

**TLSCONTACT VISA APPLICATION CENTER**  
**SHANGHAI, HANGZHOU, NANJING**  
**LIST OF DOCUMENTS**

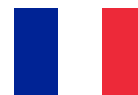
Visa type:	Short Stay Schengen Visa (Stay in the Schengen area less than 90 days)
Travel purpose:	Scholar or cultural exchanges for student groups

**IMPORTANT:**

1. Student groups of scholar or cultural exchanges (including accompanying teacher and parents) **arranged between Chinese school and its French counterpart**. Invitation letter issued by a French school or government must contain travel purpose, trip schedule and list of all the invited persons. **The applications of the whole group shall be registered as a group and submitted together.**
2. 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.

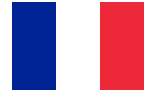
**GENERAL DOCUMENT LIST**

NO	Document description
<b>I. ELEMENTARY DOCUMENTS</b>	
1	<p><b>One recent identity photo</b>            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. Have a compliant photograph taken directly at the Visa Application Centre! For more information, please visit 'Added Value Services' page.</p>
2	<p><b>Short stay Schengen application form, original</b>  <b>Notes:</b>            1. <b>Template of application form:</b> The applicant may download form from Links and Downloads page on this website.  <b>If your destination is France mainland, please download Short-stay Schengen visa application form. If your destination is France DROM-CTOM, please download DROM-CTOM visa application form.</b>            2. <b>Language:</b> The form must be filled out in <b>English</b> or in <b>French</b>.            3. <b>Signature:</b>            1) The form must be signed by adult applicant of 18 years old and above. <u>It must match the signature on the passport.</u> The signature of a representative is invalid.            2) Please indicate day and location, and <b>sign in the last field of last page.</b>            3) <b>Minor applicant (under the age of 18 on application submission day):</b>  <u>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.</u> Please indicate "father"/"mother"/"guardian" beside signature.</p>
3	<p><b>Round-trip flight ticket booking from China to France, copy</b>            1. If your booking document is in Chinese, please translate the key information in English or French, including applicant's name, departure city, destination, departure and arrival dates, etc.</p>



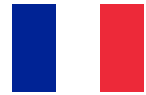
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	<p>2. If you will visit another Schengen country before or after travelling to France, please provide also the relevant travel documents: round-trip flight booking from China to another country, flight, train or boat booking between France and another country, visa, invitation letter, itinerary and hotel booking for another non-Schengen country etc.</p>
4	<p><b>Insurance, original and copy</b>  <b>1. Insurance coverage:</b>  1) The insurance policy should indicate clearly its validity for <b>whole Schengen area</b>. The insurance covering France only is not compliant.  2) If the travel insurance policy doesn't indicate Schengen area and the zones covered by insurance are shown in the clauses, please also provide the photocopies of insurance clauses (English or French translation required, if the policy is in Chinese).  <b>2. Insurance period:</b>  • <b>Short-stay Schengen Visa (less than 90 days):</b> The insurance should cover the 1st planned stay in Schengen area, from the arrival day to the first Schengen country till the departure day from the last Schengen country, matching air ticket booking.  • <b>Short-stay Visa for DROM/CTOM (less than 90 days):</b>  The insurance should cover the whole period of your stay in DROM/CTOM.  <b>3. Insured amount:</b>  The insurance must cover medical fees and repatriation costs up to <b>30.000 Euro</b> (around 300.000 RMB). 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>
5	<p><b>Attestation d'accueil/ hotel booking/ lodging attestation, original and copy:</b>  Please provide a lodging attestation matching the below requirements:  1. Original and photocopy of Attestation d'accueil (refer to "form" to view model on this website) with a photocopy of ID card of parent of your host family in France and housing proof, in case that your host family will provide accommodations for you.  2. Or photocopies of your hotel booking or other booking documents, if you will not live with local families.</p>
6	<p><b>Invitation letter for the whole group, original</b>  This document must be issued by the inviting organization in France or by French entity of the organiser of this trip. It should contain the following information :  -Travel purpose (studying or educative purpose)  -Program of the trip  -Trip schedule  -List of all the invited persons (family name, surname, birthday, status: (student, accompanying teacher, accompanying parent)</p>
7	<p><b>Explanation letter for the whole group, original</b>  This document must be issued by the Chinese organization or the Chinese entity of trip organizer. It should contain the following information :  - Travel purpose (studying or educational)  - Trip schedule  - List of all the invited persons (family name, surname, birthday, status: student, accompanying teacher, accompanying parent)</p>



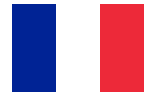
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	The original explanation letter should be included in the application of Group leader.
8	<b>Detailed travel program, photocopy and translation</b>
9	<b>Hukou, copy</b> Copies of the whole hukou (family booklet). Only required for Chinese citizen.
10	<p><b>Passport, original</b> A full national private passport or official travel document. For more information on passport standard, please refer to FAQ section of our website. 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 15 months after the scheduled departure day from China.</li> </ul> <p>2. Your passport should contain two blank visa pages. 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. 4. Signature on the last page of non-bio passport is required.</p> <p><b>Passport, copy</b></p> <ul style="list-style-type: none"> <li>1. Copies of the first 5 pages of the passport containing information, and all the visa pages containing visas or stamps.</li> <li>2. If you hold the old passport or service passport, you are suggested to present them or at least the copies of all the visa pages containing visas or stamps.</li> </ul>
	<p><b>2 additional mandatory documents for submission by a representative:</b> 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>
11	<p><b>Letter of authorization for visa application/passport return, original</b> 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><b>1. The signature on the letter of authorization must be identical as the signature on applicant's passport and visa application form.</b> The form has to be filled out completely. No alteration is accepted. 2. The letter can't be sharable and each applicant has to present one original letter. <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).</b> <b>Please DO NOT sign the name of the underage applicant.</b></p> <p>Please note that: (1) The authorization letter must be signed by a legal guardian. The representative is not authorized to sign it.</p>



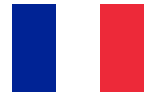
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	(2) Personal appearance is not required for children under 12 years old. If a parent submit the application for his/her minor child, the authorization is not required. In this case, he/she must provide clear family relation proofs.
12	<b>Representative's ID Card or passport, original and copy</b> <b>Mandatory if you choose to submit your application by a representative.</b> Photocopies of front and back side of ID card should be provided.
<b>Employed applicant: the following documents No. 13 is required.</b>	
13	<b>Working certificate, original and translation</b> Original letter issued by employing company, on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> <li>- current address, telephone and fax numbers of the company;</li> <li>- the name and position in the company of the countersigning officer;</li> <li>- the name of the applicant, position, salary and years of service;</li> <li>- the purpose of the visit;</li> <li>- confirmation of position after the return;</li> <li>- the person or the entity who will bear your travel and living costs;</li> <li>- approval for leaves or absence.</li> </ul> Translation is mandatory, if the certificate is not written in English or French. For accompanying teacher, this document should specify the function, working years, salary, and participation to the group as accompanying teacher. For accompanying parent, this document should specify the function, working years, salary, and approval for leave or absence with clear duration.
<b>Student applicant: the following documents No.14 and 15 are required.</b>	
14	<b>Letter of permission for absence issued by the school, original</b> On official school paper with stamp and signature, mentioning: <ul style="list-style-type: none"> <li>- full name and the class of the student,</li> <li>- full address, telephone number of the school;</li> <li>- permission for absence and period;</li> <li>- name and function of the person giving the permission.</li> </ul>
15	<b>Student card, original and copy</b> <b>Or Certificate of the School, original</b> Certificate and letter of permission for absence of the School could be the same document.
<b>Minor applicant of Chinese nationality: the following documents No.16-19 are required.</b>	
16	<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> Mandatory document for minor applicant of Chinese nationality (under 18 years old on submission day). Please note that any required original notarial certificates submitted will not be returned to applicants. <b>Procedure:</b> 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 (waiban). For



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	more information on jurisdiction, procedure or required documents, please contact the competent authorities
17	<p><b>Notarial certificate of permission to travel from both parents or legal guardians, legalized 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. 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>
<b>II. SUPPORTING DOCUMENTS BASED ON PERSONAL AND PROFESSIONAL SITUATION</b>	
<b>Other supporting documents should be provided according to your actual personal and professional situation.</b>	
18	<p><b>Working certificate of the father/ or the sponsor, original and translation[single and non-employed applicant must provide]</b></p> <p>Original letter from employer on official company paper with stamp, signature, date and clearly mentioning:</p> <ul style="list-style-type: none"> <li>-address, telephone and fax numbers of the company;</li> <li>-the name and position in the company of the countersigning officer;</li> <li>-the name and position of the father or the sponsor, his salary, working location and years of service</li> </ul> <p>Translation is mandatory if the certificate is not written in English or French.</p>
19	<p><b>Working certificate of the mother/ or the sponsor, original and translation[single and non-employed applicant must provide]</b></p> <p>Original letter from employer on official company paper with stamp, signature, date and clearly mentioning:</p> <ul style="list-style-type: none"> <li>-address, telephone and fax numbers of the company;</li> <li>-the name and position in the company of the countersigning officer;</li> <li>-the name and position of the mother or the sponsor, her salary, working location and years of service</li> </ul> <p>Translation is mandatory if the certificate is not written in English or French.</p>
<b>Foreign applicant living in China: the following documents No.20-22 are required.</b>	
20	<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>
21	<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>
22	<p><b>Certificate of permission to travel from both parents or legal guardians, original containing translation in English or in French</b></p> <p>This document is mandatory when the minor (under the age of 18 years on the day of visa</p>



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	application submission) is travelling alone or only with one parent. It should contain both parents' or legal guardians' signatures and should clearly state the person in charge for the underage in Schengen area.
23	<b>Passport of the accompanying person, photocopy</b> 1. In case both parents (legal guardian) don't travel with minor child: photocopy of the passport of the appointed person responsible for minor applicant during the trip in Schengen area. 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.
24	<b>Valid visa for the accompanying person's stay in Schengen area with minor, photocopy</b> 1. If both parents (legal guardian) travel with minor child and have a valid visa, the photocopies of their valid visas are required. 2. In the following cases, the valid visa for the accompanying person is not a must: 1) If the accompanying person submits his/her visa application together with minor child. 2) If the accompanying person is exempt from the requirement for a visa to enter the Schengen Area.