



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

LONG STAY IMMIGRATION PERMITS OR APPROVED APPLICANTS OF SUCH PERMITS

You are a holder of an Immigration Permit under Category A, B, C, D, E, or F, or under Regulation 6(2) or your application for an Immigration Permit has been approved and you wish to enter Cyprus.

NOTE: The Minister of Interior of the Republic of Cyprus has the competence to decide on the approval of Immigration Permits and the Civil Registry and Migration Department of the Ministry of Interior has the competence to issue the Immigration Permits. The Immigration Control Committee has the competence to decide on the approval of Long Term Residence Permits and the Civil Registry and Migration Department of the Ministry of Interior has the competence to issue the Long Term Residence Permits. The Embassy of the Republic of Cyprus in Beijing can issue a visa to the holder of any such Permit in order to enter Cyprus.

Please note that the Embassy of the Republic of Cyprus in Beijing (Visa Section) may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above list.

The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

In addition, the Authorities of the Republic of Cyprus retain the right to cancel, or reduce at the points of entry the duration of stay of any visa, informing the visa holder accordingly.

MANDATORY DOCUMENTS

☐ Visa application form (Original)

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

- 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;
- 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 (Original)

- (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 (Original + Copy)**

- *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).*

☐ **Immigration Permit (Original or Copy)**

- *Original Immigration Permit under Category A, B, C, D, E, or F, or under Regulation 6(2) issued by the Ministry of Interior of the Republic of Cyprus or a letter (original or copy) from the Ministry of Interior of the Republic of Cyprus stating that the applicant's application for Immigration Permit has been approved;*

If you provide immigration permit belongs to your spouse or parent, please also submit:

- *Original Marriage certificate, or original notarial certificate of marriage legalized the Ministry of Foreign Affairs of China and the Embassy of Cyprus. Copy of marriage certificate if married in Cyprus. If married in any other European country, duly legalized copy of marriage certificate (if spouse)*
- **OR** *Notarial certificate of family relationship, legalized by the Chinese Ministry of Foreign Affairs and the embassy of Cyprus in China, original containing translation (If child).*

☐ **Flight reservation (Original or Copy)**

- *Round trip tickets (China-Cyprus-China) with fixed dates. Tickets should not be purchased before the visa is issued.*

☐ **Hukou (Original + Copy)**

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

☐ **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 minors only (under the age of 18): BELOW DOCUMENTS FOR MINORS (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 (Original)**

- *When the minor is travelling alone or 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, 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 (Original)**

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 (Original)**

- *Mandatory if you choose to submit your application by a representative. Template is available on our website on Links and downloads page;*
- *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.*
- *The letter can't be sharable and each applicant has to present the original;*
- *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 (Original + Copy)**

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

☐ **Declaration letter (Original)**

- *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. Template is available on our website on Links and downloads page.*