



## SHORT STAY VISA (UP TO 90 DAYS) FOR VISIT TO FAMILY / FRIENDS

Applicant check <input checked="" type="checkbox"/>	Doc. N°	Document type
TO BE PROVIDED BY APPLICANT		
<input type="checkbox"/>	0	This <b>checklist</b> , with required documents arranged in the sequence of this checklist
<input type="checkbox"/>	1	One <b>Schengen visa application form</b> ( <a href="#">download link</a> ) completed in French or in English, not stapled, with two <b>colour passport photos</b> not older than 6 months, 35mm x 45mm on a white background
<input type="checkbox"/>	2	<b>Passport</b> valid for at least three 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	<b>Hukou</b> with photocopies of all pages (translation not required)
<input type="checkbox"/>	4	<b>Proof of medical travel insurance</b> 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	<b>Reservation of the roundtrip flights</b> (please note: ticket purchase should be finalized only after the visa has been issued.)
<input type="checkbox"/>	6	<b>Proof of relationship with sponsor</b> <ul style="list-style-type: none"><li>For family visit: a notary certificate of family relationship with the sponsor, legalized by Chinese MFA + 1 copy</li><li>For friend visit: proof of the existence of the relationship with documents, emails, pictures, etc.</li></ul>
<input type="checkbox"/>	7	<b>Proof of solvency of the applicant:</b> bank statements (salary account or other current account) from the last 3 months clearly indicating proof of regular income
Employed applicants are also required to submit the following documents (N° 8 and 9)		
<input type="checkbox"/>	8	A sealed copy of the <b>business license</b> of the employing company
<input type="checkbox"/>	9	<b>Original letter from the employer in China</b> (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly 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) approval for leave
Unemployed applicants are also required to submit the following document (N° 10)		
<input type="checkbox"/>	10	<ul style="list-style-type: none"><li>If married: letter of employment and income of the spouse + notary certificate of marriage, legalized by Chinese MFA + 1 copy</li><li>If single/divorced/widowed: any proof of regular income (cf. document N° 7)</li></ul>
Retired applicants are also required to submit the following document (N° 11)		
<input type="checkbox"/>	11	<b>Proof of pension</b> (pensioner's card) + 1 copy
Minor applicants (under 18) are also required to submit the following documents (N° 12 - 15)		
<input type="checkbox"/>	12	<b>Student card</b> + 1 copy
<input type="checkbox"/>	13	<b>Original letter of the school</b> mentioning: (a) full address, telephone number of the school, (b) permission for absence, (c) name and function of the person giving the permission
<input type="checkbox"/>	14	<b>Notary certificate of family relationship</b> or proof of guardianship, legalized by Chinese MFA + 1 copy. In case of divorce, additional documents might be requested.
<input type="checkbox"/>	15	<b>Parental authorization</b> for minors travelling alone or with one parent + 1 copy: <ul style="list-style-type: none"><li>When minor is travelling alone: notary certificate of permission to travel from both parents or legal guardians, legalized by Chinese MFA</li><li>When minor is travelling with one parent: notary certificate of permission to travel from the parent or legal guardian not travelling, legalized by Chinese MFA</li></ul>

		<ul style="list-style-type: none"> <li>▪ <u>When parents are not living in China</u>: notary certificate of permission attested by the relevant authorities in the country of residence</li> </ul>
<b>SUPPORTING DOCUMENTS TO BE PREPARED BY SPONSOR IN LUXEMBOURG</b>		
<input type="checkbox"/>	<b>16</b>	Copy of <b>the first page of the passport</b> and the residence permit (if applicable)
<input type="checkbox"/>	<b>17</b>	<b>Original invitation letter</b> (not older than 6 months) signed by sponsor, mentioning the purpose, duration and financing of the intended stay
<input type="checkbox"/>	<b>18</b>	<b>Original declaration of guarantee:</b> <ul style="list-style-type: none"> <li>▪ <u>If the sponsor lives in Luxembourg</u>: Declaration of guarantee (<i>Engagement de Prise en charge</i>) in certified true copy of the original duly filled out, dated and signed by the Luxembourgish Ministry of Foreign &amp; European Affairs</li> <li>▪ <u>If the sponsor lives in China but invites the applicant to travel together to Luxembourg</u>: <b>(a)</b> Signed guarantee letter, <b>(b)</b> proof of residence in the country of destination or invitation to stay with relatives, <b>(c)</b> residence permit for China, <b>(d)</b> proof of a regular income (ex: letter from the employer, salary statements of the last 3 months)</li> </ul>

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

**Remarks:**

1. 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.
2. The Embassy/the Consulate reserves the right to interview the applicant in person.
3. 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.
4. For documents in Chinese, English or French translations have to be provided, unless otherwise specified.