



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

<b>Visa type:</b>	<b>Short Stay Schengen Visa (Stay in the Schengen area less than 90 days)</b>
<b>Travel purpose:</b>	<b>Transit</b>

**IMPORTANT:**

1. The **Transit Visa** (Type C short stay visa) allows you to transit in France or in the Schengen Area for a maximum of five days before your departure for your final destination.  
This visa does give you the right to leave the international airport zone. If you are not intending on leaving the international zone, depending on the citizenship of the passport you are bearing, you might still need to apply for an Airport Transit visa.  
You must provide the flight ticket booking (full trip or round-trip ticket reservation with confirmed date) and a hotel booking (if your stay is longer than 24 hours).
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.

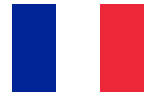
**GENERAL DOCUMENT LIST**

NO	Document description
<b>I. ELEMENTARY DOCUMENTS</b>	
1	<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</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 sign in the last field of last page. 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.



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3	<p><b>Round-trip flight ticket booking from/to China, copy</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. If you will visit another Schengen country before or after travelling to France, please provide also the relevant travel documents, for example 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.</li> </ol>
4	<p><b>Insurance, original</b></p> <p><b>1. Insurance coverage:</b></p> <ol style="list-style-type: none"> <li>1) The insurance policy should indicate clearly its validity for <b>whole Schengen area</b>. The insurance covering France only is not compliant.</li> <li>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).</li> </ol> <p><b>2. Insurance period:</b></p> <ul style="list-style-type: none"> <li>• <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.</li> <li>• <b>Short-stay Visa for DROM/CTOM (less than 90 days):</b>  <b>The insurance should cover the whole period of your stay in DROM/CTOM.</b></li> </ul> <p><b>3. Insured amount:</b>  <b>The insurance must cover medical fees and repatriation costs up to 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>Hotel booking, copy (optional)</b></p> <ol style="list-style-type: none"> <li>1. Hotel booking should <b>cover the whole period of your stay in Schengen area or CTOM/DROM</b>, starting from the first night in Schengen area or CTOM/DROM till the last night before leaving Schengen area or CTOM/DROM. If you will take a night bus/train, please provide booking document or explanation.</li> <li>2. The booking document should show your name or the name of a group member. If the booking for the whole group is made under the name of one person, please make sure that the number of beds matches the number of travelers.</li> <li>3. Please check if your name (pinyin) is correctly spelt. If your name is not shown or there is a spelling mistake, please provide evidences or explanation letter.</li> <li>4. If the booking document is in Chinese please translate the key information in English or French, including applicant's name, country, city, check-in and check-out date, etc.</li> </ol>
6	<p><b>Visa or travel document valid for the main destination, original and copy</b>  <b>If a visa is needed for the country of your final destination, you are required to obtain it prior to this application.</b></p>
7	<p><b>Bank statement covering the last three months (except credit card record), original</b>  For minor or unemployed applicant, you can also provide the bank statement of your parents or spouse.</p>



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8	<p><b>Passport, original and copy</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> 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>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>	
9	<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.</p> <p>2. The letter can't be sharable and each applicant has to present one original letter.</p> <p><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). Please DO NOT sign the name of the underage applicant.</b></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>
10	<p><b>Representative's ID Card or passport, original and copy</b></p>



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	<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>II. SUPPORTING DOCUMENTS BASED ON PERSONAL AND PROFESSIONAL SITUATION</b> Other supporting documents should be provided according to your actual personal and professional situation.	
<b>Employed applicant: the following documents No. 11 and 12 are required.</b>	
11	<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.
12	<b>A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate), original</b> Not requested for freelance professional.
<b>Minor applicant of Chinese nationality: the following documents No.13 and No.14 are required.</b>	
13	<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> 1. Mandatory document for minor applicant of Chinese nationality (under 18 years old on submission day). <b>2. Procedure:</b> please apply for a notarial certificate at a notary office, and then legalize the notarial certificate from the Chinese Ministry of Foreign Affairs (MFA), the Chinese Embassy or local waiban. For more information on jurisdiction, procedure or required documents, please contact the authorities concerned. <b>3. Please note that any required original notarial certificates submitted will not be returned to applicants.</b>
14	<b>Notarial certificate of permission to travel from both parents or legal guardians, legalised by the Ministry of Foreign Affairs, original containing translation in English or in French</b> 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. 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.



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	<p>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>Foreign applicant living in China: the following documents No.15-17 are required.</b>	
15	<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.</p> <p>Holders of a single-entry or a multi-entries visa are not allowed to apply for any visa except for airport transit visa.</p>
16	<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</b></p> <p><b>[mandatory for minor applicant of non-Chinese nationality]</b></p>
17	<p><b>Certificate of permission to travel from both parents or legal guardians, original containing translation in English or in French [mandatory for minor applicant of non-Chinese nationality]</b></p> <p>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>It should contain both parents' or legal guardians' signatures and should clearly state the person in charge for the underage in Schengen area.</p>
<b>Minor applicant: the following documents No.18-19 are required if parents don't submit applications together.</b>	
18	<p><b>Passport of the accompanying person, photocopy</b></p> <p>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.</p> <p>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.</p>
19	<p><b>Valid visa for the accompanying person's stay in Schengen area with minor, photocopy</b></p> <p>1. If both parents (legal guardian) travel with minor child and have a valid visa, the photocopies of their valid visas are required.</p> <p>2. In the following cases, the valid visa for the accompanying person is not a must:</p> <p>1) If the accompanying person submits his/her visa application together with minor child.</p> <p>2) If the accompanying person is exempt from the requirement for a visa to enter the Schengen Area.</p>