



## Checklist for **CULTURAL / SPORT EVENT**

### **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](#) .

### **Photo**

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

### **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). Furthermore, this residence permit must be **valid for at least 6 months after your return**.

### **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)**.

**Invitation letter from the organizer of the event of the country of destination**

On official paper, mentioning clearly:

- purpose and duration of your stay;
- detailed program and itinerary;
- an indication of the costs of the study/sport and entity that will pay for them;
- indication of lodging during the period of your intended stay.

A scanned copy sent by email will be considered as an original.

**Original letter from the Chinese cultural or sports organization**

(The letter must be in English or in Chinese with translation in English)

On official paper with stamp, mentioning clearly:

- full address and contacts of the organization;
- the name and position of the countersigning officer;
- name, position, salary and years of employment (only for professionals);
- confirmation of participation;
- entity that will pay for costs of travel and living.

A sealed copy of the Chinese business license of the employing company with full translation.

**Proof of a valid travel insurance policy**

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.

**NOTE**

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. Our 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