



GRAND-DUCHÉ  
DE  
LUXEMBOURG

## SHORT STAY VISA FOR BUSINESS VISIT OR SHORT PROFESSIONAL TRAINING

### **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. Proof of accommodation for the whole duration of the intended stay
6. Bank statements:
  - o If the employing company pays the costs of travel and living: bank statements from the last 3 to 6 months of the employing company,
  - o If the costs of travel and living is born by the employee: personal bank statements from the last 3 to 6 months
7. Original "Hukou" with photocopies of all pages (no translation)
8. A sealed copy of the business license of the employing company
9. Original letter from the employer in China (in English, or in Chinese with English translation) on official company paper with the signature of the manager, the stamp of the company, the date, mentioning:
  - o Address, telephone and fax numbers of the employing company
  - o The name and position in the employing company of the countersigning officer
  - o The name of the applicant, position, salary and years of service
  - o Purpose of the visit
  - o Approval for leave or absence
  - o Confirmation of position after the return
  - o The person or the entity who will bear your travel and living costs

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

10. Original invitation letter from the organiser of the event or the training, on official company paper with stamp, signature, dated and clearly mentioning:
  - o Address, telephone and fax numbers of the organising company
  - o The name and position of the countersigning officer
  - o Purpose + duration of the visit
  - o Detailed program
  - o The person or the entity who will bear your travel and living costs
  - o Whether the sponsor gives a financial guaranty for your return to China
  - o Proof of registration with the Chamber of Commerce if applicable

**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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