



GRAND-DUCHÉ  
DE  
LUXEMBOURG

## SHORT STAY VISA FOR VISIT TO FAMILY / FRIENDS

### **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. 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 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 Certificate of family relation or proof of guardianship, notarized and legalised by MFA + 1 photocopy
  - o In case of divorce, additional documents could be requested.
7. Proof of relationship with sponsor
  - o For family visit: a notary certificate of family relationship with the sponsor, legalised by MFA + 1 photocopy
  - o For friends visit: proof of the existence of the relationship with e.g. original documents, pictures, invitation letters etc
8. Proof of solvency of the applicant
  - o Bank statements from the last 3 to 6 months

For employees:

  - o A sealed copy of the business license of the employing company
  - o A letter from the employer in China (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.

#### **B/ Sponsor in Luxembourg:**

- o Original invitation letter (not older than 6 months) signed by guarantor, mentioning the purpose and the duration of the intended stay
- o Original declaration of guarantee
  - If the sponsor lives in the destination country:
    - Proof of a regular income over the last 3 months
    - Declaration of guarantee issued by the relevant Luxembourg authority, authorised by the Passport Bureau
    - Copy of the first page of the passport and the residence permit (if applicable)
  - If the sponsor lives in China but invites the applicant to travel together to the country of destination:
    - Signed guarantee letter
    - Copy of the first page of the passport and the residence permit for China
    - Proof of a regular income (ex: letter from the employer, salary statements of the last 3 months)
    - Proof of residence in the country of destination or invitation to stay with relatives

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

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**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.

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