the employing company, if the company pays the costs of travel and living; or Proof of solvency for employees:

- Copy of the business licence of the employing company
- Original letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:
 - address, email address, telephone 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
 - full address and contact persons of the company
 - approval for leave or absence

Business license of the employing company and original letter from the applicant's employer:

- A sealed copy of the business license
- On official company paper with stamp and signature, mentioning:
 - full address and contact persons of the company
 - the name and position of the countersigning officer
 - name, position, salary and years of employment
 - the purpose of the visit
 - confirmation of position after the return
 - confirmation of covering the costs for the trip
 - the person or the entity who will bear the applicant's travel and living costs

Invitation letter from the organiser of the event or the training on official company paper with stamp and signature, mentioning:

- the full address and contacts of the company
- the name and position of the countersigning officer
- purpose and duration of the visit
- detailed program
- the person or the entity who will bear applicant's travel and living costs;
- whether the sponsor gives financial guarantee for the applicant's return to China
- proof of registration from a Chamber of Commerce, if applicable
- work permit (if applicable)
- a work permit may be needed in the following cases:
 - business training "on the job"
 - when working for company in the Member State of destination.

- ☐ Yes
- ☐ No
- ☐ Remarks

6. Proof of health insurance

6.1 The insurance policy has been taken out in your name.

- ☐ Yes
- ☐ No
- ☐ Remarks



6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- ☐ Yes
- ☐ No
- ☐ Remarks

7. Visa

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- ☐ Yes
- ☐ No
- ☐ Remarks

8. Payment

8.1 Payment of the visa fee.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from China according to the Commission Implementing Decision of 11-09-2024 by the European Commission, in conformity with the list of supporting documents.