

TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

LONG STAY - WORK OFII

You wish to go to France for **long stay work** and you have been through the OFII process.

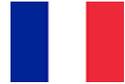
Before applying for this type of visa, please make sure to present the French labor bureau authorization received from the Prefecture. If you are travelling to the French Overseas Departments and Territories (DROM/CTOM) or areas where the OFII procedure is applicable or for any additional information, please contact TLScontact.

O = Original

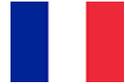
C = Copy

T = Translation

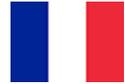
Comments	Documents	O	C	T
	<p>One recent identity photo</p> <p>Size 3.5 cm x 4.5 cm, color photo with white background, taken within 6 months and from the front without any head-coverings. For photo requirements please visit FAQ page.</p> <p>Have a compliant photograph taken directly at the Visa Application Centre! For more information, please check Added Value Services page.</p>	Y		
	<p>Long stay visa application form</p> <p>Please visit Links and Downloads page.</p>	Y	Y	
Mandatory for foreigners	<p>Chinese residence permit</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	
If employed or self-employed	<p>Working certificate</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</p>	Y		Y



Comments	Documents	O	C	T
	<p>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>Translation is mandatory if the certificate is not written in English or French.</p>			
	French labor bureau authorization		Y	
	Diploma	Y	Y	Y
	<p>Passport 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: 1. Passport validity : - your passport should be issued less than 10 years. - 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. - For Renewal of a circulation visa: expiration date must be 15 months after the day of visa application. - For a regular long stay visa (more than 90 days): expiration date must be 15 months after the scheduled departure day from China. 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. Passport, copy 1. Copies of the first 5 pages of the passport containing information, and all the visa pages containing visas or stamps. 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.</p>	Y	Y	
<p>2 additional mandatory documents for submission by a representative: For the following main visa categories:</p> <ul style="list-style-type: none"> • long-stay visa application (above 90 days) • visiting the DROM-CTOM <p>Applicants of 12 years old or above on the day of submitting visa application must go through the biometric data capture step for each new application, even if they have already submitted their fingerprints for a previous visa application. For more information, please check FAQ page.</p>				



	Letter of authorization for visa application/passport return Mandatory if you choose to submit your application by a representative. Download.			
	Requirements: 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.	Y		



Comments	Documents	O	C	T
	<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 authorization letter) Please DO NOT sign the name of the underage applicant.</p> <p>Please note that: (1) The authorization letter must be signed by a legal guardian. The representative is not authorized to sign it. (2) Personal appearance is not required for children under 12 years old.</p> <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>			
	<p>Representative's ID Card or passport</p> <p>Mandatory if you choose to submit your application by a representative.</p>	Y	Y	