



Checklist for **APPROVED DESTINATION SCHEME (ADS)**

I. For the travel agency:

1. Introduction letter from the travel agency with, at least, the official name, address, telephone, fax and e-mail of the agency as well as of the contact person;
2. Copy of the business license, with a translation in French, Dutch or English;
3. Copy of the identity card, of the CNTA Badge and original of the EU accreditation card of the travel agency's designated courier;
4. Name list of all the group members, with passport numbers;
5. Copy of the passport of the tour leader;
6. A **detailed itinerary** including flight details for the round trip from China, the names, addresses, telephone numbers and fax numbers of the hotels to be used by the group during the tour, the dates of stay in each hotel, and the details of how the group is to travel between the locations during the tour. The hotel reservations must be confirmed reservations;
7. Flight reservations, all flights confirmed, for the China-Europe-China round trip;
8. Name and contact details (address, telephone, fax, email) of the designated partner tour operator in Europe, as well as of the contact person of this partner tour operator;
9. Confirmation from the designated partner tour operator in Europe that accommodation and transportation within Europe, as specified in the group's itinerary, will be provided to all members of the group;
10. Proof of adequate travel insurance for all group members : the insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000. The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of death while in the Schengen area.

II. For each member of the group:

Passport + copy

A valid passport:

- should have been issued within the previous 10 years;
- should be valid at least 3 months after the intended date of departure from the Schengen territory or, in case of several visits, after the last intended date of departure;
- should contain at least 2 empty pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

Copy of ID

One copy of the Chinese identity card, the Chinese temporary residence card (if any) or the Chinese residence permit (for foreigners).

Application form

One application form

- duly filled in,
- signed (two times: at the point nr 37 **AND** on the last page!) **AND**
- dated

by the applicant.

Please follow the link to the application form [online](#) (ENG-FR-NL-DE).

Photo

One passport photo not older than 6 months with the [following specifications](#).

For minors (under 18 years old)

Student card + Original letter from the school, mentioning:

- full address and phone number of the school;
- permission for absence;
- name and position of the person giving the permission;

Please provide one photocopy of the card and the letter.

Parental Authorization:

- If both parents or legal guardians reside in China: Notary certificate of permission to travel from **both** parents or legal guardians, notary certificate of family relation or proof of guardianship, both certificates provided with an **apostille** by the Chinese Ministry of Foreign Affairs;
- If one parent or legal guardian is not present in China: Notary certificate of permission to travel and notary certificate of family relation or proof of guardianship, both certificates attested by the relevant authorities in the country of residence **and the Embassy/Consulate of Belgium (where applicable)**.

Hukou (only for Chinese nationals)

Photocopies of all pages of the Hukou.

Proof of solvency of the applicant

- Bank statements from the last 3 months, **no deposits**;
- Bank statements should not be "credit card statements" but bank statements of a current account where one can identify regular revenues (salary, pension, etc.).

For employees:

– Letter from the employer (in English/Dutch/French, or in Chinese with English/Dutch/French translation) written on official company paper with stamp, signature, date and clearly mentioning:

- the full address and contacts of the company;
- the name and position of the countersigning officer;
- the name of the applicant, position, salary and years of service;
- the approval for leave or absence.

– Sealed copy of the business license of the employing company with full translation in English/Dutch/French.

For retired persons:

Proof of pension or other regular income.

For unemployed adults:

- If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalized by Chinese Ministry of Foreign Affairs or attested by the relevant authorities of the country where the marriage was registered.
- If single/divorced/widow/widower: Any other proof of regular income.

NOTE

Attention ! Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance: proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.). This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

Applicants who cannot enclose all documents from the list should consider adding alternative documents or explain the reason for not handing them in.

The Embassy/Consulate may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province/Ministry of Foreign Affairs in Beijing. They should not be older than six months.