

Visa Application Checklist — Short Stay_ Tourism Visit

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. 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. Photocopies of: - Identity page and signature page of the passport - Copies of all former Schengen visas - Copies of Hukou all non-blank pages (for Chinese nationals only) - Copy of residence permit (for foreign applicants)	
5. Travel itinerary (Original) - All-inclusive tour: detailed itinerary issued by the tour operator - Individual travel: detailed travel itinerary indicating the travel destination, duration of stay and transportation arrangements. - 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.	
6. Round-trip flight reservation (Copy) - Round-trip flight reservation detailing the applicant's name, airline, departure and arrival times, departure and arrival airport and reservation code. - Print out in German or English	
7. Proof of accommodation (Copy) - Must cover the whole period of stay - 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. - Applicant's name and number of overnight stays must be clearly indicated - Print out in German or English	
8. 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	
9. 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.	
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 institution	

12. 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)	
13. Alternative proof of funding if personal funds are insufficient - 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.)	
14. Studies certificate for student (Instead of the employment certificate) - 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: - 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)	
15. Minor - 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 (refer to 7) - Original employment certificate of the parent (refer to 10) *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.	
16. Pensioner's card (Copy) - Instead of employment certificate	
17. *Original letter of authorization for visa application/passport return. - Only applicable if your application is submitted by a representative.	
18. *Representative's ID Card or passport(Original + Copy) - Only applicable if your application is submitted by a representative.	
19. Additional documents applicants would like to provide	