



## Checklist for **INDIVIDUAL TOURISM**

### **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-NL-FR-DE)

### **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 the 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)**.

**Detailed Travel Program**

Documents providing clear evidence about your travel program (booking transportation, **detailed** itinerary, etc.)

**Proof of accommodation**

For the whole duration of the intended stay, including the full contact details of the lodging places (the names, addresses, phone numbers and fax numbers of the lodging places).

**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 we can see your regular revenues (salary, pension, etc.).
- If staying in free accommodation: the applicant should prove that he/she has at least 45€ per person for each day of stay;
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- If staying at a hotel: the applicant should prove that he/she has at least 95€ per person for each day of stay

**For employees:**

– Letter from the employer (in English/French/Dutch, or in Chinese with English/French/Dutch translation) 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;
- approval for leave or absence.

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

**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, provided with an apostille by the 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.

**Hukou (only for Chinese nationals).**

Photocopies of all pages of the Hukou

**Proof of a valid travel insurance policy**

The insurance must be valid throughout all 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.

### **Flight Reservation**

**Attention: Only a round-trip flight reservation is required. The ticket should be bought only after the visa has been issued!**  
**When applying for a visa for multiple visits: reservation of the first visit.**

### **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.**