

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

| Required Documents | Provided |
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| 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. 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 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 | |
| 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) | |

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| <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 (Copy)</p> <ul style="list-style-type: none"> - Instead of employment certificate | |
| <p>18. Additional documents applicants would like to provide</p> | |