

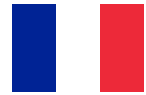
TLSCONTACT VISA APPLICATION CENTER
SHANGHAI, HANGZHOU, NANJING
LIST OF DOCUMENTS

Visa type:	Short Stay Schengen Visa (Stay in the Schengen area less than 90 days)
Travel purpose:	Sport

IMPORTANT:
Professional athletes are exempted from provisional work permits to participate in sports events (competitions and championships that bring together representatives of several states and athletes of different nationalities). For other cases, a temporary work authorization (APT) must be obtained from the DIRECCTE. Amateur athletes are not subject to the obligation to provide an APT.

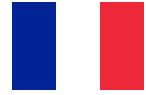
GENERAL DOCUMENT LIST

Comments	Document description
	<p>One recent identity photo 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>
	<p>Short stay Schengen application form, original Notes: 1. Template of application form: The applicant may download form from Links and Downloads page on this website. 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. 2. Language: The form must be filled out in English or in French. 3. Signature: 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 sign in the last field of last page. 3) Minor applicant (under the age of 18 on application submission day): <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>
Mandatory for foreigners	<p>Chinese residence permit 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>



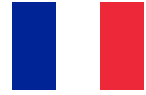
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If employed or self-employed	<p>Working certificate Original certificate of employer indicating the name and the functions of the interested party, monthly wages and the authorization of leave. On this document must be reproduced the address, phone and fax numbers of the employer, the seal of the company, as well as the signature, the name and the functions of the person in charge who delivered this certificate. The letter should be hand-signed by the company representative.</p> <p>Translation is mandatory if the certificate is not written in English or French.</p>
If employed or self-employed	<p>A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate) Not requested for freelance worker.</p>
	<p>Invitation letter from the club or the organizer of the event Attestation from the club or the organizer of the event original mentioning that the athletes will not be paid and stating the conditions. It must also specify: duration of the envisaged stay, the goal of the stay, the financial support as well as the detailed program. On this document must be reproduced the address, phone and fax numbers of the club as well as the signature, the name and the functions of the person in charge who delivered this certificate. The letter should be hand-signed by the club representative.</p>
	<p>Temporary work authorization (APT)</p>
For minors (< 18 years old)	<p>Working certificate of the father/ or the sponsor Mandatory if minor applicant does not travel with parents. 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 and position of the father or the sponsor, his salary, working location and years of service</p> <p>Translation is mandatory if the certificate is not written in English or French.</p>
For minors (< 18 years old)	<p>Working certificate of the mother/ or the sponsor Mandatory if minor applicant does not travel with parents. 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 and position of the mother or the sponsor, her salary, working location and years of service</p> <p>Translation is mandatory if the certificate is not written in English or French.</p>
	<p>Bank statement covering the last three months Credit card records are NOT accepted. For underage or unemployed applicant, you can also provide the bank statement of the parents or spouse,</p>



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<p>For minors (< 18 years old)</p>	<p>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 translation in English or in French</p> <p>For foreigners: Notarial certificate of Medical Certificate of Birth, legalized by the Embassy/Consulate of your country in China, original containing translation Original and/or photocopy can be kept by the Consular Authority.</p>
<p>For minors (< 18 years old)</p>	<p>Notarial certificate of parental authority delegation certified by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy, original containing translation</p> <p>For foreigners: Notarial certificate of parental authority delegation certified by the Embassy/Consulate of your country in China, original containing translation</p> <p>This document should contain the parents’ signature and should define the person in charge for the underage in Schengen area. Mandatory if the child is traveling alone or with only one of the parents.</p>
	<p>Insurance, original and copy</p> <p>1. Insurance coverage:</p> <p>1) The insurance policy should indicate clearly its validity for whole Schengen area. 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>2. Insurance period:</p> <ul style="list-style-type: none"> • Short-stay Schengen Visa (less than 90 days): 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. • Short-stay Visa for DROM/CTOM (less than 90 days): The insurance should cover the whole period of your stay in DROM/CTOM. <p>3. Insured amount:</p> <p>The insurance must cover medical fees and repatriation costs up to 30.000 Euro (around 300.000 RMB).</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>
	<p>Passport, original</p> <p>A full national private passport or official travel document. For more information on passport standard, please refer to FAQ section of our website.</p> <p>Before submitting your application, please check the following:</p> <p>1. Passport validity :</p> <ul style="list-style-type: none"> - your passport should be issued less than 10 years.



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	<p>- 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.</p> <p>- For Renewal of a circulation visa: expiration date must be 15 months after the day of visa application.</p> <p>- For a regular long stay visa (more than 90 days): expiration date must be 15 months after the scheduled departure day from China.</p> <p>2. Your passport should contain two blank visa pages.</p> <p>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.</p> <p>4. Signature on the last page of non-bio passport is required.</p> <p>Passport, copy Copies of the first 5 pages of the passport containing information, and all the visa pages containing visas or stamps.</p>
	<p>Previous passports If you are in possession of one or more previous passports, it is mandatory to provide them. Copies of the first 5 pages of every previous passport, and all the pages that contain visas or stamps.</p>
	<p>Letter of authorization for visa application/passport return, original 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>1. The signature on the letter of authorization must be identical as the signature on applicant's passport and visa application form. The form has to be filled out completely. No alteration is accepted.</p> <p>2. The letter can't be sharable and each applicant has to present one original letter.</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). <u>Please DO NOT sign the name of the underage applicant.</u></p> <p>Please note that:</p> <p>(1) The authorization letter must be signed by a legal guardian. The representative is not authorized to sign it.</p> <p>(2) Personal appearance is not required for children under 12 years old.</p> <p>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.</p>
	<p>Representative's ID Card or passport, original and copy Mandatory if you choose to submit your application by a representative. Photocopies of front and back side of ID card should be provided.</p>