

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

<b>Visa type:</b>	<b>Long stay visa ( Stay in the Schengen area more than 90 days )</b>
<b>Travel purpose:</b>	<b>Visitor</b>

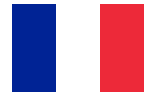
**IMPORTANT:**

1. You wish to go to France for a private visit and will stay longer than 90 days. You must apply for a **visitor visa** . You must provide a formal letter or certificate explaining your wish to go to France for long term.

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.**

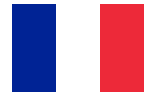
**GENERAL DOCUMENT LIST**

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>Long stay visa application form, original and copy</b>  <b>Notes:</b>            1. <b>Template of application form:</b> The applicant may download form from “Links and Downloads” on this website.  <b>If your destination is France mainland, please download <a href="#">Long stay visa application form</a>.</b>  <b>If your destination is France DROM-CTOM, please download <a href="#">DROM-CTOM visa application form</a>.</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. It must match the signature on the passport. 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>  <b>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. Please indicate “father”/”mother”/”guardian” beside signature.</b></p>
3	<p><b>Insurance, original and copy</b>            1. Long-stay Visa (more than 90 days):            If insurance is required, the insurance should be valid for France and covers the whole period of your stay (according to your return air ticket or the longest period applied in your long-stay visa</p>



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	<p>application form, e.g. if you apply for 3-6months, the insurance should be valid for 6 months.).</p> <p>2. Insured amount:            The insurance must cover medical fees and repatriation costs up to 30.000 Euro (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>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>
5	<p><b>Invitation letter, original</b>            Invitation letter from the inviting company or the host in France specifying: duration of the envisaged stay, the goal of the stay, the financial support as well as the detailed program. The letter should be hand-signed by host party.</p>
6	<p><b>Host relative passport, copy</b>            For friend visit, mandatory if the host person is foreigner resident in France, but no need if host is French. For family visit, it is mandatory for both, whether the host person is French or foreigner.</p>
7	<p><b>Host relative French residence ID document, copy</b>            Copy of passport and French residence ID document(or identity card of the French citizen)</p>
8	<p><b>Host financial guarantees, copy</b>            Original financial guaranty by the sponsor            If the sponsor lives in France: Proof of a regular income over the last 3 months, or a declaration of guarantee as provided for by France's national legislation.            If the sponsor lives in China but invites the applicant to travel together to France: signed guarantee letter, copy of the residence permit for China, proof of a regular income (letter employer), proof of a residence in France or invitation to stay with close family            *optional if the applicant is in charge of the travel cost</p>
9	<p><b>Accommodation proof, copy</b>            Please provide an accommodation proof matching the below requirements:            1. If an accommodation is rented: a copy of lease contract required.            2. If a free accommodation is provided:            - Lodging certificate signed by your host on a blank paper,            - and copy of your host's French ID card or passport and valid resident permit.            3. If you will live in a university residence: copy of certificate of the C.R.O.U.S.            4. If you will stay in a hotel: copy of your hotel booking.            5. Other cases: explanation letter.  <b>Please provide translation in English or French if the proof is written in another language.</b></p>
10	<p><b>Statement for non-engagement in work in France, original</b>            Only required for the applicants less than 65 years.</p>



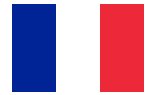
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	It should be written in French or English and be signed by hand. The signature should be the same as the one on passport.
11	<b>Proof of a level of resources at least equal to the minimum annual net growth wage.</b> If the applicant owns a property in France, property certificate instead of resources proof.
12	<b>Hukou, copy</b> Copies of the whole hukou (family booklet). Only required for Chinese citizen.
13	<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></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> For the following main visa categories: long-stay visa application (above 90 days) visiting the DROM-CTOM 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 visit FAQ.</p>
14	<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</p>



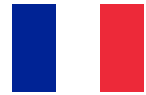
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	<p>accepted.</p> <p>2. The letter can't be sharable and each applicant has to present one original letter.</p> <p><b>3. Minor applicant under the age of 18: The letter of authorization must be signed by one parent or a legal guardian. An adult is 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>
15	<p><b>Representative's ID Card or passport, original and copy</b></p> <p><b>Mandatory if you choose to submit your application by a representative.</b></p> <p>Photocopies of front and back side of ID card should be provided.</p>
<p><b>II. SUPPORTING DOCUMENTS BASED ON PERSONAL AND PROFESSIONAL SITUATION</b></p> <p>Other supporting documents should be provided according to your actual personal and professional situation.</p>	
<p><b>Employed applicant: the following documents No. 16 and 17 are required.</b></p>	
16	<p><b>Working certificate, original and translation</b></p> <p>Original letter issued by employing company, on official company paper with stamp, signature, date and clearly mentioning:</p> <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> <p>Translation is mandatory, if the certificate is not written in English or French.</p>
17	<p><b>A sealed copy of the Business license or Organization code or Institution legal person certificate (or other similar function certificate), original</b></p> <p>Not requested for freelance professional.</p>
<p><b>Student applicant: the following documents No.18 and 19 are required.</b></p>	
18	<p><b>Letter of permission for absence issued by the school, original</b></p> <p>On official school paper with stamp and signature, mentioning:</p> <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> </ul>



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	- permission for absence and period; - name and function of the person giving the permission.
19	<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>Retired applicant: the following document No.20 is required.</b>	
20	<b>Retired card or certificate, original and copy</b>
<b>Married applicant: Document No. 21 is required</b>	
21	<b>Marriage certificate, original and copy</b>
<b>Minor applicant of Chinese nationality : the following documents No.22 and No.23 are required.</b>	
22	<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. The original receipt from Waiban</b> 1. Mandatory document for minor applicant of Chinese nationality (under 18 years old on submission day). 2. <b>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. For long stay individual applications submitted in Shanghai center (non ADS group applicants):</b> All the notarial certificates legalized by Waiban of Shanghai, Jiangsu, Zhejiang and Anhui will be delivered directly to the Consulate General of France in Shanghai by Waiban, <b>only the original receipt from Waiban will be accepted by Visa center. Original certificates and photocopies will not be accepted.</b> <b>Original notarial certificates legalized by waiban other than those mentioned above (Shanghai, Jiangsu, Zhejiang and Anhui) are accepted.</b> Please note that any required original notarial certificates submitted will not be returned to applicants.
23	<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, the original receipt from Waiban</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. For more information on jurisdiction, procedure or required documents, please contact the competent authorities.



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	<p><b>For long stay individual applications</b> submitted in Shanghai center (non-ADS group applicants): All the notarial certificates legalized by Waiban of Shanghai, Jiangsu, Zhejiang and Anhui will be delivered directly to the Consulate General of France in Shanghai by Waiban, only the original receipt from Waiban will be accepted by Visa center. Original certificates and photocopies will not be accepted.</p> <p>Original notarial certificates legalized by waiban other than those mentioned above (Shanghai, Jiangsu, Zhejiang and Anhui) are accepted.</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.24-26 are required.</b>	
24	<p><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.</p>
25	<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>
26	<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> 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. It should contain both parents' or legal guardians' signatures and should clearly state the person in charge for the underage in Schengen area.</p>