



GRAND-DUCHÉ  
DE  
LUXEMBOURG

## SHORT STAY VISA FOR CULTURAL / SPORTS EVENTS

### **Supporting Documents :**

#### **A/ Applicant:**

1. One application form filled in French or in English, not stapled, with a colour photo 35mm x 45mm on a white background.
2. Passport valid for at least three months after the expiration date of the visa requested (+1 copy of the first page of passport)
3. Proof of medical travel insurance covering all the 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. The proof of medical insurance shall be submitted together with the visa application.
4. Reservation of the roundtrip flights (attention: the tickets should be bought only after the visa has been issued)  
A copy of the return tickets should be presented when picking up the visa.
5. Original "Hukou" with photocopies of all pages (no translation)
6. Proof of accommodation: for the whole duration of the intended stay
7. A sealed copy of the business license of the employing company
8. Original letter from the Chinese cultural or sports organization. The letter must be in English or in Chinese with translation in English. The letter should be prepared on official paper with stamp, signature, dated and clearing mentioning clearly:
  - o full address, telephone and fax number of the organization
  - o the name and position of the countersigning officer
  - o name, position, salary and years of employment (only for professionals)
  - o confirmation of participation
  - o entity that will pay for costs of travel and living
9. For minors (under 18)
  - o Student card + 1 photocopy
  - o Original letter of the school mentioning:
    - full address, telephone number of the school
    - permission for absence,
    - name and function of the person giving the permission
    - 1 photocopy
  - o Notary certificate of permission for minors travelling alone or with one parent + 1 photocopy:
    - when minor is travelling alone: notary certificate of permission to travel from both parents or legal guardians, legalised by MFA
    - when minor is travelling with one parent: notary certificate of permission to travel from the parent or legal guardian not travelling, legalised by MFA
    - when parents are not in China: notary certificate of permission attested by the relevant authorities in the country of residence
  - o Notary certificate of family relation or proof of guardianship, legalised by MFA + 1 photocopy
  - o In case of divorce, the additional documents could be asked

#### **B/ Guarantor in Luxembourg:**

10. Original invitation letter from the organiser of the event of the country of destination
  - o Full address, contacts of the organization ( telephone & fax )
  - o The name and position of the countersigning officer
  - o Purpose and duration of your stay
  - o Detailed program and itinerary
  - o An indication of the costs of the study/sport and entity that will pay for them
  - o Indication of lodging during the period of your intended stay

**The Embassy / the Consulate reserves the right to require additional documents.**

#### **Remarks :**

1. The application for a Schengen visa must be submitted to the Embassy or the Consulate of the country of the European Union which is the main destination. It is possible that the main destination is not the first country visited by the applicant. If the duration of the stay in the different Schengen countries is the same, the applicant must submit his visa request to the Embassy/Consulate of the first visited Schengen country.
2. 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.
3. The Embassy/the Consulate reserves the right to interview the applicant in person.
4. 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.
5. For documents in Chinese, English or French translations have to be provided.

#### **Visa fee:**

The visa fee of short stay (maximum 90 days) must be paid at the time when the request is submitted.

The amount in RMB will be calculated according to foreign exchange rate (60 euros).

The visa fee will not be refunded in case of refusal.

#### ***Ambassade du Grand-Duché de Luxembourg à Pékin***

*Unit 1701, Tower B, Pacific Century Place, 2A Gong Ti Bei Lu, Chaoyang District, 100027 Beijing*

*Tel: +86-10-85880900 - Fax: 010-6513 7268 - Email: pekin.visa@mae.etat.lu*

#### ***Consulat Général du Grand-Duché de Luxembourg à Shanghai - Room 403 No. 12, Zhongshan Dong Yi Lu, 200002 Shanghai***

*Tel : 021-6339 0400 - Fax: 021-6339 0433 - Email: shanghai.visa@mae.etat.lu*