

Visa Application Checklist — Professional Training

Required Documents	Provided
<p>1. Original Passport and Copy of the identity page</p> <ul style="list-style-type: none"> - 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 	
<p>2. Two passport pictures</p> <ul style="list-style-type: none"> - In color, 35x45 mm white or light grey background, undamaged and of recent date (taken within 6 months). 	
<p>3. Original Visa application form</p> <ul style="list-style-type: none"> - 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 	
<p>4. Photocopies of:</p> <ul style="list-style-type: none"> - Copies of all former Schengen visas - Copies of Hukou all non-blank pages (for Chinese nationals only) - Copy of residence permit (for foreign applicants) 	
<p>5. Medical insurance NOT Accidental Insurance (Original)</p> <ul style="list-style-type: none"> - 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 	
<p>6. Invitation letter from a German company/ business partner (Original)</p> <ul style="list-style-type: none"> - Must contain contact details; include the original signature of the authorized company's representative (no digital signatures), name and position. The letter must not be signed in China on behalf of the representative. - A scanned copy, together with a printout of the email with which it was sent to the applicant (sender and transmission details must be visible), may be provided if the original invitation letter is not available. 	
<p>7. Training plan (Original)</p> <ul style="list-style-type: none"> - Only applicable for applicants who are attending professional or on-the-job training - The training plan must be issued by the inviting company and must mention the training content and location. 	
<p>8. Bank Statement of the applicant</p> <ul style="list-style-type: none"> - Salary account or other current accounts with proof of regular income for the last three months. - No credit card statements and fixed-term deposits. 	
<p>9. *Original letter of authorization for visa application/passport return.</p> <ul style="list-style-type: none"> - Only applicable if your application is submitted by a representative. 	
<p>10. *Representative's ID Card or passport(Original + Copy)</p> <ul style="list-style-type: none"> - Only applicable if your application is submitted by a representative. 	
<p>11. Original Employment/ Company Certificate</p> <ul style="list-style-type: none"> - 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. 	
<p>12. Copy of Company License</p> <ul style="list-style-type: none"> - Current license with company stamp - not required for universities and public institutions 	
<p>13. *Copy of Company Bank Statement</p> <ul style="list-style-type: none"> - Statements of current business account for the last three months - only required if the company is meeting travel and living costs 	

<p>14. 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>15. Minor</p> <ul style="list-style-type: none"> - Copy of the student card; - Original Studies certificate: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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* <ul style="list-style-type: none"> - 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. 	
<p>16. Additional documents applicants would like to provide</p>	