



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

Applicant check <input checked="" type="checkbox"/>	Doc. N°	Document type
<b>TO BE PROVIDED BY APPLICANT</b>		
<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>▪ <b>For family visit:</b> a notary certificate of family relationship with the sponsor, legalized by Chinese MFA + 1 copy</li><li>▪ <b>For friend visit:</b> 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
<b>Employed applicants are also required to submit the following documents (N° 8 and 9)</b>		
<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: <b>(a)</b> address, telephone and fax numbers of the employing company, <b>(b)</b> name and position in the employing company of the countersigning officer, <b>(c)</b> name, position, salary and years of service of the applicant, <b>(d)</b> approval for leave
<b>Unemployed applicants are also required to submit the following document (N° 10)</b>		
<input type="checkbox"/>	10	<ul style="list-style-type: none"><li>▪ <b>If married:</b> letter of employment and income of the spouse + notary certificate of marriage, legalized by Chinese MFA + 1 copy</li><li>▪ <b>If single/divorced/widowed:</b> any proof of regular income (cf. document N° 7)</li></ul>
<b>Retired applicants are also required to submit the following document (N° 11)</b>		
<input type="checkbox"/>	11	<b>Proof of pension</b> (pensioner's card) + 1 copy
<b>Minor applicants (under 18) are also required to submit the following documents (N° 12 - 15)</b>		
<input type="checkbox"/>	12	<b>Student card</b> + 1 copy
<input type="checkbox"/>	13	<b>Original letter of the school</b> mentioning: <b>(a)</b> full address, telephone number of the school, <b>(b)</b> permission for absence, <b>(c)</b> 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>▪ <b>When minor is travelling alone:</b> notary certificate of permission to travel from both parents or legal guardians, legalized by Chinese MFA</li><li>▪ <b>When minor is travelling with one parent:</b> 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.