

Visa Application Checklist — Short Stay_ Airport Transit

Required Document	Provided
1. Original Passport and Copy of the identity page - Valid for at least 3 months after the planned departure date from the Schengen area - Must be signed by the holder (Chinese applicants sign in Chinese characters) - Must have at least two complete blank visa pages - No damage	<input type="checkbox"/>
2. One passport picture - In color, 35x45 mm white or light gray background, undamaged and of recent date (taken within 6 months).	<input type="checkbox"/>
3. Original Visa application form - Fully completed online and all pages printed out - Signed by the applicant Application forms for minors should be signed by at least one parent. - Signature must match the passport signature	<input type="checkbox"/>
4. Bank Statement of the applicant - Salary account or other current accounts with proof of regular income for the last three months - No credit card statements and fixed-term deposits.	<input type="checkbox"/>
5. Round-trip flight ticket reservation (Copy) - Applicant's name, airline, departure and arrival times, departure and arrival airport, booking number - Print out of the flight ticket booking in German or English * In case of further journeys by train or ship please submit relevant ticket reservations	<input type="checkbox"/>
6. Visa or travel document valid for the main destination (Original+ Copy) - If a visa is needed for the country of your final destination, you are required to obtain it prior to this application.	<input type="checkbox"/>
7. Medical insurance NOT Accidental Insurance (Original) - Valid in all Schengen countries and cover the whole transit period - Insurance documentations in English or German, Chinese with an English translation, clearly list: Medical assistance in- and out patient (not only limited to accident and sudden illness), Repatriation or medical evacuation, Repatriation of mortal remains, the Minimum coverage of EUR 30'000	<input type="checkbox"/>
8. Chinese residence permit (Original + Copy)	<input type="checkbox"/>
9. Photocopies of former Schengen visa	<input type="checkbox"/>
10. *Original letter of authorization for visa application/passport return. - Only applicable if your application is submitted by a representative.	<input type="checkbox"/>
11. * Representative's ID Card or passport (Original + Copy) - Only applicable if your application is submitted by a representative.	<input type="checkbox"/>
12. Original Employment/ Company Certificate - Original employment certificate printed/ written on official company paper with stamp and signature, mentioning clearly: - full address and contact details of the company including phone number, fax number, website, and email address) - signed by the authorized person (no digital signature); the signature must not be signed by a third party on behalf of the authorized representative. - The Letter should be written in Chinese, with a German or English translation.	<input type="checkbox"/>
13. Copy of Company License - Current license with company stamp - not required for universities and public institutions	<input type="checkbox"/>

<p>14. Original Explanation letter (Instead of the employment certificate)</p> <ul style="list-style-type: none"> - For freelancer: explanation letter with detailed description of freelance engagements (if possible with substantiated proof) and information about funding for the trip; (In Chinese, with a German or English translation) - For Not- working: explanation letter with detailed description of personal situation and information about funding for the trip; (In Chinese, with a German or English translation) 	<input type="checkbox"/>
<p>15. Alternative proof of funding if personal funds are insufficient</p> <ul style="list-style-type: none"> - Original employment / company certificate from the spouse (In Chinese, with a German or English translation, refer to 10.) - Original bank statement of the spouse (Salary account or other current accounts with proof of regular income for the last three months. No credit card statements and fixed-term deposits.) - Marriage certificate (Original and copy of the notary certificate legalized by the Chinese Ministry of Foreign Affairs, with a German of English translation.) 	<input type="checkbox"/>
<p>16. Studies certificate for student (Instead of the employment certificate)</p> <ul style="list-style-type: none"> - Original letter from the university signed by an authorized official (no digital signature) in Chinese, with a German of English translation; - Alternative proof of funding if personal funds are insufficient : <ul style="list-style-type: none"> - Original and copy of notary birth certificate of certificate of family relations legalized by the Chinese Ministry of Foreign Affairs, with a German or English translation; - Original employment certificate of one parent; (refer to 10) - Original bank statement of one parent(refer to 7) 	<input type="checkbox"/>
<p>17. Minor</p> <ul style="list-style-type: none"> - Copy of the student card; - Original Studies certificate: <ul style="list-style-type: none"> - Original letter from the school signed by an authorized official (no digital signature); must contain permission for absence; In Chinese, with a German or English * Does not have to be provided if the intended journey takes place during legal Chinese school holidays* - Original and copy of notary birth certificate of certificate of family relations legalized by the Chinese Ministry of Foreign Affairs, with a German or English translation; - Original and Copy of parental authority delegation : <ul style="list-style-type: none"> * applicable when one or both parents are not accompanying the minor* - Notary certificate of permission to travel legalized by the Chinese Ministry of Foreign Affairs, including a German or English translation (Original + Copy) IF one or both parents are accompanying the minor and have obtained the visa: - Copy of the passport identity page of the accompanying parent - Copy of the parent's valid visas - Copy of flight reservation showing the minor's and accompanying parent's name - Proof of financing* <ul style="list-style-type: none"> - Original bank statement of one parent (refer to 7) - Original employment certificate of the parent (refer to 10) *not necessary if the minor is travelling with at least one parent and the visa applications of the minor and accompanying parent are submitted as a group. 	<input type="checkbox"/>
<p>18. Pensioner's card (Original+Copy)</p> <ul style="list-style-type: none"> - Instead of employment certificate 	<input type="checkbox"/>
<p>19. Additional documents applicants would like to provide</p>	<input type="checkbox"/>