

Visa Application Checklist — Researcher

Required Documents	Provided
1. Application form (original) <ul style="list-style-type: none"> - Fully completed application form for long term stays - Signed by the applicant - Signature must match the passport signature 	
2. Information leaflet/instruction form (original) Information leaflet signed by hand.	
3. Two passport pictures In color, 35x45 mm white background, undamaged and of recent date (taken within 6 months)	
4. Original Passport and Copy of the identity page <ul style="list-style-type: none"> - Valid for at least 3 months beyond the validity of the visa - Must be signed by the holder - Must have at least two complete blank visa pages - No damage 	
5. Hosting agreement (Original and copy) <ul style="list-style-type: none"> - In accordance with Sec. 18d of the Residence Act signed by the research institution and the applicant - Must be filled in by the research institution (in English or German) - Contain the currently planned dates of stay - Must not be older than six months 	
6. Invitation letter <ul style="list-style-type: none"> - Written and signed by the research institution or the supervisor of the research project - Stating the duration, the actual dates of the stay and the content of the research project (in English or German) - Must not be older than six months 	
7. Proof of funding (Original) <ul style="list-style-type: none"> - Scholarship from the China Scholarship Council (CSC) with a total amount of at least EUR 1350 per month for the entire planned duration of your stay. The CSC scholarship must still be valid at the time of entry to Germany. OR <ul style="list-style-type: none"> - Blocked account with a monthly blocked amount of at least EUR 1091 for the entire duration of the stay or for 12 months for stays of more than one year. OR <ul style="list-style-type: none"> - Proof of German/EU Scholarship OR <ul style="list-style-type: none"> - Proof of employment if you will be receiving a salary as an employee of the German research facility (e.g. German work contract, confirmation letter by the German research facility indication the salary and duration of employment) 	
8. Curriculum vitae <ul style="list-style-type: none"> - Comprehensive curriculum vitae in English or German with precise details of your educational background - A one-page summary of the content of your Bachelor's and, if applicable, Master's theses and any research projects already completed 	
9. Letter of motivation <ul style="list-style-type: none"> - Written in English or German 	
10. Research proposal <ul style="list-style-type: none"> - Self-written description of the research project in English or German - Exact title of the research project 	
11. Previous university degrees (Original and copy) <ul style="list-style-type: none"> - If the degree was obtained in China, both the university certificate and the academic degree certificate must be submitted - Degree certificates in a third language must be submitted with a German or English translation - If the applicant is currently studying in China, a corresponding certificate of study in English or German from the university must be submitted 	
12. Health insurance (original) <ul style="list-style-type: none"> - Proof of travel health insurance for the entire Schengen area - The duration of stay applied for or for 12 months in the case of stays of more than one year. 	

<ul style="list-style-type: none"> - Insurance documentations in English or German, Chinese with an English translation, clearly list: Medical assistance in- and outpatient (not only limited to accident and sudden illness); Repatriation or medical evacuation; Repatriation of mortal remains; The Minimum coverage of EUR 30'000 <p>Please note that some insurance providers for travel health insurance exclude cover if a long-term stay is intended. Such insurance cannot be accepted.</p>	
13. For full-time doctoral studies at a university <ul style="list-style-type: none"> - proof of admission as a doctoral candidate (e.g., letter of admission from the university, declaration of acceptance from the doctoral committee or inclusion in the list of doctoral candidates) 	
14. If you are married <ul style="list-style-type: none"> - curriculum vitae (including whether a visa for family reunification is required) in English or German and, if available, a copy of the data page of the husband's/wife's passport 	
15. If you have a nationality other than Chinese <ul style="list-style-type: none"> - Proof of habitual residence through valid residence permit for China 	

*All copies/application documents must be printed on one side only (not both sides) and must not be stapled, glued or otherwise joined together.

When applying for a national visa, biometric data in the form of fingerprints and a passport photo are recorded. The visa can be applied for 6 months before the planned trip.