

## Visa Application Checklist — Short Stay\_ Short Stay Study/Language Courses

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> <ul style="list-style-type: none"> <li>- Including study program</li> </ul>	
<p><b>5. Bank Statement of the applicant</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>6. 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>7. 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>8. 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>9. 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>10. Original Employment/ Company Certificate</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>11. Copy of Company License</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>12. Copy of Company Bank Statement</b></p> <ul style="list-style-type: none"> <li>- Statements of current business account for the last three months</li> <li>- only required if the company is meeting travel and living costs</li> </ul>	
<p><b>13. Original Explanation letter (Instead of the employment certificate)</b></p> <ul style="list-style-type: none"> <li>- <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)</li> <li>- <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)</li> </ul>	

<p><b>14. Alternative proof of funding if personal funds are insufficient</b></p> <ul style="list-style-type: none"> <li>- <b>Original employment / company certificate from the spouse</b> (In Chinese, with a German or English translation, refer to 10.)</li> <li>- <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.)</li> <li>- <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.)</li> </ul>	
<p><b>15. Studies certificate for student (Instead of the employment certificate)</b></p> <ul style="list-style-type: none"> <li>- Original letter from the university signed by an authorized official (no digital signature) in Chinese, with a German or English translation;</li> <li>- <b>Alternative proof of funding if personal funds are insufficient:</b> <ul style="list-style-type: none"> <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 employment certificate of one parent;</b> (refer to 10)</li> <li>- <b>Original bank statement of one parent</b>(refer to 7)</li> </ul> </li> </ul>	
<p><b>16. Minor</b></p> <ul style="list-style-type: none"> <li>- <b>Copy of the student card;</b></li> <li>- <b>Original Studies certificate:</b></li> <li>- 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</li> <li>* Does not have to be provided if the intended journey takes place during legal Chinese school holidays* -</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></li> <li>* 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> <li>IF one or both parents are accompanying the minor and have obtained the visa:</li> <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> <li>- <b>Proof of financing*</b></li> <li>- Original bank statement of one parent</li> <li>- Original employment certificate of the parent</li> <li>* 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.</li> </ul>	
<p><b>17. Pensioner's card (Original+Copy)</b></p> <ul style="list-style-type: none"> <li>- Instead of employment certificate</li> </ul>	
<p><b>18. Additional documents applicants would like to provide</b></p>	