

Visa Application Checklist — Short Stay_ Business Visit

Required Documents	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	
2. Two passport pictures - In color, 35x45 mm white or light grey background, undamaged and of recent date (taken within 6 months).	
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	
4. Photocopies of: - Copies of all former Schengen visas - Copies of Hukou all non-blank pages (for Chinese nationals only) - Copy of residence permit (for foreign applicants)	
5. Medical insurance NOT Accidental Insurance (Original) - Valid in all Schengen countries and cover the whole trip period - Insurance documentations in Chinese and English 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	
6. Original invitation letter from the German enterprise/business partner 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).	
7. 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.	
8. *Original letter of authorization for visa application/passport return. - Only applicable if your application is submitted by a representative.	
9. *Representative's ID Card or passport(Original + Copy) - Only applicable if your application is submitted by a representative.	
10. 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.	
11. Copy of Company License - Current license with company stamp - not required for universities and public institutions	
12. *Copy of Company Bank Statement - Statements of current business account for the last three months - only required if the company is covering travel and living costs	
13. Original Explanation letter (Instead of the employment certificate) - 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)	
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.)	
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)	
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.	
17. Pensioner's card (Original + Copy) - Instead of employment certificate	
18. Additional documents applicants would like to provide	