



Checklist for **CULTURAL / SPORT EVENT**

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](#).

Proof of a valid travel insurance policy

The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.

The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of your death while in the Schengen area.

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.

Invitation letter from the organizer 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.

A scanned copy sent by email will be considered as an original.

Original letter from the Chinese cultural or sports organization

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

On official paper with stamp, mentioning clearly:

- full address and contacts of the organization;
- 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.

A sealed copy of the Chinese business license of the employing company with full translation.

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.