

## Tourism Visa Application Checklist Important Notes

No.	Documents	Requirements	Notes
1	Kindly follow the correct order when preparing your application	<ul style="list-style-type: none"> <li>→ Schengen Visa Application form</li> <li>→ Explanation letter (if any)</li> <li>→ Employment Letter (not required for retired or pre-school children)</li> <li>→ Personal Active Bank statement</li> <li>→ Credit card statement, Housing ownership certificate, Copy of driving license (if any)</li> <li>→ Copy of applicant's company business license</li> <li>→ 2 copies of applicant's passport page and signature page</li> <li>→ Copies of previous visa page issued by UK, USA, Schengen states within last 5 years (if any)</li> <li>→ 1 Copy of Applicant's ID card</li> <li>→ Retirement/Marriage certificate copy (if any)</li> <li>→ Hukou copy.</li> <li>→ Travel Itinerary</li> <li>→ Hotel reservation</li> <li>→ Insurance</li> <li>→ Flight ticket, train ticket or any other transport means reservations. (if any)</li> </ul>	Following the correct order can help you save time during submission.
2	1 Visa application form (A3 size)	<p>1) Application form must be duly filled in English or Italian. Applicants should sign the last page of the application form (signature must be the same as the passport's signature, if applicable). Please refer to the relevant requirements on the official website for the correct printing order of the visa application form.</p> <p>2) If the applicant is a minor, legal guardian (parents) can sign for the child.</p>	Visa Center provides Form Filling service at the center.
3	1 photo of Applicant	<p>Photo color photo with white background, taken within the last 6 months). Please do not wear color-changing lenses (color contact lenses, etc.), do not wear any heavy make-up, do not use photo editing software.</p> <p>Please refer to the instructions on the website for specific photo requirements.</p>	Visa Center provides Photobooth service at the center.
4	Passport, ID card copy, Hukou copy	<p>1) Old passport (passport starting with letter G, please make sure there is applicant's signature on the last page).</p> <p>2) Passport should have at least 2 blank pages available (can be separated); The passport should have validity at least 3 months after the return date of the travel. Non-Chinese applicant who has been working or studying in China for long period must provide copy of valid residence permit, the residence permit must have at least 91 days of validity after returning from the travel. In addition, the Chinese residence permit should be issued in Guangzhou jurisdiction.</p> <p>3) Hukou needs copies of all pages, translation no needed.</p> <p>4) Copy of ID card copy front and back on the same page</p>	Please make sure to double check your passport, whether it has any damage/dirt. Photo should not be damaged.

5	Round-trip flight ticket in English or Italian	Must provide reservation booking with clear departure date from China, entry into Italy, departure from Italy or other Schengen countries. Provide all means of transport booking (Ex. Flight tickets, train tickets, cruise tickets, car rental contracts etc.)	If the first country of entry is another Schengen country, Applicant should provide proof of flight, or any other transportation means to enter Italy.
6	All Hotel reservations that cover all the itinerary provided (must be in English or Italian)	1) Hotel reservation must be in English or Italian language 2) The name of the applicant must be displayed on the reservation letter.	Please check each hotel reservation and make sure on the Reservation letter there are: name of the occupant, Hotel address, telephone number, etc. Reservation should be consistent with air flight and itinerary.
7	Itinerary in English language	1) Need to clearly state date, location and transportation means (In case it involves self-driving applicant must provide international driving license, car rental contract, etc. 2) In case the itinerary includes ferry/cruise travel, applicant must provide detailed ferry/cruise itinerary letter which states which countries or sea it will pass through.	
8	Proof of financial means	1) Provide Applicant's own active banking account statement of last three months. The printing date must be within 15 days before submission of application. Students can provide bank statements of the last three months of both parents. Housewives can provide the bank statements of their spouse together with copy of marriage certificate.  2) Fixed deposit, credit card statements, etc. can only be used as supporting documents. They are not mandatory. 3) Recommended balance amount in banking accounts should be over 5-digit number.	
9	Applicant's employment letter (Not mandatory for unemployed person; student must provide School certificate issued by School).	Please provide a certificate of employment in English language, original copy. (Housewives can provide the bank statements of their spouse together with copy of marriage certificate.)  Student must provide below documentations: 1) School certificate issued by School 2) School certificates should have an official seal and signature of relevant responsible person. 3) The content must reflect the leave time; this should cover the duration of the whole travel. 4) Certificate of employment in English language of both parents 5) In case the student's travel is funded by parents, please provide birth certificate and parents' relationship proof legalized by FAO (issued within Guangzhou Jurisdiction) or Apostille legalization. In case Applicants need to have this document returned to applicant after the Visa process, please also provide 1 copy version.	Please verify on the Employment letter and School certificate: Name, passport number, date of birth, leave date should be consistent with the travel duration during submission.

10	1 Copy of Business License of applicant working company (Not mandatory for unemployed person)	Copy of Business license of the company, with relevant official seal to be affixed. Not mandatory for unemployed applicants.	
11	Insurance in English language	<ol style="list-style-type: none"> <li>1) The validity period of the insurance should at least cover the time of the whole trip (round-trip flight ticket dates)</li> <li>2) The insurance should cover all Schengen countries</li> <li>3) Insured amount should not be less than 30000Euros</li> <li>4) Insurance must cover repatriation, emergency hospital treatment.</li> <li>5) Copy of insurance letter is acceptable.</li> </ol>	
12	Copy of applicant's passport page and signature page	<ol style="list-style-type: none"> <li>1) 2 copies of passport page (Signature page must be included for old passport)</li> <li>2) Copy of previous visa page issued by UK, USA, and Schengen states within last 5 years</li> </ol>	
13	Housing ownership, Driving license, Retirement/Marriage certificate copy (if available)	Not mandatory. If available, please provide only copy pages with Applicant name in it.	Do not need original copy
14	Number of entries	<p>If the itinerary includes 2 or multiple entries in Schengen, the applicant needs to provide all the documentation necessary for each entry.</p> <p>Please also provide an explanation letter explaining the reason for the multiple entries request and tick relevant entries in the second page on Visa application form.</p>	Do not need original copy