



TLSCONTACT VISA APPLICATION CENTRE - CHINA

LIST OF DOCUMENTS

WORK (ENTERING CYPRUS FOR PROVIDING PAID LABOUR OR SERVICES)

If you are entering Cyprus for providing paid labour or services please provide the following documents.

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. 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 (original or copy)**

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

☐ **Work qualification certificate (original or copy)**

- Original and copy of work qualification certificate (only for cooks).

☐ **Health certificate (copy)**

- Copy of health certificate.

☐ **Entry Permit provided by the Ministry of Interior of Cyprus (copy)**

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

- The Embassy of the Republic of Cyprus in Beijing can issue the visa only after the Entry Permit has been sent directly to the Embassy by the Civil Registry and Migration Department of the Ministry of Interior of the Republic of Cyprus.
- Only for Cooks who have returned to P.R. China before their Temporary Residence Permit has been issued by the Ministry of Interior of the Republic of Cyprus:

In this case applicants can apply for a visa to the Embassy, only if they present the original proof of their application for a temporary residence permit and on the condition that their last departure from Cyprus was within the last 90 days.

☐ **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.

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.*