



SHORT STAY VISA (UP TO 90 DAYS) FOR BUSINESS VISIT OR SHORT PROFESSIONAL TRAINING

Applicant check <input checked="" type="checkbox"/>	Doc. N°	Document type
TO BE PROVIDED BY APPLICANT		
<input type="checkbox"/>	0	This checklist , with required documents arranged in the sequence of this checklist
<input type="checkbox"/>	1	One Schengen visa application form completed in French or English, not stapled, with a colour passport photo not older than 6 months, 35mm x 45mm on a white background
<input type="checkbox"/>	2	Passport valid for at least 3 months after the expiration date of the visa requested (+1 copy of the first page of passport and of previously issued Schengen visas)
<input type="checkbox"/>	3	" Hukou " with photocopies of all pages (translation not required)
<input type="checkbox"/>	4	Proof of medical travel insurance covering the entire duration of the trip, valid for the Schengen area. The insurance must cover the following: repatriations for medical reasons, urgent medical attention and/or hospital treatment. The minimum coverage shall be the equivalent of EUR 30,000.
<input type="checkbox"/>	5	Original certificate of employment from the employer in China (in English, or in Chinese with English translation) on official company paper with the signature of the manager, the stamp of the company, the date, and mentioning: (a) address, telephone and fax numbers of the employing company, (b) name and position in the employing company of the countersigning officer, (c) name, position, salary and years of service of the applicant, (d) purpose of the visit, (e) approval for leave or absence, (f) confirmation of position after the return, (g) the person or entity that will bear the applicant's travel and living costs
<input type="checkbox"/>	6	A sealed copy of the business license of the employing company
<input type="checkbox"/>	7	Proof of solvency: (a) If the employing company pays the costs of travel and living: bank statements from the last 3 months of the employing company, OR (b) If the costs of travel and living are borne by the employee: personal bank statements from the last 3 months
<input type="checkbox"/>	8	Reservation of the roundtrip flights (please note: the ticket purchase should be finalized only after the visa has been issued)
<input type="checkbox"/>	9	Proof of accommodation for the whole duration of the intended stay
TO BE PROVIDED BY SPONSOR IN LUXEMBOURG		
<input type="checkbox"/>	10	Original invitation letter from the organiser of the event or the training, on official company paper with stamp, signature, dated and clearly mentioning: (a) address, telephone and fax numbers of the organising company, (b) name and position of the countersigning officer, (c) purpose + duration of the visit, (d) detailed program, (e) the person or entity that will bear the applicant's travel and living costs, (f) whether the sponsor provides a financial guarantee for the applicant's return to China, (g) proof of registration with the Chamber of Commerce if applicable.

The Embassy / the Consulate reserves the right to require additional documents.

Remarks:

- Applicants with ordinary passport should submit the visa application in person. Applicants with official passports (diplomatic passport, service passport, and public passport) can submit their applications via a messenger from the Chinese official department.
- The Embassy/the Consulate reserves the right to interview the applicant in person.
- If the visa is issued, the Embassy/the Consulate reserves the right to request the applicant to present him/herself in person to the Embassy/the Consulate upon his/her return to China.
- For documents in Chinese, English or French translations have to be provided, unless otherwise specified.