



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

BUSINESS

If you are travelling to Cyprus for the purpose of business (e.g. negotiations of contracts, business meetings or exploration for future business cooperation etc) or short professional training.

MANDATORY DOCUMENTS

☐ **Visa application form**

One fully completed visa application form signed by the applicant (both parents or legal guardians in the case of minors).

1) The application form has to be signed by the applicant aged 18 or over. The signature on the form should be identical to the one in the applicant's passport and on the letter of authorization.

2) For minor applicants under 18 years old (The age is calculated upon the date of submission): The application form must be signed by both parents or legal guardian. Attention: Do not sign the name of the underage applicant. Please indicate your relations in English or Dutch (father, mother or husband, wife etc) beside the signature.

☐ **One recent passport sized photograph (3,5 x 4,5 cm)**

Attached to the application form (looking forward, white color background).

Have a compliant photograph taken directly at the Visa Application Centre! For more information, please check Added Value Services page.

☐ **National passport**

- *Valid for at least three months longer than the validity of the visa being applied for;*
- *A copy of the passport, including first and last pages and all pages bearing visas or stamps;*
- *if the applicant has an old passport, this needs to be presented as well (original and copy, including first and last pages and all pages bearing visas or stamps).*

☐ **ID Card**

Copy of ID Card with English translation.

☐ **Hukou (only for Chinese nationals)**

*Copy of "Hukou" (all information pages) and English translation; **AND** original residence permit, copy of this and translation in English, if different from Hukou. Minor applicants need to provide the original notarial certificate of Hukou(translated), certified by the Ministry of Foreign Affairs and the Embassy of the Republic of Cyprus.*



Foreign nationals who live in China must present the “Residence Permit of China” valid for at least six months longer than the validity of the visa being applied for.

☐ **Flight reservation**

Round trip tickets (China-Cyprus-China) with fixed dates.

When applying for a multiple entry visa: Reservation of the first visit. Tickets should not be purchased before the visa is issued.

☐ **Hotel Booking**

Reservation of Hotel Booking or other proof of accommodation.

☐ **Invitation letter from a Cypriot company**

An official letter of invitation from a Cypriot company. It should clearly mention the following:

- *Full address, telephone number and fax number of the Cypriot business partner;*
- *Stamp and/or signature with name and position of the person who signed;*
- *Purpose and duration of the visit (including a time schedule and itinerary);*
- *The person or entity who will bear applicant’s travel and living costs.*

☐ **Assumption of Responsibility for Hosting Form**

This document should be filled in by the Cypriot company. It can be found on the Links and Downloads page.

NOTE: *The invitation letter from the Cypriot company and the Assumption of Responsibility Form must be signed in front of a certifying officer in Cyprus and must be bearing the name and stamp of that officer. In addition to the submission of these documents (original or copy) by the applicant, the Cypriot host must forward them **directly** to the Embassy (via e-mail or fax).*

☐ **Bank statements of at least the past 3 months**

Proof of solvency of the employing company, if the company pays the costs of travel and living; or Proof of the applicant’s personal solvency, in case personally covering the costs of travel and living. If the applicant is visiting Cyprus for investment purposes, he/she needs to present proof of adequate financial resources.

Credit card statements and deposits are not considered a sufficient proof of solvency.

☐ **Medical insurance**

Valid with a minimum cover of 300,000 RMB for medical costs and medical repatriation, fully cover the period of your stay in Cyprus. It is highly advised to include the expenses related to Covid-19 in your insurance.

Purchase full insurance coverage for travelling area directly at the Visa Application Centre! Just ask the staff in our center how to purchase one. For more information, please see Travel health insurance page.

FOR EMPLOYED PERSONS ONLY

☐ **Recent letter from the employer**



It must be less than one month old, in English or in Chinese with English translation, on official company paper with stamp, signature and date, addressed to the Embassy of Cyprus and clearly mentioning the following:

- *Address, work telephone (landline only), fax number and contact persons of the company;*
- *The name and position of the countersign officer;*
- *Name, position, salary and years of employment of the applicant;*
- *Approval for leave of absence;*
- *The purpose and duration of the visit of the applicant;*
- *Confirmation of position after the return;*
- *The person or the entity who will bear the travel and living costs of the applicant.*

☐ **Business License**

A sealed copy and translation in English of the Business License and “Organizational Code Certificate” of the company where the applicant works. If the company has changed its business license to the “United Social Credit Code”, then the Embassy needs only a sealed copy of the Business License and an English translation.

FOR RETIRED PERSONS ONLY

☐ **Proof of pension**

Proof of pension or other regular income and original retirement certificate (with a copy and English translation).

FOR UNEMPLOYED ADULTS ONLY

*If married: Original letter of employment and income of the spouse **AND** original notary certificate of marriage, legalized by the Ministry of Foreign Affairs of China and the Embassy of Cyprus.*

If single/divorced/widow/widower: Any other proof of regular income.

FOR STUDENTS ONLY (INCLUDING MINORS)

☐ **Letter from the school or University**

An original letter from the school or University (in English or Chinese with an English translation) addressed to the Embassy, clearly mentioning the full address and telephone number of the school, status/attendance and duration of the course of the applicant, permission of absence and name and function of the person giving the permission.

☐ **Student card**

A copy of the student card and an English translation.

For minors only (under the age of 18):

BELOW DOCUMENTS (Certificate of Permission and Birth Certificate) MUST BE LEGALISED BY THE MINISTRY OF FOREIGN AFFAIRS OF CHINA AND THE EMBASSY OF CYPRUS IN CHINA AND ACCOMPANIED BY AN ENGLISH TRANSLATION (when the parent is not in China, the Certificate of Permission needs to be attested by the relevant authorities in the country of residence).

☐ **Certificate of permission to travel**



*When the minor is travelling with one parent only: original ID Card and certificate of permission to travel from **the parent, or legal guardian not travelling**, clearly stating the destination and purpose of travel and time period for which the permission is granted.*

*When the minor is travelling alone: original ID Card and certificate of permission to travel from **both** parents or legal guardians, clearly stating the destination, purpose of travel and time period for which permission is granted.*

☐ **Birth certificate of the minor**

If you choose to submit your application by a representative, you must provide the following 2 documents:

☐ **Representative ID Card or passport**

Mandatory if you choose to submit your application by a representative.

☐ **Declaration letter**

Please be advised that you are strongly advised to submit a declaration letter in the event that during your appointment it is discovered that your application files do not correspond to the requirements of the Embassy of the Republic of Cyprus, or some of the required documents are missing.

*This declaration letter **MUST BE** signed by the applicant themselves.*

Please click [here](#) to download the template.

POSTAL APPLICATION DOCUMENTS

☐ **Postal address & Invoice title**

Please note that the mailing address and the contact information of the recipient must be written in Chinese.

Please click [here](#) to download the template.

☐ **Statement of consent**

Please click [here](#) to download the template.

☐ **Courier delivery service discharge**

Please click [here](#) to download the template.

IMPORTANT NOTICE:

*Applicants who intend to travel to Cyprus on the invitation of a Cypriot company with the view to install, repair or undertake maintenance of any machinery, or applicants intending to undertake training in Cyprus, must have an **ENTRY PERMIT** in order to be allowed to travel.*