



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

SPOUSES AND CHILDREN OF CYPRIOT OR EUROPEAN CITIZENS

Spouses or child of Cypriot and EU citizens can apply for their visa at TLScontact or directly apply for it at the Embassy of the Republic of Cyprus in Beijing without prior appointment. The term "children" includes the direct descendants of the Cypriot or EU citizen who are under the age of 21.

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). Noted:

- 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 3,5 cm x 4,5 cm (original)

- Attached to the application form (looking forward, white colour background).*
- Have a compliant photograph taken directly at the Visa Application Centre. For more information, please visit our 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 a copy, including first and last pages and all pages bearing visas or stamps).*

ID card (copy)

- Copy of ID card with English translation.*

Hukou, only for Chinese nationals (original + copy)

- Original and copy of "Hukou" (all information pages) and English translation (only for Chinese nationals); 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 (original or copy)

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

Marriage certificate (original or copy)

- *Original Marriage certificate or copy of marriage certificate if married in Cyprus. If married in any other European country, duly legalized copy of marriage certificate.*

ID and passport of the Cypriot or European spouse (copy)

- *Copy of the ID and passport of the Cypriot or European spouse.*

FOR CHILDREN 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).

Birth certificate of the minor (original)

Certificate of permission to travel (original)

- *If the child is a minor (under the age of 18) and 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, purpose of travel and time period for which the permission is granted.*

SUBMISSION OF APPLICATION BY A REPRESENTATIVE

Letter of authorization for visa application/passport return (original)

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

Requirements:

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

POSTAL APPLICATION DOCUMENTS

Postal address and Invoice title (original)

- *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 (original)

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

Courier delivery service discharge (original)

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