



Checklist for **ADS**

I. For the travel agency:

- Introduction letter from the travel agency with, at least, the official name, address, telephone, fax and Email of the agency as well as of the contact person.
- Copy of the business license, with a translation
- Copy of identity card, of CNTA Badge and original of the EU accreditation card of the travel agency's designated courier
- Name list of all the group members, with passport numbers
- Copy of passport of the tour leader
- A detailed itinerary including flight details for the round trip from China, the names, addresses, telephone numbers and fax numbers of the hotels to be used by the group during the tour, the dates of stay in each hotel, and details of how the group is to travel between locations during the tour. These reservations must be confirmed reservations.
- Flight reservations, all flights confirmed, for the China- Europe-China round trip
- Name and contact details (address, telephone, fax, Email) of the designated partner tour operator in Europe, as well as of the contact person of this partner tour operator
- Confirmation from the designated partner tour operator in Europe that accommodation and transportation within Europe as specified in the group's itinerary will be provided to all members of the group

II. For each member of the group:

Passport + copy

A valid passport:

- should have been issued within the previous 10 years;
- should be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure;
- should contain at least 2 empty pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

Copy of ID

One copy of your Chinese identity card and temporary residence card (if any) or of your residence permit (for foreigners).

Application form

One application form fully filled in, signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant.

Please follow link to application [online](#) .

Photo

Two passport photos not older than 6 months with the [following specifications](#).

For minors (under 18)**Student card + Original letter of the school**, mentioning:

- the full address, telephone number of the school;
- permission for absence;
- name and function of the person giving the permission;
- one photocopy.

Parental Authorization:

- Notary certificate of permission to travel from both parents or legal guardians, 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, legalized by MFA.

Hukou

Photocopies of all pages of the Hukou (only for Chinese nationals).

Proof of solvency of the applicant**For employees:**

– a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:

- the full address and contacts of the company;
- the name and position of the countersigning officer;
- the name of the applicant, position, salary and years of service;
- approval for leave or absence.

– a sealed copy of the business license of the employing company with full translation.

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, legalized by MFA.

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

Bank statements from the last 3 months, **no deposits**.

Bank statements should not be "credit card statements" but bank statements of a current account where we can see your regular revenues (salary, pension, etc.).

NOTE

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in.

This checklist comprises all documents that are part of my visa-application. I understand that the Embassy will decide on my visa-application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.