

## Visa Application Checklist — Short Stay\_ Tourism Visit

| Required Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Provided |
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| <b>1. Original Passport and Copy of the identity page</b><br>- Valid for at least 3 months after the planned departure date from the Schengen area<br>- Must be signed by the holder (Chinese applicants sign in Chinese characters)<br>- Must have at least two complete blank visa pages<br>- No damage                                                                                                                                                                                                                                           |          |
| <b>2. Two passport pictures</b><br>- In color, 35x45 mm white or light grey background, undamaged and of recent date (taken within 6 months).                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| <b>3. Original Visa application form</b><br>- Fully completed online and all pages printed out<br>- Signed by the applicant<br>Application forms for minors should be signed by at least one parent.<br>- Signature must match the passport signature                                                                                                                                                                                                                                                                                               |          |
| <b>4. Photocopies of:</b><br>- Identity page and signature page of the passport<br>- Copies of all former Schengen visas<br>- Copies of Hukou all non-blank pages (for Chinese nationals only)<br>- Copy of residence permit (for foreign applicants)                                                                                                                                                                                                                                                                                               |          |
| <b>5. Travel itinerary (Original)</b><br>- All-inclusive tour: detailed itinerary issued by the tour operator<br>- Individual travel: detailed travel itinerary indicating the travel destination, duration of stay and transportation arrangements.<br>- Important: If you are travelling with other tour members and are not submitting the visa application together as a group, please state the names of the other tour members in your travel itinerary. Please provide the name of the travel agency.                                        |          |
| <b>6. Round-trip flight reservation (Copy)</b><br>- Round-trip flight reservation detailing the applicant's name, airline, departure and arrival times, departure and arrival airport and reservation code.<br>- Print out in German or English                                                                                                                                                                                                                                                                                                     |          |
| <b>7. Proof of accommodation (Copy)</b><br>- Must cover the whole period of stay<br>- Examples: confirmation issued by the tour operator for all-inclusive travel, hotel vouchers, individual hotel reservations, holiday apartment rental contract or proof of any other private accommodation.<br>- Applicant's name and number of overnight stays must be clearly indicated<br>- Print out in German or English                                                                                                                                  |          |
| <b>8. Medical insurance NOT Accidental Insurance (Original)</b><br>- Valid in all Schengen countries and cover the whole trip period<br>- 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                                                                                                                                             |          |
| <b>9. Bank Statement of the applicant</b><br>- Salary account or other current accounts with proof of regular income for the last three months.<br>- No credit card statements and fixed-term deposits.                                                                                                                                                                                                                                                                                                                                             |          |
| <b>10. Original Employment/ Company Certificate</b><br>- Original employment certificate printed/written on official company paper with stamp and signature, mentioning clearly:<br>- full address and contact details of the company including phone number, fax number, website, and email address)<br>-signed by the authorized person (no digital signature); the signature must not be signed by a third party on behalf of the authorized representative.<br>- The Letter should be written in Chinese, with a German or English translation. |          |
| <b>11. Copy of Company License</b><br>- Current license with company stamp<br>- not required for universities and public institution                                                                                                                                                                                                                                                                                                                                                                                                                |          |

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| <p><b>12. 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>13. 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>14. 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>15. Minor</b></p> <ul style="list-style-type: none"> <li>- <b>Copy of the student card</b>;</li> <li>- <b>Original Studies certificate:</b> <ul style="list-style-type: none"> <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> </ul> </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> </ul> <p>*applicable when one or both parents are not accompanying the minor*</p> <ul style="list-style-type: none"> <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> <li>- <b>Proof of financing*</b> <ul style="list-style-type: none"> <li>- Original bank statement of one parent (refer to 7)</li> <li>- Original employment certificate of the parent (refer to 10)</li> </ul> </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>16. Pensioner's card (Original+Copy)</b></p> <ul style="list-style-type: none"> <li>- Instead of employment certificate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <p><b>17. *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>18. *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>19. Additional documents applicants would like to provide</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |