

Visa Application Checklist — Short Stay_ Business Visit

Required Documents	Provided
<p>1. Original Passport and Copy of the identity page</p> <ul style="list-style-type: none"> - 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 	
<p>2. Two passport pictures</p> <ul style="list-style-type: none"> - In color, 35x45 mm white or light grey background, undamaged and of recent date (taken within 6 months). 	
<p>3. Original Visa application form</p> <ul style="list-style-type: none"> - Fully completed online and all pages printed out - Signed by the applicant <li style="padding-left: 20px;">Application forms for minors should be signed by at least one parent. - Signature must match the passport signature 	
<p>4. Photocopies of:</p> <ul style="list-style-type: none"> - Copies of all former Schengen visas - Copies of Hukou all non-blank pages (for Chinese nationals only) - Copy of residence permit (for foreign applicants) 	
<p>5. Medical insurance NOT Accidental Insurance (Original)</p> <ul style="list-style-type: none"> - Valid in all Schengen countries and cover the whole trip 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 	
<p>6. Original invitation letter from the German enterprise/business partner</p> <p>On official company paper with stamp and signature, mentioning clearly:</p> <ul style="list-style-type: none"> - Full address and contact details of the company - Original signature of the authorized company's representative (no digital signatures) - the name and position of the countersigning officer - If a scanned copy provided, it should submit together with a printout of the email which it was sent to the applicant (sender and transmission details must be clearly visible). 	
<p>7. Bank Statement of the applicant</p> <ul style="list-style-type: none"> - Salary account or other current accounts with proof of regular income for the last three months. - No credit card statements and fixed-term deposits. 	
<p>8. *Original letter of authorization for visa application/passport return.</p> <ul style="list-style-type: none"> - Only applicable if your application is submitted by a representative. 	
<p>9. *Representative's ID Card or passport(Original + Copy)</p> <ul style="list-style-type: none"> - Only applicable if your application is submitted by a representative. 	
<p>10. Original Employment/ Company Certificate</p> <ul style="list-style-type: none"> - 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. 	
<p>11. Copy of Company License</p> <ul style="list-style-type: none"> - Current license with company stamp - not required for universities and public institutions 	
<p>12. *Copy of Company Bank Statement</p> <ul style="list-style-type: none"> - Statements of current business account for the last three months - only required if the company is covering travel and living costs 	
<p>13. 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 	

<p>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)</p>	
<p>14. Alternative proof of funding if personal funds are insufficient - 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 or English translation.)</p>	
<p>15. Studies certificate for student (Instead of the employment certificate) - Original letter from the university signed by an authorized official (no digital signature) in Chinese, with a German or English translation; - Alternative proof of funding if personal funds are insufficient: - Original and copy of notary birth certificate or 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)</p>	
<p>16. Minor - Copy of the student card; - Original Studies certificate: - 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 translation * Does not have to be provided if the intended journey takes place during legal Chinese school holidays* - Original and copy of notary birth certificate or 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 : *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* - 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.</p>	
<p>17. Pensioner’s card (Original + Copy) - Instead of employment certificate</p>	
<p>18. Additional documents applicants would like to provide</p>	