

List of supporting documents to be submitted by applicants for short stay visas in China

a) List of supporting documents to be submitted by applicants travelling for the purpose of tourism

- **Flight reservation** When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued!

- **For minors (under 18)**
 - Student card & Original letter of the school,** mentioning:
 - full address, telephone number of the school
 - permission for absence
 - name and function of the person giving the permission.
 - 1 photocopy thereof

 - Minors travelling alone or with one parent:**
 - Notary Certificate of permission to travel from both parents or legal guardians (**when minor is travelling alone**) or **the parent or legal guardian not travelling (if minor is travelling with one parent)**, legalized by MFA, and when not in China, attested by **the relevant authorities in the country of residence.**
 - Notary Certificate of family relation or proof of guardianship, legalised by MFA.

- **Original "Hukou" (no translation)** With photocopies of all pages (only for Chinese nationals).

- **Proof of accommodation** For the whole duration of the intended stay.

- **Travel programme** Documents providing clear evidences about your travel programme (booking transportation, itinerary, etc.).

- **Proof of solvency of the applicant**
 - Bank statements from the last 3 to 6 months, no deposits**

 - For employees:**
 - a sealed copy of the business licence of the employing company

- a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
 - address, telephone and fax numbers of the employing company
 - the name and position in the employing company of the countersigning officer
 - the name of the applicant, position, salary and years of service
 - approval for leave or absence

For retired persons:

Proof of pension or other regular income

For unemployed adults:

If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA.

If single/divorced/widow/widower: Any other proof of regular income.

b) **List of supporting documents to be submitted by applicants travelling for the purpose of business visit or short professional training**

- **Proof of solvency**
 - Bank statements from the last 3 to 6 months, no deposits**
 - Proof of the solvency of your (employer's) company**, if the company pays the costs of travel and living; or
 - Proof of your personal solvency, in case personally covering** the costs of travel and living
 - Proof of solvency for employees:**
 - a sealed copy of the business licence of employing company
 - a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
 - address, telephone and fax numbers of the company
 - the name and position in the company of the countersigning officer
 - the name of the applicant, position, salary and years of service
 - approval for leave or absence
- **Original "Hukou" (no translation)** With photocopies of all pages (only for Chinese nationals).
- **Business License of your company and original letter from your employer**
 - A sealed copy of the business license
 - On official company paper with stamp and signature, mentioning clearly:
 - full address and contact persons of the company
 - the name and position of the countersigning office

- name, position, salary and years of employment
- the purpose of the visit
- confirmation of position after the return;
- the person or the entity who will bear your travel and living costs

- **Original invitation letter from the organiser of the event or the training**

On official company paper with stamp and signature, mentioning clearly:

- the full address and contacts of the company
- the name and position of the countersigning officer
- purpose + duration of the visit
detailed program
- the person or the entity who will bear your travel and living costs;
- whether the sponsor gives financial guaranty for your return to China;
- proof of registration from a Chamber of Commerce if applicable

- **Work Permit (if applicable)**

A work permit may be needed in the following cases:

- Business training “on the job”
- Working in your own company in the Member state of Schengen Area as destination

c) **List of supporting documents to be submitted by applicants travelling for the purpose of visit to family / friends**

• **Flight reservation**

When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued!

• **For minors (under 18)**

Student card + Original letter of the school, mentioning:

- full address, telephone number of the school
- permission for absence
- name and function of the person giving the permission
- 1 photocopy thereof

Minors travelling alone or with one parent:

- Notary Certificate of permission to travel from both parents or legal guardians (**when minor is travelling alone**) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalized by MFA, and when not in China, attested by the relevant authorities in the country of residence.
- Notary Certificate of family relation or proof of guardianship, legalised by MFA.

• **(Official) invitation letter (not older than 6 months)**

An official invitation issued by the authorities of the country of destination. It is also accepted to submit an invitation signed by the sponsor.

• **Original financial guaranty by the sponsor**

If the sponsor lives in the country of destination

- Proof of a regular income over the last 3 months, **or**
- **a declaration of guarantee as provided for by the country of destination's national legislation.**

If the sponsor lives in China but invites the applicant to travel together to the country of destination

- signed guarantee letter
- copy of the residence permit for China

- proof of a regular income (letter employer)
- proof of a residence in the country of destination or invitation to stay with close family

- **Proof of relationship with sponsor**

For family visit: a notary certificate of family relationship with the sponsor, legalised by MFA.

For friends visit: the relationship can be substantiated with original documents, original pictures, letter of invitation etc.

- **Original "Hukou" (no translation)**

With photocopies of all pages (only for Chinese nationals).

- **Proof of solvency of the applicant**

Bank statements from the last 3 to 6 months, no deposits

For employees:

- a sealed copy of the business licence of the employing company
- a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
 - address, telephone and fax numbers of the employing company;
 - the name and position in the employing company of the countersigning officer;
 - the name of the applicant, position, salary and years of service;
 - approval for leave or absence.

For retired persons:

Proof of pension or other regular income

For unemployed adults:

If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA.

If single/divorced/widow/widower: Any other proof of regular income.

d) **List of supporting documents to be submitted by applicants travelling for the purpose of cultural / sport events**

• **Flight reservation**

When applying for a visa for multiple visits : reservation of the first visit Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued!

• **For minors (under 18)**

Student card + Original letter of the school, mentioning:

- full address, telephone numbers of the school
- permission for absence
- name and function of the person giving the permission.
- 1 photocopy thereof

Minors travelling alone or with one parent:

- Notary Certificate of permission to travel from both parents or legal guardians (**when minor is travelling alone**) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalized by MFA, and when not in China, attested by the relevant authorities in the country of residence.
- Notary Certificate of family relation or proof of guardianship, legalised by MFA.

• **Original "Hukou" (no translation)**

With photocopies of all pages (only for Chinese nationals).

• **Proof of accommodation**

For the whole duration of the intended stay.

• **Original invitation letter from the organiser of the event of the country of destination**

On official paper, mentioning clearly:

- purpose and duration of your stay;
- detailed program and itinerary;
- an indication of the costs of the study/sport and entity that will pay for them;
- indication of lodging during the period of your intended stay.

• **Original letter from the Chinese cultural or sports organisation**

(The letter must be in English or in Chinese + translation in English)

On official paper with stamp, mentioning clearly:
- full address and contacts of the organisation
- the name and position of the countersigning officer

- name, position, salary and years of employment (only for professionals)
- confirmation of participation;
- entity that will pay for costs of travel and living
- copy of business licence (+ translation in English)

e) **List of supporting documents to be submitted by individual members of an ADS Group**

• **For minors (under 18)**

Student card + Original letter of the school, mentioning:

- full address, telephone number of the school
- permission for absence
- name and function of the person giving the permission
- 1 photocopy thereof

Minors travelling alone or with one parent:

- Notary Certificate of permission to travel from both parents or legal guardians (**when minor is travelling alone**) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalized by MFA, and when not in China, attested by the relevant authorities in the country of residence.
- Notary Certificate of family relation or proof of guardianship, legalised by MFA.

• **Original "Hukou" (no translation)**

With photocopies of all pages (only for Chinese nationals).

• **Proof of solvency of the applicant**

Bank statements from the last 3 to 6 months, no deposits

For employees:

- a sealed copy of the business licence of the employing company
- a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
 - address, telephone and fax numbers of the employing company
 - the name and position in the employing company of the countersigning officer
 - the name of the applicant, position, salary and years of service
 - approval for leave or absence

For retired persons:

Proof of pension or other regular income

For unemployed adults:

If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA.

If single/divorced/widow/widower: Any other proof of regular income.