

Visa Application Checklist — Short Stay_ Short Stay Study/Language Courses

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. One passport picture - 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. Original Invitation letter from the German school - Including study program	
5. 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.	
6. 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)	
7. Medical insurance NOT Accidental Insurance (Original) - 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	
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 meeting 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)	

<p>14. Alternative proof of funding if personal funds are insufficient</p> <ul style="list-style-type: none"> - 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.) 	
<p>15. Studies certificate for student (Instead of the employment certificate)</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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) 	
<p>16. Minor</p> <ul style="list-style-type: none"> - 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 - Original employment certificate of the parent * 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>17. Pensioner's card (Original+Copy)</p> <ul style="list-style-type: none"> - Instead of employment certificate 	
<p>18. Additional documents applicants would like to provide</p>	