

Professional Training

All basic documents you need to supply:

Basic documents (Must be provided)

1) [Schengen application form](#) (Original).

The application form can also be filled out online and printed out after the registration process.

Notes:

1. Language: The form must be filled out in English, German, French, Italian or Romansh.
2. Signature: The Schengen application form has to be **signed by the applicant**. The signature of a representative is invalid.
 - The signature on the form should be similar to the one on the applicant's passport and letter of representation.
 - **Two signatures required:** Please make sure to sign in field No. 37 and the last field of the application form.
 - Minor applicant under the age of 18: The application form must be **signed by both parents or by a legal guardian**. Please DO NOT sign the name of the underage applicant.
3. The application form must be **filled out completely and accurately**. An incomplete form will be considered as not provided.

2) Passport (Original)

A national private passport or official travel document valid for at least more than 3 months beyond the validity of the requested visa, with two blank visa pages with the mention "visa" to affix the visa sticker. It should be issued less than 10 years ago. The passport must be signed by its owner with an official signature in all the required places. Please note that passports of applicants who are minors and under 10 years old can, but do not need to be signed. Applicants who are 10 years old or older have to sign their passport by themselves. Please note that passports of applicants who are minors must not be signed by their parents. These rules do not apply for newly issued Chinese passports with electronic signature.

Passport (Copy)

Copy of the first (identity information), the last (signature) page of the passport and Schengen visa pages.

3) Two recent and identical identity photos (Original)

Size 3.5 cm x 4.5 cm, color photo with white background, taken within 6 months, from the front and without any head-coverings.

4) Insurance (Original)

1. Insurance coverage:

Short-stay Schengen Visa (less than 90 days).

The insurance should be valid for the whole Schengen area and cover the whole period of your stay within the Schengen area, counting from the day of entry into Schengen for the foreseen number of days.

Notes:

- 1) The insurance policy should clearly indicate its validity for the whole Schengen area. The insurance covering Switzerland only is not compliant.
- 2) If the travel insurance policy doesn't indicate Schengen area and the zones covered by the insurance are shown in clauses, please also provide the photocopies of insurance clauses (English, German, French, Italian or Romansh translation required if the policy is in Chinese).
- 3) Insurance period: The insurance should cover the departure and return dates matching air ticket booking document, from the arrival day in the first Schengen country till the departure day leaving the last Schengen country.

2. Insured amount:

The insurance must have a minimum coverage of **30.000 Euro** (around 300.000 RMB) including medical fees and repatriation costs.

5) Invitation letter (Original)

On official company paper with stamp and signature, mentioning clearly:

- full address and contact details of the company
- the name and position of the countersigning officer
- purpose and duration of the visit
- detailed program of the visit
- person or the entity who will bear your travel and living costs and whether the sponsor gives financial guaranty for your return to China
- Invitation letter must be hand-signed by the inviting party. **Digital signatures are not accepted.** A letter without an original signature will be considered as missing

6) Training program (Copy)

Must be issued on official company paper, with stamp and signature and hand-signed by the inviting party.

7) Bankbook or bank statement (except credit card) of the applicant covering the last three months (Original)

If you submit an original bankbook please also provide photocopies of all the bankbook pages.

8) Bank statement of the employing company covering the last three months, except credit card record (Original)

Mandatory if the personal bank statement of the applicant was not provided.

If you choose to submit your application by a representative, you must provide the following 2 documents

The applicant can delegate a representative to submit application at Visa Application center if he/she has obtained a VIS-Schengen visa in the past 59 months.

9) Letter of authorization for visa application/passport return (Original)

Mandatory if you choose to submit your application by a representative.

Requirements:

- 1. The signature on the letter of authorization needs to be the same as the one in the applicant's passport and Visa application form. The form has to be filled out completely. No correction is allowed on the form.**
- 2. The letter cannot be shared and each applicant has to present the original.**
- 3. Minor applicant under the age of 18: The letter of authorization must be signed by one parent or a legal guardian. Please DO NOT sign the name of the underage applicant.**

The submission date of the application is the reference date if the applicant is 18 years old.

The authorization is not required if parents submit the application for their underage children. However, they should provide evidence proving their family relation (such as hukou etc.).

10) Representative ID Card or passport (Original+Copy)

Mandatory if you choose to submit your application by a representative.

If you are an employed applicant - Besides "Basic documents" you also need to provide the following documents:

11) Employment certificate (Original+Copy+Translation)

Letter from the employer (in English, German, French, Italian or Romansh) on official company paper with stamp, signature of a responsible person in the company, signature date and clearly mentioning:

- address, telephone, fax numbers and contact persons of the company
- the name and position in the company of the countersigning officer
- the name of the applicant, position, salary and years of service
- approval for leave or absence
- the purpose of the visit
- confirmation of position after the return

- the person or the entity who will bear the travel and living costs.

12) A sealed copy of the Business license or Organization code or Institution legal person certificate or other similar function certificate (Original)

If you are employed with a university or a government financed institution, this document is not required.

If you are freelance applicant - Besides “Basic documents” you also need to provide the following documents:

13) Explanation letter (Original)

Must be written in English, German, French, Italian or Romansh, with the date and the signature of the applicant, clearly mentioning:

- the name of the applicant, gross income per month/year
- describe your daily work/job duties

If you are a foreign applicant - Besides “Basic documents” you also need to provide the following documents:

14) Chinese residence permit (Original+Copy)

If you are a retired applicant - Besides “Basic documents” you also need to provide the following documents:

15) Letter of dispatch (Original)

Letter from the company/institution (in English, German, French, Italian or Romansh) on official letterhead with stamp, signature, date and clearly mentioning:

- address, telephone, fax numbers and contact persons of the company/institution
- the name and position in the company/institution of the countersigning officer

- the name of the applicant, position, salary and years of service/name and grade of the student
- the purpose of the visit
- the person or the entity who will bear the travel and living costs

16) Proof of pension or other regular income (Copy+Translation)

For example:

1. Retirement certificate clearly indicating salary or pension items
2. Original bankbook or bank statement (excluding credit card) covering the last three months, with the salary or pension clearly stated
3. Stock or fund accounts under applicant's name

If you are an unemployed married applicant - Besides “Basic documents” you also need to provide the following documents:

17) Working certificate of the spouse (Original+Translation)

Original letter from the employer of your spouse (in English, German, French, Italian or Romansh) on official company paper with company stamp, hand- signed signature of a company executive, date and clearly mentioning the following details:

- address, telephone and fax number of the company,
- contact persons of the company,
- name, position, salary and years of service of the spouse.

If your spouse is a pensioner, please provide the original and photocopy of his/her retirement card or original retirement certificate.

18) Bank statement of the spouse covering the last three months, except credit card record (Original)

19) Notary certificate of marriage, legalized by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy (Original+Translation)

20) Notarial certificate of marriage, legalized by the Embassy/Consulate of your country of origin in China (Original) [Only mandatory for foreign applicants]

A copy of an official Swiss certificate can also be used as proof.

If you are a minor applicant (< 18 years old) - Besides “Basic documents” you also need to provide the following documents:

21) Bankbook or bank statement (except credit card) of the person you are financially dependent on, covering the last three months (original)

If you submit an original bankbook please also provide the copies of it.
Mandatory if you are financially dependent.

22) Notary certificate of family relation or proof of guardianship, legalized by the Chinese Ministry of Foreign Affairs or by the Chinese Embassy (Original containing translation)

A copy of an official Swiss certificate can also be used as proof.

23) Notary certificate of family relation or proof of guardianship, legalized by the Embassy/Consulate of your country of origin in China (Original) [Only mandatory for foreign applicants]

A copy of an official Swiss certificate can also be used as proof.

24) Notarial certificate of parental authority delegation and legalized by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy (Original containing translation)

This document should contain parents signature and should define the person in charge of the minor in the Schengen area (mandatory if the child is travelling alone or with only one parent).

25) Notarial certificate of parental authority delegation, legalized by the Embassy/Consulate of your country in China (Original) [Only mandatory for foreign applicants]

This document should contain parents' signature and should define the person in charge for the underage in Schengen area. (Mandatory if the child is travelling alone or with only one parent).

26) Proof of kinship to the person you are financially dependent, legalized by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy (Original containing translation)

A copy of an official Swiss certificate can also be used as proof.

27) Proof of kinship to the person you are financially dependent, legalized by the Embassy/Consulate of your country of origin in China (Original containing translation) [Only mandatory for foreign applicants]

A copy of an official Swiss certificate can also be used as proof.

If you are a student applicant - Besides "Basic documents" you also need to provide the following documents:

28) Studies certificate (Original+Translation)

Should be issued by your school or university and contain your grade and days of leave. Should include school's address, contact and official seal. Should also indicate name, position and signature of the person in charge.

29) Letter of dispatch (Original)

Letter from the company/institution (in English, German, French, Italian or Romansh) on official letterhead with stamp, signature, date and clearly mentioning:

- address, telephone, fax numbers and contact persons of the company/institution
- the name and position in the company/institution of the countersigning officer
- the name of the applicant, position, salary and years of service/name and grade of the student
- the purpose of the visit
- the person or the entity who will bear the travel and living costs

30) Bankbook or bank statement (except credit card) of the person you are financially dependent on, covering the last three months (Original)

If you submit a bankbook, please also provide the copies of it.
Mandatory if you are financially dependent.

31) Proof of kinship to the person you are financially dependent on, legalized by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy (Original containing translation)

A copy of an official Swiss certificate can also be used as proof.

32) Proof of kinship to the person you are financially dependent on, legalized by the Embassy/Consulate of your country of origin in China (Original containing translation) [Only mandatory for foreign applicants]

A copy of an official Swiss certificate can also be used as proof.