

Visa Application Checklist — Short Stay_ Family/Friend 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: - 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)	
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. Invitation letter (Original) - 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	
7. Financing of the travel and accommodation costs a) The applicant bears the travel cost by himself (Original) Proof of sufficient funding for the intended period of stay Or 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)	
8. Identity documents of the host (Copy) - 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.	
9. Relationship proof between the applicant and host 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) b) Friend visit: Friend relationship shall be mentioned in the invitation letter. It can be substantiated with documents, emails, pictures etc.	
10. 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.	
11. *Original letter of authorization for visa application/passport return. - Only applicable if your application is submitted by a representative.	

12. *Representative's ID Card or passport(Original + Copy) - Only applicable if your application is submitted by a representative.	
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.	
14. Copy of Company License - Current license with company stamp - not required for universities and public institutions	
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)	
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.)	
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	
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 passports 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.	
19. Pensioner's card (Original + Copy) - Instead of employment certificate	
20. Additional documents applicants would like to provide	