



## TLSCONTACT VISA APPLICATION CENTRE - CHINA

### LIST OF DOCUMENTS

#### FAMILY OR FRIEND VISIT

*If you are travelling to Cyprus for family or friend visit please provide the following documents.*

### 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)**

*Original and copy of all pages of "Hukou" (all information pages) and English translation; AND original residence permit, copy of this and translation in English, if different from Hukou.*

***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. Tickets should not be purchased before the visa is issued.*

**Proof of accommodation**

*Reservation of hotel booking or other proof of accommodation; If the applicant is staying with his/her relatives/friends, this must be clearly stated in the letter of invitation (see point 8 below);*

**Invitation letter**

*A letter of invitation from the relatives or friends with their address, phone number and occupation in Cyprus, clearly mentioning the following:*

- *Purpose of visit;*
- *Duration of visit;*
- *The person who will bear the applicant's travel and living costs.*

*Moreover, the Embassy needs copies of their passports/ID Cards, residence permits and alien books in Cyprus, if applicable.*

**Assumption of Responsibility for Hosting Form**

*This document should be filled in by the Cypriot host. 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 letter of Guarantee**

*Issued by the host in the name of the Migration Officer in Cyprus and for the amount of 854 Euros with a validity of 10 years. The Bank letter must be sealed by the Ministry of Interior of the Republic of Cyprus (Civil Registry and Migration Department).*

**Notary certificate of family relationship**

*The Embassy may, in some cases, ask for a notary certificate of family relationship, proving the relationship with the sponsor (duly legalized by the Ministry of Foreign Affairs of China and the Embassy of Cyprus in China).*

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

*Proof of the applicant's personal solvency of at least the last three months.*

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



## 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 (land line 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;*
- *Whether the applicant has a 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):**

**ALL THREE DOCUMENTS FOR THE MINORS (Certificate of Permission, Kinship 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.*

**Certificate of family relation**

*Certificate of family relation, or proof of guardianship (kinship) clearly identifying both parents or legal guardians and also original ID Cards of both parents or legal guardians.*

**Birth certificate of the minor**

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

**Letter of authorization for visa application/passport return**

*Mandatory if you choose to submit your application by a representative. Please click [here](#) to download the template. Requirements:*

- 1. The signature on the letter of authorization needs to be the same as the one in the applicant's passport and Visa application form. The form has to be filled out completely. No correction is allowed on the form.*
- 2. The letter can't be sharable and each applicant has to present the original.*
- 3. Minor applicant under the age of 18: The letter of authorization must be signed by one parent or a legal guardian. Please DO NOT sign the name of underage applicant.*

*The submission date of the application is the reference date to judge, if the applicant is 18 years old.*

*The authorization is not required, if parents submit the application for their minor-aged children. However, they should provide evidence proving the family relation (such as hukou etc.).*

**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.*