



**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:	Shooting

**IMPORTANT:**

1. You wish to go to France for shooting (film, documentary, advertisement ...).
2. Firstly, you need to contact the cultural and educational cooperation of the Embassy of France in China ([audiovisuel@institutfrancais-chine.com](mailto:audiovisuel@institutfrancais-chine.com)).
3. If you will stay in France more than 90 days, foreign employee must provide a temporary work contract issued by a company in France and stamped by the French Ministry of Labor according to the latest regulation.
4. **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.**

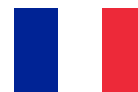
**GENERAL DOCUMENT LIST**

NO	Document description
<b>I. ELEMENTARY DOCUMENTS</b>	
1	<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.
2	<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.</b> <b>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</u>



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	<p><b>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>Insurance, original and copy</b></p> <p><b>1. Insurance coverage:</b></p> <p>1) The insurance policy should indicate clearly its validity for <b>whole Schengen area</b>. The insurance covering France only is not compliant.</p> <p>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).</p> <p><b>2. Insurance period:</b></p> <p>• <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.</p> <p>• <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.</p> <p><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>
4	<p><b>Accommodation proof, copy</b></p> <p>Please provide an accommodation proof matching the below requirements:</p> <p>1. If an accommodation is rented: a copy of lease contract required.</p> <p>2. If a free accommodation is provided:</p> <ul style="list-style-type: none"><li>- Lodging certificate signed by your host on a blank paper,</li><li>- and copy of your host's French ID card or passport and valid resident permit.</li></ul> <p>3. If you will live in a university residence: copy of certificate of the C.R.O.U.S.</p> <p>4. If you will stay in a hotel: copy of your hotel booking.</p> <p>5. Other cases: explanation letter.</p> <p>Please provide translation in English or French if the proof is written in another language.</p>
5	<p><b>The letter issued by the cultural and educational cooperation of the Embassy of France in China, specifying the program and the name list with positions for staffs involving in filming, original (optional)</b></p>
6	<p><b>Working certificate issued by production company, original containing translation</b></p> <p>Original letter from employing production company 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 applicant's name, position, salary and duration of service in production company;</li><li>- detailed shooting plan,</li><li>- the person or the entity who will bear applicant's travel and living costs.</li></ul> <p><b>Besides, this certificate should mention that this work is produced in the native language (or an official language) of the applicant.</b></p>
7	<p><b>A sealed copy of the Business license or Organization code of production company, original</b></p>



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8	<p><b>Bank statement of the applicant covering the last three months (except credit card record or deposits account), original</b>  For minor or unemployed applicant, you can also provide the bank statement of your parents or spouse.</p>
9	<p><b>Bank statement of the employing company covering the last three months (except credit and deposits account), photocopy</b>  This document is required if the company pays the travel costs.</p>
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:  <b>1. Passport validity :</b>  - 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.  <b>Passport, copy</b>  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>
<p><b>II. 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.  <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>  <u>Please DO NOT sign the name of the underage applicant.</u>  Please note that:  (1) The authorization letter must be signed by a legal guardian. The representative is not authorized to sign</p>



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	it. (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>Foreign applicant living in China: the following documents No.13 is required.</b>	
13	<b>Chinese residence permit, original and copy</b> 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.