



## TLSCONTACT VISA APPLICATION CENTRE - CHINA

### LIST OF DOCUMENTS

### LONG STAY STUDY VISA

***You plan to pursue studies in an academic institution of the Republic of Cyprus and you have already been accepted by this institution and you have obtained an Entry or Temporary Residence Permit from the Civil Registry and Migration Department of the Ministry of Interior of the Republic of Cyprus.***

**NOTE:** The Civil Registry and Migration Department of the Ministry of Interior of the Republic of Cyprus has the exclusive competence to decide on the approval of Entry Permits and Temporary Residence Permits and to issue such Permits. The Embassy of the Republic of Cyprus in Beijing can issue a visa to the holder of the Entry or Residence 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).

**Copy of Entry Permit provided by the Ministry of Interior of Cyprus (Civil Registry and Migration Department) (Copy)**

- **Note:** The Embassy of the Republic of Cyprus in Beijing can issue the visa only when the Entry Permit has already been sent directly to the Embassy by the Civil Registry and Migration Department of the Ministry of Interior of the Republic of Cyprus.

**Letter of Acceptance from an academic institution in Cyprus (Original or Copy)**

**ID Card**

- Copy and Translation.

**Hukou (only for Chinese nationals) (Original, Copy and Translation)**

- Copy 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.

**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.*