

## Visa Application Checklist — Short Stay\_ Business Visit

Required Documents	Provided
<b>1. Original Passport and Copy of the identity page</b> - 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	
<b>2. One passport picture</b> - In color, 35x45 mm white or light grey background, undamaged and of recent date (taken within 6 months).	
<b>3. Original Visa application form</b> - 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	
<b>4. Photocopies of:</b> - Copies of all former Schengen visas - Copies of Hukou all non-blank pages (for Chinese nationals only) - Copy of residence permit (for foreign applicants)	
<b>5. Medical insurance NOT Accidental Insurance (Original)</b> - 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	
<b>6. Original invitation letter from the German enterprise/business partner</b> On official company paper with stamp and signature, mentioning clearly: - 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).	
<b>7. Bank Statement of the applicant</b> - Salary account or other current accounts with proof of regular income for the last three months. - No credit card statements and fixed-term deposits.	
<b>8. *Original letter of authorization for visa application/passport return.</b> - Only applicable if your application is submitted by a representative.	
<b>9. *Representative's ID Card or passport (Original + Copy)</b> - Only applicable if your application is submitted by a representative.	
<b>10. Original Employment/ Company Certificate</b> - 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.	
<b>11. Copy of Company License</b> - Current license with company stamp - not required for universities and public institutions	
<b>12. *Copy of Company Bank Statement</b> - Statements of current business account for the last three months - only required if the company is covering travel and living costs	
<b>13. Original Explanation letter (Instead of the employment certificate)</b> - <b>For freelancer</b> : 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) - <b>For Not-working:</b> explanation letter with detailed description of personal situation and information about funding for the trip; (In Chinese, with a German or English translation)	
<b>14. Alternative proof of funding if personal funds are insufficient</b> - <b>Original employment / company certificate from the spouse</b> (In Chinese, with a German or English translation, refer to 10.) - <b>Original bank statement of the spouse</b> (Salary account or other current accounts with proof of regular income for the last three months. No credit card statements and fixed-term deposits.) - <b>Marriage certificate</b> (Original and copy of the notary certificate legalized by the Chinese Ministry of Foreign Affairs, with a German or English translation.)	
<b>15. Studies certificate for student (Instead of the employment certificate)</b> - Original letter from the university signed by an authorized official (no digital signature) in Chinese, with a German or English translation; - <b>Alternative proof of funding if personal funds are insufficient:</b> - <b>Original and copy of notary birth certificate or certificate of family relations</b> legalized by the Chinese Ministry of Foreign Affairs, with a German or English translation; - <b>Original employment certificate of one parent;</b> (refer to 10) - <b>Original bank statement of one parent</b> (refer to 7)	
<b>16. Minor</b> - <b>Copy of the student card;</b> - <b>Original Studies certificate:</b> - 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* - <b>Original and copy of notary birth certificate or certificate of family relations</b> legalized by the Chinese Ministry of Foreign Affairs, with a German or English translation; - <b>Original and Copy of parental authority delegation :</b> *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 - <b>Proof of financing*</b> - 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.	
<b>17. Pensioner's card (Original + Copy)</b> - Instead of employment certificate	
<b>18. Additional documents applicants would like to provide</b>	