

## Visa Application Checklist — Short Stay\_ School Student Exchange

Required Documents	Provided
<p><b>1. Original Passport and Copy of the identity page</b></p> <ul style="list-style-type: none"> <li>- Valid for at least 3 months after the planned departure date from the Schengen area</li> <li>- Must be signed by the holder (Chinese applicants sign in Chinese characters)</li> <li>- Must have at least two complete blank visa pages</li> <li>- No damage</li> </ul>	
<p><b>2. Two passport pictures</b></p> <ul style="list-style-type: none"> <li>- In color, 35x45 mm white or light grey background, undamaged and of recent date (taken within 6 months).</li> </ul>	
<p><b>3. Original Visa application form</b></p> <ul style="list-style-type: none"> <li>- Fully completed online and all pages printed out</li> <li>- Signed by the applicant</li> <li style="padding-left: 20px;">Application forms for minors should be signed by at least one parent.</li> <li>- Signature must match the passport signature</li> </ul>	
<p><b>4. Original Invitation letter from the German school</b></p> <p>On official paper with stamp and signature, mentioning clearly:</p> <ul style="list-style-type: none"> <li>- Must contain contact details and include the original signature of the school's official (no digital signatures), name and position. The letter must not be signed in China on behalf of the representative.</li> <li>- Name list including all students and accompanying persons</li> <li>- Type of accommodation for the students; if applicable confirmation about accommodation with guest families</li> </ul> <p>- A scanned copy, together with a printout of the email with which it was sent to the applicant (sender and transmission details must be visible), may be provided if the original invitation letter is not available.</p>	
<p><b>5. Original Confirmation letter from the Chinese school</b></p> <ul style="list-style-type: none"> <li>- On official company paper including current address and contact details (phone and fax number, email address, homepage) in Chinese and with German or English translation, school seal</li> <li>-Description of the purpose and duration of the planned travel</li> </ul>	
<p><b>6. Original Self-financing of travel and accommodation costs by the applicant (Bank statement)</b>  <b>or Original Confirmation that the German school or Chinese school bears the travel and accommodation costs</b>  <b>or Original A third party bears all travel and accommodation expenses</b>          (Example: scholarship proof)</p>	
<p><b>7. Photocopies of:</b></p> <ul style="list-style-type: none"> <li>- Copies of all former Schengen visas</li> <li>- Copies of Hukou all non-blank pages (for Chinese nationals only)</li> <li>- Copy of residence permit (for foreign applicants)</li> </ul>	
<p><b>8. Medical insurance NOT Accidental Insurance (Original)</b></p> <ul style="list-style-type: none"> <li>- Valid in all Schengen countries and cover the whole trip period</li> <li>-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</li> </ul>	
<p><b>9. Original letter of authorization for visa application/passport return.</b></p> <ul style="list-style-type: none"> <li>- Only applicable if your application is submitted by a representative.</li> </ul>	
<p><b>10. Representative's ID Card or passport(Original + Copy)</b></p> <ul style="list-style-type: none"> <li>- Only applicable if your application is submitted by a representative.</li> </ul>	
<p><b>11. Original Employment/ Company Certificate of accompanying person</b></p> <ul style="list-style-type: none"> <li>- Original employment certificate printed/written on official company paper with stamp and signature, mentioning clearly:</li> <li>- full address and contact details of the company including phone number, fax number, website, and email address)</li> <li>-signed by the authorized person (no digital signature); the signature must not be signed by a third party on behalf of the authorized representative.</li> <li>- The Letter should be written in Chinese, with a German or English translation.</li> </ul>	
<p><b>12. Copy of Company License of accompanying person</b></p> <ul style="list-style-type: none"> <li>- Current license with company stamp</li> <li>- not required for universities and public institutions</li> </ul>	

<p><b>13. Original Bank statement of accompanying person</b></p> <ul style="list-style-type: none"> <li>- Salary account or other current accounts with proof of regular income for the last three months.</li> <li>- No credit card statements and fixed-term deposits.</li> </ul>	
<p><b>14. Minor</b></p> <ul style="list-style-type: none"> <li>- <b>Copy of the student card</b></li> <li>- <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;</li> <li>- <b>Original and Copy of parental authority delegation</b> *applicable when one or both parents are not accompanying the minor*</li> <li>- Notary certificate of permission to travel legalized by the Chinese Ministry of Foreign Affairs, including a German or English translation (Original +Copy)</li> </ul> <p>IF one or both parents are accompanying the minor and have obtained the visa:</p> <ul style="list-style-type: none"> <li>- Copy of the passport identity page of the accompanying parent</li> <li>- Copy of the parent's valid visas</li> <li>- Copy of flight reservation showing the minor's and accompanying parent's name</li> </ul> <ul style="list-style-type: none"> <li>- <b>Proof of financing*</b></li> <li>- Original bank statement of one parent</li> <li>- Original employment certificate of the parent</li> </ul> <p>*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><b>15. Additional documents applicants would like to provide</b></p>	