

#### Accredited French companies' employees

- Two identity photos 2 inches with clear background
- Short stay visa application form original
- Passport original + copies of the first 5 pages of the passport, including all the pages which contains visas or stamps
- ID card copy and translation (issued by competent authorities of Shanghai, Anhui, Jiangsu, Zhejiang province). If ID card issued by authorities of another province, copy of resident permit issued by competent authorities of Shanghai, Anhui, Jiangsu, Zhejiang province and translation
- For foreigners living in China : resident permit copy
- Coded Working certificate original + copy  
(Original certificate of employer indicating the name and the functions of the interested party, the authorization of absence and financial support for the duration of the stay. On this document must be reproduced the address, phone and fax numbers of the employer, the seal of the company, as well as the signature, the name and the functions of the person in charge who delivered this certificate)
- Insurance copy and translation (only French or English version is accepted - Chinese version is not accepted)
- **If the applicant intends to stay in France more than 30 days, French labor bureau authorization (“DDTEFP” letter), original + copy (Stating the presence and the status of the person in the company: internship (paid or not), worker)**