

Visa Application Checklist — Short Stay_ Family/Friend 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"> - Identity page and signature page of the passport - 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. Invitation letter (Original)</p> <ul style="list-style-type: none"> - Invitation letter from the host, written in German or English and specifying: - the address and contact details of the inviting person - Purpose, duration and financing of the stay - Relationship between the host and the applicant - Original signature by the inviting person - Important: detailed invitation letters can minimize enquiries and facilitate the processing of your application 	
<p>7. Financing of the travel and accommodation costs</p> <p>a) The applicant bears the travel cost by himself (Original) Proof of sufficient funding for the intended period of stay</p> <p>Or</p> <p>b) Formal obligation letter issued by the host or another third party according to §§66-68 AufenthG (Original and copy of the front and back page of the obligation letter)</p>	
<p>8. Identity documents of the host (Copy)</p> <ul style="list-style-type: none"> - Copy of the passport or ID identity page - In case of foreign hosts, please also submit a copy of the German residence permit which should be valid for the intended period of stay. - If the invitation has been issued by the spouse of the relative living in Germany, please also submit a copy of the passport identity page and the German residence permit of the relative. 	
<p>9. Relationship proof between the applicant and host</p> <p>a) Family visit: Notary certificate of the family relationship between the applicant and the host, legalized by the Chinese Ministry of Foreign Affairs, original containing a translation to English or German (Original and copy)</p> <p>b) Friend visit: Friend relationship shall be mentioned in the invitation letter. It can be substantiated with documents, emails, pictures etc.</p>	
<p>10. 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>11. *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>12. *Representative's ID Card or passport(Original + Copy) - Only applicable if your application is submitted by a representative.</p>	
<p>13. 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.</p>	
<p>14. Copy of Company License - Current license with company stamp - not required for universities and public institutions</p>	
<p>15. 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)</p>	
<p>16. Alternative proof of funding if personal funds are insufficient - Original employment / company certificate from the spouse (In Chinese, with a German or English translation) - 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>17. 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; -Original bank statement of one parent</p>	
<p>18. 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>19. Pensioner's card (Original + Copy) - Instead of employment certificate</p>	
<p>20. Additional documents applicants would like to provide</p>	