

Visa Application Checklist —Visitor of Fair / Exhibitor / Exhibition Builder

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. Exhibitor - Printed E-Exhibitor pass - And one of the following: Original Booth confirmation by fair organizer If the booth is booked by the booth agent in the name of the agent company, the booth allocation certificate issued by the agent company and the payment proof that the booth fee has been transferred to the agent company shall be submitted. OR Transfer proof for booth fee payment(copy) If the exhibitor company is not your direct employer: please submit relationship proof between you and the exhibitor company. Trade Fair Visitor - Trade fair E-ticket Booth Construction - Booth confirmation by fair organizer (copy) - Subcontractor: shall submit the booth construction contract or the authorization confirmation issued by the exhibitor company	
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. Copies of all former Schengen visa	
7. Hukou (Copy)* / Chinese residence permit (Copy) ** - *Only for Chinese nationals: copies of Hukou all non-blank pages - **Only for foreign nationals in China: copy of current Chinese residence permit	
8. Overseas travel health insurance policy NOT Accidental Insurance (Original) - Valid for all Schengen countries and cover the whole trip period - Insurance documentations in Chinese and English clearly list: 1. Medical assistance in- and outpatient (not only limited to accident and sudden illness), 2. Repatriation or medical evacuation, 3. Repatriation of mortal remains, 4. the Minimum coverage of EUR 30'000	
9. Letter of authorization for visa application/ passport return (Original) - Only applicable if your application is submitted by a representative	
10. Representative's ID Card or passport (Original+Copy) - Only applicable if your application is submitted by a representative	
11. Employment / Company certificate (Original) - Written on official company paper, including the company stamp. The letter should also include the current address and contact details (phone number, fax number, homepage, and email address). The letter should be written in Chinese, with a German or English translation. - 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 certificate must contain: - Visitor of the fair: detailed information about the travel purpose (correct name of the fair, location, travel period, purpose for visiting the fair) - Exhibitor: detailed information about the travel purpose (correct name of the fair, location, travel period, applicant's position or function at the fair)	

- Exhibition builder: detailed information about the travel purpose (correct name of the fair, location, planned duration of stay in Germany)	
12. Company license (Copy) - Current license with company stamp *not required for universities and public institutions	
13. Company bank statements (Copy) - Statements of current business account for the last three months - Only required if the company is meeting travel and living costs.	
14. 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)	
15. Alternative proof of funding if personal funds are insufficient Employment / company certificate from the spouse (Original) - In Chinese, with a German or English translation and Bank statement of the spouse (Original, see section 5 for requirements) and Marriage certificate (Original + Copy) - Notary certificate legalized by the Chinese Ministry of Foreign Affairs, with a German or English translation	
16. 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; - Original bank statement of one parent	
17. 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.	
18. Pensioner's card (Original + Copy) - Instead of employment certificate	
19. Additional documents applicants would like to provide	