



GRAND-DUCHÉ  
DE  
LUXEMBOURG

## SHORT STAY VISA FOR MEMBERS OF AN ADS GROUP

### Supporting Documents :

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. 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, additional documents could be requested
7. Proof of solvency of the applicant
  - o Bank statements from the last 3 to 6 months, no deposits
 For employees:
  - o A sealed copy of the business license of the employing company
  - o A letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, dated and clearly mentioning:
    - Address, telephone and fax numbers of the employing company
    - The name and position in the employing company of the countersigning officer
    - The name of the applicant, position, salary and years of service
    - Approval for leave or absence
 For retired persons:
  - o Proof of pension or other regular income
 For unemployed adults:
  - o If married: letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA.
  - o If single/divorced/widow: any proof of regular income.

### **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. The ADS applications have to be introduced by an accredited ADS agency to the Embassy or the Consulate.
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 appear in person at 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.

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